

# Parent/Student Handbook 2023-2024

*...but lay up for yourselves treasures in heaven,  
where neither moth nor rust destroys  
and where thieves do not break in and steal.*

*For where your treasure is,  
there your heart will be also.*

*-Matthew 6:20-21*

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## Welcome!

Welcome to Wooster Christian School! It is a privilege to partner with you in educating your child and helping them grow into a young man or woman of God. The Bible is the basis of everything we do at WCS and we trust God's promise in Isaiah 55 that God's Word will accomplish its purpose. As we partner with you and your local church, we trust God will do His work in helping your child grow spiritually, academically, and socially.

In this handbook, you will find a wide range of information which we hope you will find useful. While not exhaustive, the purpose of this book is to briefly convey some of the more important elements of the policies and procedures that govern our school. We ask that you take time to review the contents and, where appropriate, discuss it with your child.

We promise to love your child and challenge them to meet his or her full potential not only as a student, but also as a Christian. All of our planning at WCS is founded in our desire to grow as human beings while giving God the glory that he deserves. It is our hope that this comes through in the policies and procedures that are found within this handbook.

Even the most successful school or church cannot replace parents, and it is not our intention to do so. We, instead, consider ourselves partners with you in raising your child. We appreciate the fact that you have entrusted your child to us for their education and commit to doing our best to help them be successful. It is our prayer that the cord of three strands (home, church, school) will create a solid foundation for students that cannot be easily broken by the trials and temptations of the world.

If you have questions about any of the content of this handbook, please contact me at the school.

In His service and for His glory,

A handwritten signature in cursive script that reads "Randy Claes".

Randy Claes  
Administrator

**Staff and Board Directory 2023**

Joyce Atkins	MS Social Studies
Beth Babulski	Second Grade
Greg Brenneman	IT Support
Kate Buzzard	AM JK/Office
Deborah Carpenter	Librarian
Ken Carraway	Bus Driver/Mechanic
Joy Claes	Music
Randy Claes	Administrator/Music
Carley Coblentz	Second Grade Aide
Maleah Derhammer	Kindergarten Aide
Katie Dunlap	Spanish
Madi Elliott	Athletic Director/PE
Lisa Falkenberg	First Grade
Molly Farley	Bookkeeper
Noah Fetzer	School Safety Officer
Kristen Fridley	Dean of Students
Jennie Gold	MS Language Arts
Kara Gorglione	HS Director
Julie Hancock	Preschool Aide (COS)
Emily Heller	Speech Therapist
Angie Hixenbaugh	Office Assistant
Jeff Hunt	HS Math/STEM
Kerilynn Jagger	Kindergarten/NEST Aide
Jody Jarvis	Preschool Aide (Grace)
Wendy Johnston	PM JK/Kindergarten Aide
Melody Kirby	Art
Ashleigh Kuhns	Office Administrator
Bill Lake	Bus Driver
Lea Matthews	Intervention Specialist
Hannah Minkus	MS Science
Michelle Naylor	Bookkeeper
Sandy Northey	Kids' Time Director

Sue Peters	Paraprofessional
Ann Planisek	Director of Development
Christine Richardson	Kindergarten
Traci Schar	JK-K Art/Classroom Aide
Denise Schmidle	MS Math
Jenni Schuerr	Music
Karen Scully	Kindergarten
Stacey Slater	Title I
Heidi Snode	Fourth Grade
Jenifer Snure	Kindergarten Aide
Courtney Starkey	HS Guidance Counselor
Kim Steiner	Preschool (Grace)
Kelly Stewart	Third Grade
Ruby Swartzentruber	School Nurse
Madeline Thompson	First Grade
Stefanie Thompson	Preschool Aide/Nest (COS)
Amanda Troyer-Fetters	Hot Lunch
Sara Vaught	Aide/Kids' Time
Bri Weirick	Preschool (COS)
Cheryl Weltlich	Intervention Specialist
Renee Whitmore	School Nurse
Gina Wood	Aide
Branon Workman	JK Aide/HS Culinary
Annet Yoder	Custodian/Lunchroom
Gwen Zimmerly	Classroom Aide

**Board Members**

Tim Harley	President
Mike Davidson	Vice President
Skip Vermilya	Treasurer
Betsy Buckwalter	Secretary
Jim Arthur	
Ron Leatherman	
Jeremiah Scadden	
Toni Schmitt	
David Zacour	

## **HISTORY OF WCS**

Wooster Christian School was started in 1986 as a result of a handful of people who had a vision for a Christian school in the Wooster area. The vision was presented to and accepted by the Grace Brethren Church.

The first year, 1987, saw the school open with 21 students in pre-kindergarten, kindergarten and first grade. In the fall of 2016, it was announced that Wooster Christian School would be relocated to Church of the Saviour and seek independence. The “new” Wooster Christian School opened at Church of the Saviour in the fall of 2017. Wooster Christian School now operates preschools at both COS, as well as Grace. Currently 266 students are enrolled in pre-kindergarten through eleventh grade.

## **MISSION STATEMENT**

Wooster Christian School exists as an extension of the Christian home and church to fulfill God’s commands to teach His words “diligently unto our children” (Deuteronomy 6:5-9). We serve with the cooperation of parents who support us through their prayers and involvement in the activities of our school (Ephesians 6:4). Our foundation rests upon acknowledging Jesus Christ as Lord and Savior and the Bible as the Word of God—the final authority in truth and practice (II Timothy 2:15). We strive to assist each student to grow in excellence spiritually, academically, socially, and physically (Luke 2:52) through the godly ministry and examples of teachers, administrators, board members, and staff (Titus 1:5-16). The goal of Wooster Christian is to prepare students who, under the guidance of the Holy Spirit, will serve the home, local church, community, nation and world (Matthew 28:18-20).

## **PHILOSOPHY OF EDUCATION**

The guiding principle for our philosophy of education is based in the fact that “no one can lay any foundation other than the one already laid, which is Jesus Christ.” (1 Cor. 3:11 NIV) The entire process of education is, therefore, an attempt to encourage students to build their lives on the foundation of a right relationship to God and His world.

Since “all truth is God’s Truth” we are committed to the discovery and application of His Truth in every area of life. We are convinced that the experiences of life must be viewed through the grid of the inerrant Word of God. Students must not only be introduced to the Truth of God, they must also be instructed in how to apply this Truth to their own lives.

**Regarding students:** The biblical and philosophical goal of Wooster Christian School is to develop students into mature, Christlike individuals who will be able to exhibit a Christlike life. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christlike life. Even though parents may personally believe differently, while enrolled at Wooster Christian School, all students are expected to exhibit the qualities of a Christlike life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Wooster Christian School retains the right to refuse enrollment to or expel any student who engages in sexual immorality, including any student who professes to be a homosexual/bisexual/transgender or is practicing those behaviors, as well as any student who supports or promotes such practices (Leviticus 20:13, Romans 1:27).

We believe that God has committed to parents the responsibility of educating their children (Eph.6:4, Deut. 6:6-9). We are convinced therefore, that the Christian school is the extension of the Christ-centered home and church. Our commitment is to supplement and assist these institutions, not supplant them.

**Regarding parents:** Wooster Christian School’s biblical role is to work in partnership with the home to mold students to be Christlike. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not

necessarily limited to, sexual immorality, homosexual/bisexual/transgender orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

We believe that God has committed to parents the responsibility of educating their children (Eph. 6:4, Deut. 6:6-9). We are convinced therefore, that the Christian school is the extension of the Christ-centered home and church. Our commitment is to supplement and assist these institutions, not supplant them.

We are dedicated to a Christ centered, educational program which includes the following:

1. A Christian environment which presents the challenge to each student for a personal and abiding relationship with Christ.
2. A well-organized and effective program of academic instruction which will meet or exceed all requirements prescribed by state law, as long as those requirements are not in disharmony with specific direction stated in God's word.
3. A staff of well-trained, appropriately certified and dedicated teachers who are sensitive to the spiritual, educational, and personal needs of children and youth.
4. A competent and experienced administrator to direct and supervise the educational program.
5. Educational facilities, equipment and carefully selected materials which enhance the efficiency and effectiveness of the instructional program.
6. Auxiliary services as needed to supplement the educational program and to enable the school to better meet student needs.
7. Appropriate emphasis for the teaching of citizenship, patriotism, respect for authority, and an understanding of those of different cultural backgrounds.
8. The encouragement of each student to make a definite commitment to Jesus Christ as Savior and Lord; instruction which relates the knowledge of the classroom to the Word of God; and motivation which directs students to dedicate their lives to Christ and to share the knowledge and appreciation of His Word in ministering to others.

### **Identity and Purpose**

Wooster Christian School is an independent Christian school, governed by an elected board of education. Our purpose is to offer Bible-centered, God-honoring, quality education to those in the community who see the need of providing an education founded in God's Word.

### **Authority**

Our authority comes from the Bible, the Word of God, the sixty-six books of the Old and New Testament, verbally inspired in all parts; and therefore, wholly without error as originally given of God. (II Timothy 3:16, II Peter 1:21)

### **Shield**

The Wooster Christian School Shield was adopted in 2012 to commemorate our 25<sup>th</sup> anniversary. One of the predominant symbols on the shield is the cross, representing that the death and resurrection of Jesus Christ are foundational truths in our ministry. The cross reminds us of the grace gift of salvation that is available in Christ. The sunburst reminds us that these truths are central to the school's mission and philosophy. At the base of the shield, a Bible lays open representing that God's Word is the foundation for everything we do at WCS. The tree, which is rooted in the Bible, represents our desire that students take root in the Scriptures and therefore, flourish and blossom. Finally, the torches represent the gifts of wisdom and knowledge that come from the Lord. These torches speak to our desire to offer to students a challenging and relevant academic education.

### **Slogan**

Wooster Christian School believes in partnering with the home and church to build a solid spiritual foundation in each student through a Christ-centered education.

### **Vision**

The vision of Wooster Christian School is to prepare students for the future through excellence in Christian education.

### **Core Values**

Our core values are:

- Spiritual Foundation: God's Word is the foundation for everything we do.
- Superior Academics: Students will be challenged through rigorous curriculum and relevant classroom experiences.
- Learning Environment: The culture of the school will be build around love, respect, and encouragement, helping to nurture each individual.
- Leadership: We believe God is preparing our students for exciting futures in which they will be world changers.
- Partnership: We will be most effective when we are partners with the home and church.

### **School Board**

The Wooster Christian School board of education shall consist of up to nine elected voting members. The school board generally meets at 7:00 p.m. on the secondTuesday of each month. Portions of the meetings are open to the public.

## **STUDENT ADMISSIONS**

All students admitted to Wooster Christian School will be enrolled initially on a provisional basis. All new admissions will be reviewed by the administration and classroom teachers within a nine week period. New students will then be granted full admission, provisional continuation, or will be removed from the school. The decisions will be based on the ability of the institution to meet the specific physical, emotional and/or academic needs of the student and on the student's conformity to acceptable behavior practices.

### **Racial Nondiscriminatory Policy**

The Wooster Christian School recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships/loans/fee waivers/ educational programs and athletics/extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation.

### **Entrance Age**

All students must be at least 3 years old and toilet trained to enter Pre-Kindergarten 3, 4 years old to enter Pre-Kindergarten 4, 5 years old to enter Kindergarten, 6 years old to enter First grade, on or before September 30<sup>th</sup> of the year they enter those grades. A birth certificate verifying date of birth will be required for all first-year students.

Due to social, emotional, and psychological concerns we do not recommend early entrance into Pre-Kindergarten, Kindergarten, and First Grade or skipping grades.

### **Admission Requirements**

- A. Each child will be admitted on an annual basis.
- B. In the event that prospective students exceed the class's capacity, preference will be given to those whose parents/guardians indicate their intention to continue enrolling said students in WCS in succeeding school years.
- C. All new admissions are probationary and are subject to review after nine weeks. The probationary period is to the student's advantage in those cases where academic performance suggests improper grade placement or other unforeseen factors interfere with the learning process.

### **Custody Cases Documentation**

It is a state requirement as well as the policy of the Wooster Christian School Board to require a certified copy of a child custody order, decree, or modification to be filed in the school office for any enrolled student in a legal custody decision.

### **Tuition**

The current fee scale can be obtained from the school office. Book expenses are included in the tuition fee. A non-refundable registration fee is due upon application.

A multiple child discount on tuition is available. Check the offices for current discounts. Full-time clergy have the opportunity to receive a discount off of the tuition. Families may only qualify for one discount. The discount offering the greatest benefit will be used.

- A. A non-refundable registration fee shall be required with the application before registration will be finalized. Discounts or scholarships do not apply to registration fees.



- B. Each student must be enrolled in the tuition payment plan or pay tuition in full five (5) working days before the first day of school. Tuition payments must be current in order to begin classes.
- C. Students with delinquent accounts will be subject to dismissal after the payment due date.
- D. Mid-term withdrawal: Student shall pay full tuition for all weeks enrolled in school year including the week in which the withdrawal is made. An early withdrawal fee of 5% of the tuition charge before any discount (i.e. early registration, multiple child, staff, or pastor's discount) will be applied after the first week of school.
- E. In the event of illness that prohibits a student from attending classes, tuition will continue to be charged unless a formal withdrawal from the school is made.
- F. Delinquent payment of tuition and/or student fees will be handled by the administrator in accordance with Board policy.
- G. For the purposes of receiving a multi-child discount, a family shall be defined as blood/adoptive relatives or guardians(s) and ward(s) residing together in the same household for a majority of the school year.

### **Financial Aid**

All financial aid applications for the new school year **must be submitted with school applications for returning students by the end of April**. New enrollees must submit financial aid applications by June 30<sup>th</sup>. Any application for financial aid received beyond June 30<sup>th</sup> would be considered as an emergency need or viewed as late enrollment. Aid would be awarded only as funds are available.

No financial aid shall be given unless all financial aid forms are completed in their entirety.

### **State Scholarships**

Wooster Christian School is a provider for the EdChoice, Edchoice Expansion, and Jon Peterson scholarships through the Ohio Department of Education. Families who qualify for these scholarships are not eligible for other discounts.

### **Returned Check Fees**

Returned checks will be charged a fee equal to 110% of the bank's fee for all returned checks.

## ATTENDANCE POLICIES AND PROCEDURES

### School Hours

Pre- Kindergarten: 3 and 4 year old 2-Day program: Tuesday and Thursday: 9:00 – 11:30 a.m.  
4 and 5 year old 3-Day program: Monday, Wednesday, and Friday: 9:00 – 11:30  
Junior Kindergarten: Monday through Friday: 9:00 – 12:00 p.m.  
*\*Afternoon care available for PreK and JK until 5:30 p.m. at the COS Location only (additional fees apply)*  
Kindergarten: Monday through Friday: 9:00 – 3:30 p.m.  
Grades 1-12: Monday through Friday: 9:00 – 3:30 p.m.

### Arrival and Departure

Parents may drop students off at Door E2, N1, or W4 according to the provided maps. All parents who wish to park and come into the school building should park by, and enter, at the **north** door. Pick up will take place based on the provided map. **A student should arrive at school no earlier than 8:50 a.m. Students arriving before 8:45 will be sent to Kids' Time unless accompanied by a parent.** School begins promptly at 9:00 a.m. All students are to leave by 3:45 p.m. or they will be taken to Kids' Time and be charged for the time there. If you have an emergency or car trouble, please call the school and leave a message for your child's teacher. Any information or changes related to your child's transportation should be communicated directly to the school office.

### Security

We value the safety of our students. We are committed to providing a safe environment for the education of all students. **Parents and volunteers must sign in at the office.** All outside doors are locked throughout the school day. Please enter and exit through the east or north doors after 9:00 a.m. A student must be picked up by the designated parent, guardian, or previously authorized pick-up person. These names must be on file on the application in the office. When other arrangements are needed, a note received ahead of time is preferred. In an emergency, phone call authorization is acceptable. People visiting the school should not come to door W4 (main church door) as that door is used for church business only during the school day.

### After School Protocols

The following protocols are in place to provide for the safety of our student body and to protect Wooster Christian School legally when students remain in the building after school hours.

1. Parents with younger children must keep their children with them when attending events such as basketball games or practices.
2. All students should be picked up no later than 5:30 p.m. unless an event requires staying later. After 5:30, there will be no adult supervision.
3. We ask teachers and advisors to remain up to 15 minutes after the scheduled release time. However, students not picked up at the regularly scheduled dismissal maybe required to go to Kids' Time at the Administrator's sole discretion. Parents are asked to be on time to pick up students after activities are over.
4. Students who are to remain in the building after school or after activities (sibling in basketball practice, etc.) must go to Kids' Time. Students in seventh through twelfth grade, with a signed parent waiver (see middle school/high school addendum), may choose not to go to Kids' Time observing the following guidelines:
  - a. These students must remain in the gym hallway area of the school and are not permitted to wander the building.
  - b. They will not have adult supervision.
  - c. This is a privilege and can be revoked at the discretion of the administrator in the case of discipline problems.

## Attendance

### A. Basic Purpose:

In accordance with Ohio Revised Code 3321.19, it is WCS policy to use its full resources to prevent and eliminate truancy by its students before it reaches the level of habitual or chronic truancy, which permits or requires intervention by the Juvenile Court.

The educational program offered by WCS is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all enrolled students during the days and hours that WCS is in session.

### B. Excused Absences:

The administrator shall require from the parent of each student who has been absent from WCS for any reason, a written statement of cause for such absence.

The following factors are considered to be reasonable excuses for time missed at WCS:

1. Personal illness (a written physician's statement verifying the illness may be required)
  - a. A phone call is required by 9:00 a.m.
  - b. A written statement should be turned into the classroom teacher upon return to school
2. Quarantine of the home
3. Bereavement of immediate family members
4. Verified doctor appointments
5. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
6. Such good cause as may be acceptable to the administrator

### C. Truancy Conditions:

WCS recognizes three conditions of truancy. By definition a truant is a student who is absent without excuse as outlined in B.

1. Potential Truant
  - a. 3 or more consecutive absences
  - b. 5 or more absences in a school month
  - c. 10 or more absences in a school year
2. Habitual Truant
  - a. 5 or more consecutive absences
  - b. 7 or more absences in a school month
  - c. 12 or more absences in a school year
3. Chronic Truant
  - a. 7 or more consecutive absences
  - b. 10 or more absences in a school month
  - c. 15 or more absences in a school year

### D. Procedures:

1. Whenever a student's unexcused absences reach the minimum of a potential truant, the Administrator shall:
  - a. Investigate or cause an investigation of the absences by an appropriate official.
  - b. Contact the child's parent/guardian by phone and discuss the absences or arrange a conference to do so, and
  - c. Record conference and investigation reports in student's file.
2. Should the steps in item 1 prove ineffective to resolve the truancy or should the minimum level of habitual truant be met during the same school year, the Administrator shall Notify the parents in writing of the legal responsibilities as provided in R.C. 3321.19 and any of the following intervention actions:
  - a. Provide counseling to the student.
  - b. Request or require the student's parent to attend a parental involvement meeting.
  - c. Take appropriate legal action.
3. Should the steps in item 3 prove ineffective to resolve the truancy or should the minimum level of chronic truant be met during the same school year, the administrator shall, in

consultation with the Board, initiate the expulsion process as stated in the WCS Board Policy Manual. The Board reserves the right to withhold all or part of a student's tuition if the student is expelled for chronic truancy.

### **Tardiness and Absence**

**Tardy:** If a student is not in class by 9 a.m., but arrives at school before 10:30 a.m., the student will be marked tardy except for the following reasons:

1. Transportation problems beyond the student's control.
2. Doctor appointment that has been previously approved by school office or student possesses a doctor's excuse stating the reason for being late to school.
3. Inclement weather: if the school district in which you reside is closed or on a delayed schedule due to inclement weather, students are granted an hour cushion to arrive at school without being counted tardy.

Tardy Policy:

- Three (3) tardies in a grading period result in the teacher making a personal contact with the parent concerning the student's late arrival to school.
- Five (5) tardies in a grading period result in a letter from the administrator to the parent. The parent is to sign the letter returning it to the administrator acknowledging the seriousness of the situation.
- If tardies continue a student may receive a half-day in-school suspension. In-school suspension is the student working alone yet supervised on required assignments for which a zero grade will be given.

**Absent:** If the student fails to attend school on any given day, the student will be marked as being absent for one day.

- If the student arrives at school after 1:00 p.m., the student will be marked as being absent for one day.
- If the student arrives at school after 10:30 a.m. but before 12:00 p.m., the student will be marked as being absent for one-half day.
- If the student leaves school before 12:00 p.m. and does not return to school on the same day, the student will be marked as being absent for one day.
- If the student leaves after 12:00 p.m. but before 2:00 p.m., the student will be marked as being absent for one-half day.
- Students who need to be quarantined for health reasons will not be counted as absent provided they complete the necessary schoolwork while in quarantine.

**Wooster Christian School** considers the development of good attendance habits as a necessary undertaking for two essential reasons: **First**, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. **Second**, research shows that achievement is directly related to attendance.

### **Arriving Late and/or Leaving Early (Sign In/Out)**

All students who come or leave school at a time other than the normal starting or dismissal time will be expected to sign in/out in the school office. It is important that each student does this so that accurate attendance records may be kept. This includes doctor appointments, dentist appointments, illness, etc.

You must check with the secretary or principal before signing in/out. No one is permitted to leave without permission from the office. We will require a note or an appointment card if a student is to be

excused at a time other than regular dismissal. Parents are **required** to come to the office to pick up their child.

### **Make-up Work Due to Illness**

Students are responsible for the completion of unfinished assignments during absences. The students will receive the same number of days to complete the make up work equal to the number of days absent. Parents may pick up work at the end of the day.

### **Wayne County Fair Attendance Policy**

Students will have one day for each day absent and validated by the Wayne County Fair Board to make up school work. School work requested in advance will be due the day the student returns to school.

### **Appointments**

Parents are urged to make all doctor and dentist appointments after school hours. If a student needs to leave school for an appointment, he/she must have a written note from his/her parents to be excused. This note is to be turned in to the homeroom teacher before the school day begins. Please state the time your child will be picked up for the appointment so that a pass dismissing the student from class can be provided. Also, state the time of the appointment. Delays occur when the student does not notify the school and we must await the parents' arrival before the student is dismissed from class. Please sign out your student at the school office. They will meet you there.

### **Use of Telephone**

Only in the case of an emergency, will staff or students be called from classrooms for telephone calls. Messages may be left with the WCS office and will be communicated promptly. Students who need to call home may use the office phone with permission from the classroom teacher and a member of the office staff.

### **Snow or Calamity Days**

Any emergency school closing due to snow or other calamity will first be announced via ParentSquare. We will also have information on radio station 104.5 FM (WQKT) and TV channels 3 (WKYC), 5 (WEWS), 8 (WJW), 19 (WOIO), and 43(WUAB). Since many of our families live outside the Wooster City School district, when other school districts are closed because of inclement weather, and Wooster Christian School is NOT closed, families will be given one hour cushion before the student is counted tardy. If school is closed for the day, that generally means that all activities that day are canceled. There may be exceptions, which will be communicated via ParentSquare.

### **WCS ParentSquare**

Parents should be active on ParentSquare. ParentSquare is the primary mode of communication between home and school, along with Progress Book. We will also use ParentSquare to send alerts when school is closed for bad weather or if there is any emergency information we need to communicate.

### **Cell Phones**

Student cell phone use is permitted prior to 8:45 a.m. and after 3:30 p.m. Cell phones must be used in a way that would be appropriate for Christian school. On occasions, students may be given permission to use cell phones in class for a specific educational purpose. This is at the sole discretion of the teacher. At any time, a student's phone can be confiscated, or the privilege of use revoked, if there is reasonable cause to believe that the cell phone is being misused. Phones that become a disruption in class will be confiscated until the end of the day. This includes watches that tie into a phone (i.e. Apple Watch). Phones are not allowed at Kids' Time, at lunch, or at recess.

### **Family Vacations during the School Year**

WCS Board policy states: Midterm vacations are discouraged, but may be arranged with, and at the discretion of the administrator.

Parents are encouraged to not plan vacations during standardized testing weeks, which are usually in March or April (consult current school calendar for specific dates.) The purpose of this policy is to accommodate parents who find it necessary to take their vacations during the school year. The intent is to permit families to be together.

- A. **For the expressed purpose of discussing the proposed absence for vacation, a parent/guardian must make contact with the school at least 10 school days in advance and fill out the appropriate form which can be obtained from the school office (sample form at end of book). \*Notification of less than 10 school days will require that the student complete the missed work immediately upon return. The length of the absences shall be made clear. The administrator and teachers involved will have an opportunity to express their views on the pending absence. Approval or denial of approval will be made on an individual basis based upon academic impact on the student.**
- B. When the 10 school day procedure is followed, the student will be given books. The student's teachers may tell the student the approximate material and pages to be covered. Detailed and specific assignments will be made available only if such assignments are already prepared for all the students in the class. This is up to the specific teacher how they want to handle this.
- C. Students are responsible for completing assigned school work missed during vacation. Students will have one day for every two days absent to turn in additional required work and to complete tests. **Note: Work assigned to the student prior to vacation shall be presented to the classroom teacher upon return. Long term projects previously assigned and due towards beginning of vacation could be required before leaving.**
- D. Length of days missed should not exceed five (5) school days.
- E. Family is defined as immediate parent, step-parent, legal guardian, or approved relative.
- F. It is recommended that the student shall maintain a passing grade in all subjects and demonstrate good attendance habits. Families should consider their vacation options, outside of school time, to avoid placing the student in academic jeopardy.
- G. No academic credit will be granted for vacations. Students are expected to make up all missed work. Failure to complete assignments in the established time frame may result in an incomplete grade and possible failure of the course(s).

# CHRISTIAN CONDUCT AND DISCIPLINE

## Biblical Base of Conduct

The standards for student conduct have been developed to insure that a Christ-centered environment permeates the learning atmosphere of Wooster Christian School. Students at Wooster Christian School should be aware of the principles of Christian living that are found in the Bible. The standards of conduct give students an opportunity for expression and application of these principles.

1. Be doers of the Word and not merely hearers. (James 1:22)
2. Imitate the conduct of the Lord Jesus. (I Peter 2:21)
3. Do only those things which we know honor and glorify Christ. (I Cor. 10:31, I Cor. 6:20)
4. See our physical bodies as temples of the Holy Spirit. (I Cor. 6:19)
5. Dedicate our lives to the service of the Lord. (Romans 12:1-2)
6. Manage our time wisely. (Col. 4:5, Eph. 5:15, Matt. 12:36, 37).
7. Put others first, rather than ourselves. (Romans 14:13, 21; Romans 15:1; I Cor. 8:8-13)
8. Involve ourselves in activities of positive influence. (I Cor. 10:23; I Thess. 5:21-22)
9. Avoid deliberate confrontations with temptation. (Jas. 1:14; Phil. 2:5; Phil. 4:8)
10. Avoid activities where there is danger of addiction. (I Cor. 6:11)

The administration reserves the right to dismiss a student who, in its judgment, does not conform either to the stated regulations of student conduct or to the expressed principles, policies, and programs of the school.

## DISCIPLINE POLICY

### 1. Overview

As adults we realize that we lack perfection, make poor decisions, and fall short of the glory of God (Romans 3:23). We also know that God calls us to confess our sins (I John 1:9). If we fall short, then we know that our students are going to make poor decisions from time to time. One of the key issues in discipline is the student being honest. If a mistake has been made, the beginning of learning from the mistake is being totally honest.

Another step is accepting responsibility for one's actions, and a part of responsibility is accepting the consequences (the punishment). Our society has become very good at putting blame somewhere else, and it not only has devastating consequences for the society, but it is very damaging to the individual as well. We desire that students learn how to accept responsibility for their actions as it will help them in life, as well as their relationship with God.

We know that God disciplines those whom He loves (Hebrews 12:6), and we seek to discipline in the same manner. Ultimately, the goal of discipline is to instruct and correct in such a manner that the student has a heart to honor God in all that he does and says (Colossians 3:17); likewise, that he has a desire to avoid repeating his inappropriate behavior. If the student loves the Lord and is living according to His purpose, we pray that he will grow from the experience (Romans 8:28).

### 2. Classification of Offenses

Although it is impossible to list every offense, the following are examples of behaviors that will not be tolerated.

Minor offenses such as:

- ◆ Talking at an inappropriate time
- ◆ Not obeying classroom rules
- ◆ Failure to turn in homework
- ◆ Disruptive behavior in the cafeteria, hallways, playground, etc.
- ◆ Display of anger

More major offenses such as:

- ◆ Disrespect, sarcasm, or talking back to school personnel
- ◆ Defiant actions or attitudes
- ◆ Lying
- ◆ Cheating
- ◆ Hitting, ridicule, intimidation
- ◆ Bullying
- ◆ Use of profanity, obscene language or gestures
- ◆ Repeated minor offenses that are not corrected
- ◆ Etc.

Very serious offenses such as:

- ◆ Stealing
- ◆ Malicious vandalism
- ◆ Inappropriate sexual contact or behavior
- ◆ Drinking, smoking (including vaping), or the use of drugs
- ◆ Repeated inappropriate behavior
- ◆ Etc.

### 3. Disciplinary Enforcement

Every discipline situation is unique and many factors will ultimately affect the consequences used. Student history, the severity of the offense, and other circumstances will all be considered. Final discipline will be at the discretion of the administrator. Consequences will be chosen from the following. Repeat infractions (even of minor offenses) will result in stronger disciplinary action. This list is not necessarily progressive. Each situation will be considered uniquely and the best consequence chosen. Middle school and high school families should refer to the middle school/high school addendum for further information about discipline in grades 5-12.

- Loss of recess or other privilege.
- Conduct/Discipline Slip sent home.
- Detention. Detention will be assigned either before or after school.
- Probation. If regular discipline procedures are not effective a student may be placed on probation. This process will include a conference with the parents. A “Behavior Improvement Plan” will be drafted by all parties involved and regular follow up will take place. If the child’s behavior does not improve, more serious consequences will be necessary.
- In-school Suspension. The student will be required to spend the day in the office isolated from classmates. Out-of-school Suspension. The student will be assigned an out-of-school suspension for a specified number of days—missed academic coursework will be considered a zero.
- Expulsion. Ultimately, the student may be expelled from the school if there is no remorse and the behaviors continue. Expulsion shall be made only by a vote of the school board upon recommendation of the administrator. The parent may request an impartial hearing before the WCS Board prior to a vote by the Board. Official action may be taken by the WCS Board in a regular meeting or in a special board meeting limited to vote on the motion for expulsion.

### 4. Tattling vs. Telling

We recognize that there is a difference between tattling and telling (or reporting). Tattling is motivated out of a desire to get someone in trouble. Telling is motivated out of a concern for the safety and well-being of another person. Whenever someone is in danger of harm, it is important that an adult be told immediately. Also, whenever problems persist and are not able to be resolved, an adult should be informed. Issues should always be handled by the adult in direct supervision (i.e. classroom, lunch, recess, gym, art, music.) If further discussion is needed, a child should ask to see the administrator.



### **Positive Behavior Plan**

We recognize that the best discipline plan is prevention! The following plan has been developed by the staff as positive approach to behavior. The EAGLES acronym is used to help students remember the behaviors that are encouraged at WCS.

**Encourage One Another** – I will use my words to build others up.

**Accept Responsibility** – I am responsible for my words and actions.

**Golden Rule** – I will treat others the way I want to be treated.

**Love God, Love Others** – I will obey God’s greatest commandment.

**Excellence** – I will do my best and pursue excellence in everything I do.

**Self Control** – I will allow God to control my words and actions.

### **Anti-Bullying Policy**

We recognize the need to provide a safe, God-honoring learning environment for all students that is free from bullying. Bullying behaviors have no place in the life of a Christian. Students, Staff, and Parents are expected to conduct themselves in a manner that demonstrates respect and dignity toward others. Therefore, Wooster Christian prohibits all forms of bullying.

Bullying can take many forms:

- Verbal: name calling, put downs, teasing, threats, spreading rumors, racist remarks.
- Physical: pushing, hitting, shoving, biting, pulling hair, scratching, spitting, tripping, damaging other’s property, vandalism, rude gestures, inappropriate touching.
- Psychological: instilling fear, causing panic, creating anxiety.
- Cyber-bullying: Acts of bullying committed electronically through social media, text, email, etc.

Any act that insults or demeans another individual can be considered bullying. The above list is not exhaustive.

As a school rooted in God’s Word, we recognize that the best defense against bullying is allowing God to control our words, thoughts, and actions. We know that anti-bullying policies and programs can only go so far without the intervening work of the Holy Spirit. Therefore, ongoing emphasis will be placed on the spiritual formation of each student. Biblical counsel will be used when addressing bullying situations-both for the aggressor and the victim.

We recognize that in the area of bullying, everyone plays some role. Students who are passive bystanders and witnesses to bullying behavior can make a great difference if they become defenders of the victim. Micah 6:8 says that God desires us to “seek justice, love mercy, and walk humbly with God.” We want our students to become advocates for one another.

This anti-bullying stance does not mean that everyone will agree on everything, nor does it mean that we will accept all truth claims or lifestyle choices as valid. We will, however, treat all individual with respect and dignity as we believe Christ would.

### **Parent and Teacher Grievance Policy**

1. The parent/teacher should discuss the issue together.
2. If not resolved, discuss with administrator. Administrator will call a meeting with the parent and teacher together.
3. The role of the administrator in #2, depending on the situation will be to:
  - a. Allow parents and teacher to dialogue freely, or
  - b. Mediate.
4. At the end of the discussion, the administrator will summarize the resolve for the benefit of

- both parties.
5. If the matter is still not closed, and only after steps 1-4 have been followed, the parent or teacher should contact the board president.

**Parent Conduct Policy**

Wooster Christian School, as a private institution, reserves the privilege of setting and maintaining appropriate standards of Christian conduct for both students and parents/guardians alike. Should a situation arise where a parent or guardian is required to be removed from the school premises and surrounding campus due to unbecoming conduct at Wooster Christian School or at any Wooster Christian School activity (e.g., field trips, etc.), the Wooster Christian School Board of Education will meet as soon as possible to assess the situation. Wooster Christian School maintains the right to suspend or permanently expel from Wooster Christian School premises any student and/or parent/guardian if it is determines that a parent and/or guardian has violated these minimum standards of conduct.

## DRESS CODE

Considering the principles of the Word of God (Psalm 29:2; I Timothy 4:12), the freedom we have in Christ, our responsibility before others, and the practical aspects of operating a school, the following guidelines have been established to aid parents and students in determining appropriate school dress. Appearance should glorify the Lord. These guidelines apply to any activity unless otherwise directed by the WCS administrator.

### A. Boys

1. Appearance shall be masculine, neat, clean, and modest—not drawing undue or improper attention to the individual.
2. T-shirts displaying inappropriate decals shall be prohibited. Uncovered shoulders are not permissible.
3. Hair shall be neat, clean, and well-groomed.
4. Shoes and socks shall be worn at all times. Shoes shall be neat and clean in appearance.
5. Shorts must be neat, clean, hemmed, and modest. They must be below mid-thigh in length (we use the fingertip measurement rule). Unhemmed cut-off jeans, bicycle, or running shorts are not acceptable.
6. Pants and shorts shall be worn at the belt line, not sagging below. No undergarments should be exposed.

### B. Girls

1. Appearance shall be feminine, neat, clean, and modest—not drawing undue or improper attention to the individual.
2. Dresses, skirts, dress slacks, blue jeans, skorts, and capris are permissible. Acceptable dress shall not include low necklines, bare midriffs, uncovered shoulders, short skirts or garments displaying inappropriate decals. Leggings or tights are permissible as long as they are worn with shorts or skirts of an appropriate length. (See point 6)
3. Students may not wear pants with writing across the bottom.
4. Hair shall be feminine, neat, clean, and well-groomed. Hair shall not obstruct the student's vision.
5. Shoes and socks shall be worn at all times. Shoes shall be clean and neat in appearance.
6. Shorts must be neat, clean, hemmed, and modest. They must be *below* mid-thigh in length (we use the fingertip measurement rule). Unhemmed cut-off jeans, bicycle, or running shorts are *not* acceptable. Holes in pants must not expose skin above mid-thigh.
7. No undergarments should be exposed.

### A. Enforcement of the Dress Code

If a student is found to be in violation of the dress code, the parents will be notified by the teacher or administrator via a dress code violation form. In extreme (or repeated) cases, parents may need to bring alternative clothes so that the student can change. If other clothing can not be brought, the student may be provided clothing by the office. In minor violations, a friendly reminder will be given with the request that that attire not be worn to school again. The administrator or school staff designee shall have final say concerning appropriateness of clothing.

The school makes an effort to enforce the dress code equally and consistently. However, policing the dress code is not our primary objective and there may be times that we miss things. It is never our intent to shame a student. We make every effort to handle dress code issues with care yet still maintain our standards.

# HEALTH

## Health Requirements

- A. Proof of physical examinations will be required from all students entering WCS for the first time in grades Pre-Kindergarten through first grade.
- B. The immunization record of each student must be completed, or in the process of completion, before admission to the school will be granted.
- C. The emergency medical form must also be completed.

## School Expectations and Procedures

Wooster Christian School desires to provide conditions that encourage cleanliness and good health practices among the children. A child becoming ill after arrival at school will be isolated from the other children, and their parents notified. **It is expected that the child will leave as soon as possible. A fever should be gone for 24 hours without medication before returning to school.** Parents are asked to exercise caution and common sense when a student is experiencing vomiting and diarrhea. A student should not come to school if they are currently experiencing those issues.

## State Immunizations

Required immunizations must be completed and turned into the school office within ten (10) days of the start of school. Transfer students must show compliance within two (2) weeks or a reasonable amount of time as agreed upon by parents and administrator. The Record of Immunization form is provided in the enrollment packet and is also available in the school office.

Pre-Kindergarten students' records will be in the process of completion. A record of their immunization must also be placed on file in the school office. Families who wish to be exempt from any immunizations must complete a form.

## Prescription Medication

If your child has allergies or is recovering from an illness (no longer contagious) and still requiring prescription medication, please have your physician fill out and sign the Medication Request form available in the school office or on the website. We must have this copy on file before we will dispense prescription medication. Please note that there is also a portion of this form that you will need to sign.

Asthma inhalers are permitted and need to remain with the student (or in the school office for younger students) and a Prescription Medication form should be on file in the school office.

## Non-prescription Medication

All students are required to have an over-the-counter medication form on file in the office. We will base our administration of over-the-counter medication on your responses on the required form. Please note that every effort will be made to comply with all requests; however, it is the student's responsibility to come to the office at the appropriate time to take medication.

## Illness at School

- A. All cot linens and blankets used by a sick child shall be laundered before being used by another child.
- B. The office will immediately notify the parent when a child has been observed with symptoms of illness.
- C. A child with symptoms of illness will be immediately isolated and discharged to his/her parent; or, depending on the severity of their symptoms, the child will be carefully monitored.
- D. Parents will be notified immediately when a child has been exposed to a communicable disease.

## **LUNCHES, SNACKS, AND CELEBRATIONS**

### **Hot Lunch**

A hot lunch program is available. A daily schedule of lunches along with a selection sheet is sent home monthly. Payment (when applicable) must be made on a weekly or monthly basis—**not a day-by-day** basis - and is due by Thursday at noon for the following week's lunches. Many students also pack a lunch. White and chocolate milk are available daily for \$.50 fee for packers and is included with the hot lunch. **We are NOT able to change orders the day of.**

### **Lunchroom Rules**

1. Enter lunchroom quietly and orderly.
2. Remain seated and eat over the tables so as not to make crumbs on the floor.
3. Raise your hand if you need help to open thermos or have an emergency.
4. No loud talking or music.
5. Eat so as to finish in the allotted time.
6. No trading food.
7. Clean up your area completely.
8. When finished, close lunch box and prepare to throw away trash.
9. Stay in your seat until your table is excused to throw away garbage and get in line for recess.
10. Put chairs back under table.
11. Practice good table manners and neatness. ☺ Say thank you after being served their food or helped by a volunteer.
12. Do not bring money to school except for milk (and Domino's pizza day).
13. Playing with toys is not allowed. If a toy comes with a fast food lunch, it should remain in the student's bag or box. Immediately after lunch, the toy should be placed in the student's backpack.
14. Students are strongly discouraged from bringing caffeinated beverages in their lunch.

### **Snack Milk**

Our Junior Kindergarten through 2<sup>nd</sup> grade classes have an option to purchase snack milk (white milk only). Snack milk prices are \$90/year or \$45/semester if you would like your child to have it. If your child chooses not to purchase milk in K-2, a boxed juice or drink may be brought.

### **Snacks**

Snacks are served during the day in some classrooms. The teacher will send home information concerning this.

### **Birthdays and Class Parties**

Feel free to send birthday treats with your child to be shared with the other children at snack time in your child's class. **Red punch may not be served.** Proper arrangements should be made with the teacher in advance. Refreshments should be kept simple. **Other arrangements should be made for younger siblings during class parties.** Teachers will be happy to distribute invitations to your child's birthday party as long as either the whole class or all of one gender are invited.

### **Show and Tell**

Each teacher will announce whether or not there will be "Show and Tell." Otherwise, toys should not be brought to school. At times we may ask the children to bring items for our units of study, such as insects, rocks, animals, travel, etc. We always welcome learning materials and appropriate games. Students should check with their teachers before bringing these items to school. WCS is not responsible for personal toys/items that are lost while at the school.

## **Pictures**

Individual pictures will be taken in the fall. Class pictures and individual pictures will be taken in the Spring. Parents will have the opportunity to purchase pictures. Yearbooks will also be available for purchase.

## **Opportunities for Service/Parent Involvement**

Wooster Christian School is so very thankful for our parent volunteers. There are so many opportunities to volunteer in the classroom, on various committees, and in the cafeteria. Our students have greater opportunities because of our parent volunteers. The work load is considerably less when it is shared by many instead of a few. If you are interested in volunteering, please check in the school office for available opportunities.

## **Guidelines for Volunteers in School**

Biblical behavior is expected of our staff and students even though we are aware that all have come short of the glory of God. Likewise, the same is true of our volunteers. We want our volunteers to assist us in promoting a loving environment in the school. We believe that this type of learning fosters learning. We expect our volunteers to model Christian behavior.

### **Volunteer responsibilities:**

1. Arrange a schedule with the teacher or staff member ahead of time.
2. Be prompt and notify the teacher or staff in advance if you cannot attend.
3. Dress appropriately: neat, clean, modest.
4. Follow emergency procedures (if a situation develops).
5. Employ only positive methods in conversing with the children.
6. Notify staff member immediately of an accident.
7. Direct all questions, concerns or problems you have to the staff member or administrator.
8. Be aware that your relationship to the staff and children requires mutual loyalty, respect and confidence. Confidentiality must be observed at all times.
9. Acknowledge that the school staff is in a supervisory roll at all times.
10. Remember volunteers are representatives of the school. Be supportive and positive as you discuss school activities with others.

### **It is solely the teacher/staff member's responsibility to:**

1. Contact parents concerning a child's work or behavior.
2. Discipline a child in any way.
3. Record grades, grade papers or have access to the grade book.
4. Be in the supervisory role in the classroom.
5. Excuse children for a drink or restroom break, etc.

## **ACADEMIC PERFORMANCE AND EXPECTATIONS**

Academic ability is only one measure of a child, but in a school setting, it is one that receives great emphasis. Low ability in a given area does not disqualify anyone from service to God any more than high ability guarantees a life that honors Him. At WCS, we want to help each student to use and stretch the abilities God has given them in a manner that reflects character traits of diligence, humility, and consistency (2 Timothy 2:15).

### **Promotion/Retention/Report Cards**

#### **A. Promotion Criteria**

Both the academic performance of the student and the maturity level of the child are considerations that can determine the promotion of a student to the next grade. Students may be promoted, placed, or retained based on their academic performance.

Promoted – students must have satisfactorily completed the assigned work.

Placed – there are concerns about a student’s academic preparedness for the next grade level, but teachers and parents feel that moving forward is the best option for the child.

Retained – students will be those whose development is unlikely to be both continuous and greater in subject matter, skills, and personal and social growth through promotion.

#### **B. Retention**

The use of the symbol “F” presents the problem of whether to retain a pupil. Retention can be justified only on the basis that it would be the best thing to do for the growth and development of the whole child. That is, if the child’s growth is likely to be both continuous and greater in subject matter, skills, and personal and social growth through assignment to the same grade a second year, he may be so assigned.

Teachers are not to indicate to the parent that a child is being retained prior to reviewing the situation with the administrator and having obtained his permission to make this assignment of the pupil. If the teacher and administrator agree on the retention, the parents are consulted. At this conference, samples of the child’s work are shown and discussed. A comparison is made between average level work and the work the child is presently doing. After consultation, a decision is made by the principal on the placement of the child.

#### **C. Grade Cards**

There will be four grade cards sent home to parents. These will be sent at the end of each nine weeks. Other contacts will be made as the need arises. Interim reports will be sent home for Kindergarten through 4<sup>th</sup> graders mid-way through each nine weeks. Reports will be sent to the parent if a child is not doing satisfactory work. Middle school interim reports will be sent out during the first quarter. After that, reports will only be sent by request or as the need arises. All parents are encouraged to use Progress Book on a regular basis.

The following academic grading scale will be used for the first grade:

O+	98-100	S	76-85
O	91-97	S-	70-75
S+	86-90	N	69 -

The following academic grading scale will be used for second through twelfth grades:

A+	100	B+	90	C+	80	D+	70
A	92-99	B	82-89	C	72-79	D	62-69
A-	91	B-	81	C-	71	D-	61

Pre- Kindergarten will be tested for Kindergarten in the spring with follow-up testing as required.

### **Awards and Recognition**

God gives us direction through His word concerning our relationship with Him and our fellow man. The following is intended to serve as a guide for the students at WCS as they receive awards, grades and recognition:

- **Realize gifts and talents come from God and we should use them for His glory**  
*Colossians 3:17* “And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him”
- **Recognize each person has unique, God given gifts**  
*1 Corinthians 12:4* “Now there are varieties of gifts, but the same Spirit”
- **Understand your worth is found in your relationship with Christ**  
*II Cor. 3:5* “Not that we are sufficient of ourselves to think of anything as being from ourselves, but our sufficiency is from God”
- **Receive your awards with humility**  
*James 4:6b* “God resists the proud, but gives grace to the humble”
- **Celebrate each other’s accomplishments**  
*Romans 12:15a* “Rejoice with those who rejoice”
- **Ultimately, our greatest reward is in heaven**  
*Matthew 5:12* “Rejoice and be glad, because great is your reward in heaven”

### **Permanent Student Records**

The student’s file will contain their enrollment application, immunization forms, birth certificate copy, standardized test results, final grades, copy of records from other schools, kindergarten screening records, custody papers, and any other necessary records.

### **Parent/Teacher Conferences**

A formal Parent/Teacher conference will be held twice a year, in late October/early November and January. Individual conferences may be arranged as deemed necessary by parent and/or teacher. Conferences must be scheduled ahead of time at a mutually agreeable time. Right before or after school is not a good time to have an impromptu conference as teachers are focusing on the whole class of students at that time. Preschool conference schedules may differ from the remainder of the school. Watch for communication from your child’s teacher regarding conference times.



## **DAILY PROGRAM**

Wooster Christian School offers a carefully supervised and balanced program to assist each child in the learning process.

The Word of God is shared daily through daily Bible curriculum, songs, and Scripture memorization. It is our goal to establish in the hearts of children a Christian lifestyle and not just a factual understanding of the Word of God. Therefore, the Bible is integrated into every subject.

Our curriculum is established to meet the state requirements. Beginning in Kindergarten, the program consists of reading, phonics, math, spelling, language, social studies, and science. Music, art, physical education, computer and Bible programs are also part of the learning experience. Each teacher maintains a master schedule of the daily activities.

### **Curriculum**

Our goal is to provide a quality, Christ-centered experience which promotes high academic standards. When using the Bible for classes or chapel, the NIV version will typically be used.

Books are furnished by the Board and issued to students. Teachers use additional materials to supplement the learning experience. Students are responsible for these books and must pay the replacement cost if books are lost or damaged beyond general use.

The pre-kindergarten curriculum provides experiences that meets the children's needs and stimulates learning in all development areas—physical, social, emotional and spiritual. The activities will be individually and developmentally age appropriate.

### **Chapel**

A chapel service will be held weekly. Most chapels are held on Friday. If you would be willing to participate, please contact the school office. This has been a most meaningful time each week for students and faculty. Songs, Bible memory verses, special speakers and appropriate media provide interesting and encouraging experiences. Parents are welcome to attend WCS chapel.

### **Family Groups**

WCS uses a "house system" that we call family groups. Our school has 6 houses. The middle school students meet weekly with their families/houses and work through social/emotional curriculum through a Christian perspective. The HS students rotate to elementary groups throughout a 4-5 week rotation. The purpose of family groups is to build mixed age relationships through the school and add a sense of comradery and belonging for all students. There will also be friendly competition amongst the families. Our 6 families are named after 6 of the fruits of the Spirit. We use the Greek words.

Red Family—Agape (Love)—The House of Friendship

Orange Family—Makrothumia (Patience)—The House of Success

Yellow Family—Agathosune (Goodness)—The house of Courage

Green Family—Chrestotes (Kindness)—The house of the Givers

Blue Family—Eirene (Peace)—The house of the Dreamers

Purple Family—Chara (Joy)—This house is for all of our Preschool students

## **Salutes**

Each day our classes begin with these salutes:

**American Flag Salute:** I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

**Christian Flag Salute:** I pledge allegiance to the Christian flag and to the Saviour for Whose kingdom it stands; one Saviour, crucified, risen and coming again, with life and liberty for all who believe.

**Bible Salute:** I pledge allegiance to the Bible, God's Holy Word; I will make it a lamp unto my feet and a light unto my path; I will hide its words in my heart that I might not sin against God.

## **School Supply List**

Supply lists are available in the office. Teachers may mail supply lists to the student. They are also listed on our web page at [www.woosterchristianschool.com](http://www.woosterchristianschool.com).

## **Emergency Situations**

Fire drills will be conducted on a monthly basis. Storm drills will also be conducted as appropriate. Children will be instructed in the proper procedures. We will practice our Lockdown/Evacuation procedures to keep the children safe when danger is present.

## **Physical Education**

Children must have gym shoes or sneakers with non-marking soles which have not been worn outside. Gym shoes must be left at the school.

## **Lost and Found**

Unmarked items found on the school premises or buses will be displayed outside the office. Items not claimed will be donated on a regular basis.

## **Field Trips**

Field trips may be taken from time to time to enhance the educational process. Based on the destination and other factors, trips may vary as to how many parents can attend. Teachers will communicate this information on a case by case basis. Siblings are not permitted to attend field trips unless the teacher specifically indicates otherwise. It is expected that students attend school field trips as part of their normal school attendance. Any exceptions should be cleared with the office. Permission to attend field trips during the school day is part of the application process.

## **School Bus Rules**

These rules are intended to provide safe transportation for our students. Bus transportation is available only to students who live in the Wooster City School district.

The teacher is responsible for the management and safety of pupils and is responsible for enforcing these rules.

1. Changing from seat to seat while the bus is in motion is prohibited; students must sit in seats facing forward at all times.
2. Excessive noise, loud talking, or loud laughter is prohibited; at railroad crossings or other danger points, all talking shall cease.
3. Students may not extend any part of their body out of the bus window.

4. No eating or drinking is permitted on the bus.
5. Students must not throw or pass objects on, from, or into the bus.
6. Students must obey the bus driver's instructions.
7. Any conduct which would endanger any passenger or driver or could result in the damage of the vehicle is prohibited.

### **Playground Rules**

- A. Children/parents will use their own discretion regarding coats and jackets at recess time. Boys should not wear hats in the building. When there is snow, snow pants and boots **must be worn** to play on the playground area. Students without snow pants or boots are required to stay on the blacktop where the snow has been removed.
- B. Children going to or coming in from the playground are to be as quiet as possible. The supervisor on duty will decide when to send the children in if the weather changes. For safety reasons students may NOT go back into the building without special permission from the playground supervisor.
- C. A playground supervisor must have a substitute supervisor to take over her/his duties if she/he is called away for any reason.
  1. Playground balls used only on blacktop. Only soft balls such as nerf or tennis shall be used--no hard balls.
  2. Children are to play in the designated playground areas only. Children should not play around buses, cars, or vans that are sitting, loading, or unloading. Stay away from any vehicles, parked or moving.
  3. Playground equipment is to be used properly. Children will be instructed on proper use of the equipment. This includes:
    - a. No playing tag on the equipment.
    - b. One person on the slide at a time.
    - c. Go DOWN the slide only.
    - d. Be ready to take turns.
    - e. No climbing above the monkey bars.
    - f. No shoving or hitting, especially while on equipment.
    - g. Do not run near playground equipment
  4. Children may not carry others on their backs.
  5. Nothing should be brought in from outside.
  6. Nature should be left alone (trees, branches, etc.)
  7. Frisbees are not allowed on the playground.
  8. No playing "air guns", "air knives", "air karate", etc.
  9. There will be no playing tackle football, red rover, or other dangerous games.
  10. Throwing snowballs is not permitted at any time. Stones, sticks, etc. are not to be thrown while playing outside. Nothing will be thrown except balls.
  11. We discourage students from bringing toys from home to play with at recess since we have toys and balls available. The playground supervisor has the right to ask students to discontinue use of toys and materials brought from home if they pose a threat or are creating problems. The school is not responsible for the loss or damage of personal property brought for recess use.
  12. Students are not permitted to use mp3 players, handheld video games, cell phones, or other electronic devices on the playground.

### **Recess Guidelines**

Conditions permitting, portions of our school day such as gym and recess will be outside. As a rule, recess will be held outside whenever the "feels like" temperature is 32 degrees or above. **Please**

**dress your child appropriately.** If your child is not well enough to be outside, he/she should not attend. The only exception to this rule will be when a dated note from a doctor states that your child needs to be kept indoors and for what purpose.

### **Inside Recess**

1. All inside recess equipment is to be used only in the manner for which it is intended (e.g. balls, jump ropes, hoola hoops, etc.).
2. Children should not play with any equipment in the gym that belongs to the church.

### **Gym Safety and Playing Rules**

1. No one should be in the gym without supervision.
2. Students need to follow ALL directions given by the gym supervisor.
3. No food, gum, or drinks allowed in the gym.
4. No street shoes allowed on gym.
5. Non-marking gym shoes need to be worn.
6. Use equipment for its intended use (ex. Do not kick basketballs).
7. Stay in designated playing areas (not on stage).
8. Play by game(s) rules.
9. Respect other people and their playing areas.

### **Library Rules**

1. Book limits are as follows:  
Kindergarten – 1 book for a 1 week period  
1<sup>st</sup> and 2<sup>nd</sup> grade – 2 books for a 1 week period  
3<sup>rd</sup> grade – 3 books for a 2 week period  
4<sup>th</sup> grade – 4 books for a 2 week period  
5<sup>th</sup> grade – 5 books for a 2 week period  
6<sup>th</sup> – 12<sup>th</sup> grades – 5 books for a 2 week period
2. Fines:  
A fine of 10 cents a day begins accruing on the second day of library item is past due. When a fine reaches a dollar, library privileges are taken away until the fine is paid down to under \$1.00.
3. Renewals/extended lending periods:  
Books can be renewed up to two times and can be reserved at any time.
4. Lost books:  
When a student alerts the librarian that a book cannot be found, a note is sent home and it is renewed until the book is found or until the end of the nine weeks. If it has not been found by the end of the nine weeks, a notice with the amount of the replacement of the book is given to the parents. Parents have the option of purchasing the same book or sending in the purchase price. Grade cards will be held at the end of the year for books not returned or replaced.
5. If a parent would like to check out books from the library, please see the librarian before taking any books out. Thank you!

## **Acceptable Use and Internet Safety Policy**

Wooster Christian School is pleased to make available to students access to interconnected computer systems within the school and to the Internet, providing access to significant educational materials and opportunities.

In order for WCS to be able to make its computer network and Internet access available, all students must take responsibility for appropriate, lawful, and God-honoring use of this access. *Parents can be assured that WCS staff provides supervision and instruction for network/Internet access, but the staff must have student cooperation to responsibly use this access.*

Below is the Acceptable Use and Internet Safety Policy ("Policy") of WCS. Any questions about this policy should be directed to the school administrator. Any student who violates this Policy will have access denied and may face additional disciplinary action.

### **I. Personal Responsibility**

By signing this Policy (via Parent/Student Handbook), you agree to follow the rules in this Policy, agree to report any misuse of the network to the teacher, administrator, or other school staff.

### **II. Terms Of Permitted Use**

A student who follows the Policy to which she or he has agreed will have computer network and Internet access during the school year. Accounts will be deactivated in the summer and reactivated for the new school year after a new Policy statement is signed.

### **III. Acceptable Uses**

- A. Educational Purposes Only. WCS is providing access to its computer networks and the Internet for educational purposes. If you have any doubt about whether an activity is educational, you may ask your teacher or school administrator.
- B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute violation of this Policy include the following:
  - 1. *Uses that violate the law or encourage others to violate the law.* Do not download any illegal or immoral material, or send such material to others. It is important to follow copyright laws regarding use of pictures and other material in school reports. Most material posted on the Internet is considered copyrighted unless stated otherwise.
  - 2. *Uses that cause harm to others or damage to their property.* For example, do not use another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; do not upload viruses or other malicious software.
  - 3. *Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.* For example, don't disclose or share your password with others; do not pretend to be another user.
  - 4. *Disclosing private information.* You should not give others private information about you or others, including credit card numbers and social security numbers.
- C. Netiquette. All users must abide by rules of network etiquette, which include the following:
  - 1. Be polite.
  - 2. Avoid language and uses which may be offensive to other users. Do not use access to insult or make fun of others because they are different from you in some way.
  - 3. Do not assume that a sender of e-mail is giving permission to forward or send the message to someone else or to give out his/her e-mail address. This should only be done with permission or when you know that the individual would have no objection.
  - 4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

### **IV. Internet Safety**

- A. Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the

best guide to materials to avoid. If a student finds that other users are visiting offensive sites, he or she should report such use to the teacher or school administrator.

- B. Filtering/Monitoring The School will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.
- C. Personal Safety. When using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission. You should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- D. “Hacking” and Other Illegal Activities. It is a violation of this Policy to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited
- E. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

#### **V. Privacy**

Network and Internet access is provided as a tool for your education. WCS reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of WCS and no user shall have any expectation of privacy regarding such materials.

#### **VI. Failure To Follow Policy**

The use of the computer network and Internet is a privilege, not a right. A student who violates this Policy will have their network/Internet access removed and may face other disciplinary action.

#### **VII. Bring Your Own Device (BYOD)**

Due to the various programs that we run on devices used at the school, students may not use their own device. In rare circumstances where a personal device may be needed, clearance must be given by the teacher.

#### **VIII. Other Services**

WCS is pleased to subscribe to various external services to enhance and promote the educational mission of the school, and student use of these services must comply with the WCS network/Internet use policy. When any of these services are available for student use away from the school, the student must comply with the WCS network/Internet use policy while using the services. WCS carefully chooses such services for their educational usefulness and appropriateness for use in a Christian school.

# PREARRANGED ABSENCE REQUEST FORM

(for students in PreK through 4<sup>th</sup> Grade)

<input type="checkbox"/> Approved _____
<input type="checkbox"/> Not Approved _____
<input type="checkbox"/> Copy to Teacher _____
<input type="checkbox"/> Database/ProgressBook _____

According to Board of Education policy, midterm vacations are discouraged, but may be arranged with and at the discretion of the Administrator. **Please submit requests ten (10) days in advance of requested absence.** Demonstration of good attendance, and indication that this absence will not have detrimental effect on your academic standing in current courses are also required.

Student's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Proposed Dates of Absence: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

TEACHER: Please provide information regarding the effect that the proposed absence would have on the student's grade. This information should include if the student is passing the course, a rough idea of attendance, and the assignments that would be due upon the student's return if permission to go is granted.

Subject	Comments/Assignments	Date Due
1		
2		
3		
4		
5		
6		
7		
8		
9		

# Middle School Addendum



Eagles

WCS



## **MIDDLE SCHOOL**

*The following items are specific issues related to middle school students. These are **IN ADDITION** to the rest of the handbook for all students.*

### **Discipline Procedures**

Middle School students are expected to behave in a manner that demonstrates maturity and obedience to God's Word. In order to provide a consistent system across the various classrooms, a conduct slip process will be used. A conduct slip will be written up for each infraction. Conduct slips must be returned the next day, signed by the parent and student. When a student has accumulated 3 conduct slips, a detention will be given. Detention times will be arranged with the parent. Conduct Slips and Detention notices will be sent home and require a parent signature. Conduct slips may also be given for technology infractions, tardies (to class), and other irresponsible behaviors. Students may use their planner as a free pass twice a day (once before lunch, once after). This can be to get a drink or return to their locker for a forgotten item. After they have used their free passes, a conduct slip will be given if students need to leave the room again. Students who lose their planner will need to purchase a new one from the office for \$10. Conduct slips are for behaviors as well as responsibility and that is why 3 "warnings" are given before a detention occurs.

If a student accumulates an additional 3 conduct slips, another detention will be given. After the second detention, another 3 conduct slips will result in a half day in-school suspension. Conduct slips/detention counts will reset at the beginning of each 9 weeks.

Additional discipline problems will be handled by the administrator in connection with the parents and teachers.

**Parents MUST sign conduct slips. Signing a slip does not necessarily indicate that you agree with the conduct slip—it is an acknowledgement that your student received one. If you have concerns or questions regarding the conduct slip, please reach out to the teacher who issued it. However, conduct slips must be signed and returned.**

### **Restroom/Water Fountain Use**

Students should use the closest restroom available. Unless a student is upstairs for a class, they should not go upstairs to use the restroom.

### **Lunch**

All students are expected to eat in the lunchroom. At times, teachers may allow students to eat in their classrooms. The teacher must notify the lunchroom and recess monitors. Students are NOT permitted to be in classrooms without an adult present.

### **Laptops/Devices**

Each middle school student will be issued a school-owned technology device for use during the school day. Please see the attached form for details on the rules regarding use of the devices. We take technology use and abuse seriously. We use "Go Guardian" to monitor computer use.

### **Textbooks**

School-owned textbooks (non-consumable) should be covered during the year. Students are expected to keep textbooks in good condition. Fees will be assessed if textbooks are returned in significantly poorer condition than when they were issued.

### **Lockers**

Each student in middle school will be assigned one locker. We encourage students to use locks for their locker(s). Students will be issued a school owned lock. The school will maintain a master combination list as well as retain a master key. Wooster Christian School is not responsible for items

placed in lockers. **Lockers are school property and may be searched.** Locks should not be used during the school day. We want to work together to keep our school and building clean. For this reason, it is expected that students not leave materials on the tops of their lockers or the coat racks after school. Items can be stored in lockers or taken home at the end of the school day. Repeated infractions may lead to conduct slips.

### **Make-Up Work**

When students are sick, students will have one day to turn in work for every one day that was missed. When students are on vacation, they will have one day for every two days missed. Assignments can be found on Progress Book at the end of each day. Although great care is taken to keep Progress Book up to date, daily circumstances may, at times, create changes in plans. Clear communication is the key to ensuring that students receive credit for work that is missed due to absences. The prearranged absence request form for middle school students is included at the end of this appendix. Pre-arranged absences can also be completed on ParentSquare.

### **Athletic Eligibility Policy**

We will follow the policy as laid out in the Athletic Code of Conduct. Any questions related to eligibility should be directed to the Athletic Director or Administrator.

### **Electives**

Middle school students will have the opportunity to participate in electives on Friday afternoons. Students will have a menu of choices for electives to choose from. Classes are limited and not everyone will get their first choice. Electives are non-graded classes where students can explore a variety of enrichment activities and interests. The electives help us to accomplish our goal of educating the whole child. Each 9 weeks, study hall will be offered as an elective choice. Students who elect study hall will do that each Friday afternoon for that quarter. It cannot be a week to week choice. Electives are a privilege and repeated behavior issues in electives will result in being assigned to the study hall elective.

### **Dress Code Policy**

Middle School will follow the same dress code as the rest of the school. Enforcement of the dress code will work as follows:

- First Offense: Warning/Communication with Parents
- Second Offense: Conduct Slip/Communication with Parents
- Third and Subsequent Offense(s): ½ Day In-School Suspension/Communication with Parents/Change of Clothes Needed.

**We will be using a “fingertip” rule for determining short length. Shorts must be fingertip length when standing straight (no leaning, slouching, or raising shoulders). The hope is that this will be more proportionate for girls who have longer legs. This will also allow students and parents to easily gauge short length when shopping or selecting their daily attire.**

Please note that we will not catch every dress code issue. We will strive to be consistent and fair but our first priority is teaching, not monitoring dress code. We will attempt to handle all dress code issues in a way that does not lead to shame for the student. In return, we ask for cooperation from students and parents in following the dress code. When in doubt, err on the side of caution.

The most common issues in dress code for middle school students are:

- Length of shorts/skirts
- Leggings are not a substitute for pants. They are allowed but a shirt or dress that comes down to fingertip length must be worn with the leggings.
- Shoulders must be covered. Sleeveless is ok as long as the shoulders are sufficiently covered
- Distressed clothing (with holes) is permitted—however, the holes must not expose skin on any part of the leg that should be covered by appropriate short length.

Out of safety and protection for everyone, men will handle boy's dress code issues and women will handle girl's dress code issues. All dress code decisions from the school are final. If you have concerns, please contact the school.

### **Study Halls**

Study halls are scheduled throughout the week to give students an opportunity to work on school work. Study hall time is not "play time" or "free time." Students should prioritize completing current or past due homework. If all current work is complete, and there are no missing assignments, students should use study hall time to study for upcoming tests, begin work on upcoming assignments or projects, draw, or read. Any other activities must be approved by the study hall monitor. Students should be familiar with the process of checking their own Progress Book account using their Google login.

### **Cell Phones**

WCS middle school has a "no phones" policy. Phones may not be used after 8:45 a.m. and should not be used until the student leaves the building. The exception is that students staying after school for sporting activities or who have current Kids' Time waivers on file (7<sup>th</sup> grade and up) may use their phones after school hours in the north gym hallway. Students should only access content on their phone that is school appropriate. Students who need to use their phone at the dismissal door should first ask the teacher for permission. During the school day, phones should remain in locker--any phone that rings, disrupts class, or is found being used will be confiscated for the remainder of the day and the student will receive a conduct slip.

Smart watches that can send/receive calls and/or texts will be considered phones and should be left at home or in lockers.

### **Academic Integrity Policy**

WCS takes academic integrity seriously. As such, we do not allow plagiarism in any form. Plagiarism is defined as taking someone else's work, thoughts, or ideas and presenting them as your own. This includes copying and pasting information from the internet to include in your project, paper, or presentation unless you properly give credit to the source.

We make a sincere effort to educate our students on how to avoid plagiarism, so offenses carry both an academic and behavioral consequence. **Any student who plagiarizes will receive a zero on that assignment without the option to retake or resubmit. In addition, they will receive a conduct slip.** Fifth grade students will have one warning before being penalized.

Here are a few guiding principles:

- We expect students to give credit to their references. This does not mean that we expect students to cite sources using MLA or APA format—unless specifically directed by a teacher. We simply want a list of resources used or works cited.
- As a general rule, copying and pasting large amounts of information is not allowed. Students should attempt to put information into their own words using techniques such as paraphrasing or summarizing. If a student is using a direct quote, it should be marked with quotation marks and a source given.
- Wikipedia is not a source, but rather a collection of sources. Wikipedia includes a list of the sources that it uses. So if you are using information from Wikipedia, credit should be given to the original source.
- "Google" is not sufficient as a source. Google is just a search engine that links you to other sites.
- WCS staff regularly uses "originality check" resources to identify plagiarism in student work.
- At times, students will be directed to use tools to check their work BEFORE turning it in. In these cases, students will be shown the tools to use to do this.

### **Sources Used:**

**<https://www.merriam-webster.com/dictionary/plagiarize>**

**SAMPLE CONDUCT SLIP**

**Middle School Conduct Slip**

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Given For: \_\_\_\_\_  
\_\_\_\_\_

Teacher Signature: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_

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

*\* Conduct slips should be returned to the teacher who gave it. 3 conduct slips will result in a detention.*

**SAMPLE DETENTION NOTICE**



**Detention Notice**

Your child, \_\_\_\_\_,  
has accumulated 3 conduct slips and needs  
to serve a detention. Please review the  
following details, sign, and return this slip to  
your child's homeroom teacher.

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

Detention Time: TDB w/ Teacher

Teacher Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

## Middle School Technology Agreement 2023-2024

You are being issued a school-owned Chromebook for the school year. This device is the property of Wooster Christian School and therefore, the following guidelines must be agreed upon before you may use this device. **No device will be issued until this form has been returned signed!**

Personal devices will not be permitted except in rare cases, with teacher permission.

- School owned devices must remain at school at all times. They cannot go home.
- You will be shown where to store your device when it is not in use. It is expected that you will always return it to its proper location. Devices should not be left in lockers and left sitting around loose.
- Use of the device is a privilege and an educational tool. Therefore, its use will be determined by the teacher. **No personal gaming, e-mail, instant message, chat, casual internet browsing, etc. is permitted.**
- Teachers have the authority to set parameters for when and how devices are used in their classroom.
- The student will NOT download or install anything onto a school-owned device without teacher instruction or special permission.
- Students are not to change the background, screen saver, or any other settings on the chromebook.
- The devices will be accessing the internet through wireless service. The internet service will be equipped with an internet filter. Attempt to tamper with the filter will not be tolerated. Computer use can be monitored virtually by teachers at any time.
- When a teacher is talking, the student should be listening, not playing on their device. In general, if a teacher is teaching, devices should be closed unless they are being used for the lesson or note taking.
- In order to preserve battery life, device lids should be closed when not in use.
- School-owned devices should always be carried in the provided, protective case to prevent damage. If your backpack has a protected area to carry computers, that may be used.
- Devices are subject to search by school staff with probable cause. A client will be installed on all devices that allow for remote monitoring.
- Students are not permitted to share, post, or text photos or videos taken at school.
- Devices should be used as a tool to help you do your own work. Avoid plagiarism by giving credit to your sources. Plagiarism will result in a negative effect on your grade and a possible conduct slip.
- Do not use devices to bully, harass, harm, or spread lies or gossip about others.
- **The device shall be used at all times in ways that would be pleasing to God. In other words, if God would not approve of you playing it, typing it, looking at it, researching it, etc. then the school doesn't approve either.**

### Consequences of Misuse of the Device

- Failure to properly store or return the device at the end of the day will result in a conduct slip.
- Misuse of the computer (inappropriate e-mail, content, gaming, etc.) will result in immediate detention.
- Repeated misuse may result in loss of your chromebook privileges. Keep in mind that work completed during the school day on a chromebook would then need to be completed at home or using paper and pencil.

*\*Consequences may include, but are not limited, to those listed above. We are serious about your child's safety and the good stewardship of these devices. Disciplinary action is at the discretion of the teaching and administrative staff.*

We understand the device guidelines and agree to follow them.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

# High School Addendum

## WOOSTER CHRISTIAN



EST.

2021

H I G H   S C H O O L

WCS†

## **HIGH SCHOOL**

*The following items are specific issues related to high school students. These are **IN ADDITION** to the rest of the handbook for all students.*

### **Academic Integrity Policy**

WCS takes academic integrity seriously. As such, we do not allow plagiarism in any form. Plagiarism is defined as taking someone else's work, thoughts, or ideas and presenting them as your own. This includes copying and pasting information from the internet to include in your project, paper, or presentation unless you properly give credit to the source. We make a sincere effort to educate our students on how to avoid plagiarism, so offenses carry both an academic and behavioral consequence. Any student who plagiarizes will receive a zero on that assignment without the option to retake or resubmit. In addition, they will receive a conduct slip. Please take time to also review Liberty's policy on Academic Integrity, especially in regards to plagiarism.

**Athletic Eligibility** will follow the WCS Athletic Code of Conduct. If a student is participating in sports with a public school, eligibility will be determined by the district in which the student is participating in athletic activities.

### **Cell Phones**

Phones will be placed in a collection bin when entering the classroom at Parkview each morning and can be retrieved when leaving Parkview after lunch. Upon arrival at COS, students will place their phone in another collection bin in the classroom and retrieve it at the end of the school day. If there is an urgent need for a parent to contact a student, it should be done through communicating with the school office.

\*Smart watches can be worn unless observed being used as a cell phone, including texting, in which cases it will be confiscated. All personal electronic devices can be subject to search on school property.

### **College Credit Plus (CCP)**

Wooster Christian does offer students the opportunity to take College Credit Plus (CCP) courses their Junior and Senior years of high school. It is recommended that students take courses through Mount Vernon Nazarene University (MVNU). Students will receive information in January from the HS Director and MVNU, and will need to apply via the State's online application. All guidelines and rules are listed on the CCP website, and it is the responsibility of the student and parent to follow these. When the courses are finished, MVNU will provide the school with grades earned and they will be entered into Progress Book. CCP must appear on the student's transcript regardless of the grade earned (due to state law). It is recommended that students who struggled to stay motivated and complete their online coursework do not take CCP courses.

### **College Visits**

We encourage our juniors and seniors to visit colleges of their choosing when the opportunity arises. Students are permitted to attend two college visits during the school year as excused absences. Students understand that they are responsible to complete any missed class work. An absence request must be submitted 10 days prior to visit.

### **Discipline Procedures**

High School students are expected to behave in a manner that demonstrates maturity and obedience to God's Word. In order to provide a consistent system across the various classrooms, a conduct slip process will be used. A conduct slip will be written up for each infraction and given to the child's homeroom teacher. When a student has accumulated 3 conduct slips, a detention will be given. Conduct Slips and Detention notices will be sent home and require a parent signature. Conduct slips will also be given for technology infractions, excessive tardies, and other irresponsible behaviors. If a student accumulates an additional 3 conduct slips, another detention will be given. After the second detention, another 3 conduct slips will result in an in-school suspension.

Additional discipline problems will be handled by the director in connection with parents and teachers.

### **Dress Code**

High School students will follow the same dress code as the rest of the school. Enforcement of the dress code will work as follows:

- First Offense: Warning/Communication with Parents
- Second Offense: Conduct Slip/Communication with Parents
- Third and Subsequent Offense(s): ½ Day In-School Suspension/Communication with Parents/Change of Clothes Needed.

\*Please note that we will not catch every dress code issue. We will strive to be consistent and fair but our first priority is teaching, not monitoring dress code. We will attempt to handle all dress code issues in a way that does not lead to shame for the student. In return, we ask for cooperation from students and parents in following the dress code. When in doubt, err on the side of caution.

The most common issues in dress code are:

- Length of shorts/skirts
- Leggings are not a substitute for pants. They are allowed but a shirt or dress that comes down to the appropriate length must be worn with the leggings.
- Shoulders must be covered. Sleeveless is ok as long as the shoulders are sufficiently covered
- Distressed clothing (with holes) is permitted—however, the holes must not expose skin on any part of the leg that should be covered by appropriate short length.

Out of safety and protection for everyone, men will handle boy's dress code issues and women will handle girl's dress code issues. All dress code decisions from the school are final. If you have concerns, please contact the school.

### **Drugs & Alcohol**

Wooster Christian School recognizes the danger to one's physical and psychological wellbeing in the use of certain products. Therefore, members of the community are to refrain from the illegal use of tobacco in any form, vaping products, alcoholic beverages, hallucinogenic drugs and substances (including marijuana), or narcotics not authorized by a physician. WCS recognizes that there are laws governing the use and distribution of these products. At no time are members of the school community to be in violation of those laws on or off the campus. None of the above substances may ever be used or possessed on campus or at any event or activity in any way connected with the school. Members of the community may not share or abuse prescription or non-prescription drugs or medications.

### **Early Release**

Early release is offered to Juniors and Seniors who are in good academic standing (as determined by HS Director), have no excessive tardiness to school, and have study hall(s) at the end of the day. Students may request an early release form from the HS Director. Students who have early release are still required to attend all Family Group functions and School Chapels.

### **Graduation Requirements**

Students must have earned 24 graduation credits as determined by the Wooster Christian School Board and outlined below to be eligible for graduation from WCS. Students must have also passed any tests required by state law.



### **Grades 9-12 Graduation Requirements\***

Bible	4 Credits	(Bible 9, 10, 11, 12)
English Language Arts	4 Credits**	(English 9, 10, 11, 12)
Mathematics	4 Credits**	(Algebra 1, Geometry, Algebra 2, one additional)
Science	3 Credits**	
Social Studies	3 Credits**	(including World History or Geography, US History, and Gov/Econ)
P.E./Health	1 Credit**	
Electives	5 Credits**	(must include 1 fine arts credit***, World Languages are considered electives)
Personal Finance	1 Credit	

\*Some requirements can be adjusted for transfer students

\*\* Requirements common to other Ohio high schools and set by the Ohio Department of Education.

\*\*\* 2 semesters of a fine art are required to graduate. Can be completed anytime between 7-12<sup>th</sup> grade.

### **Laptops/Devices**

Students will be issued a school owned Chromebook and a charger to keep at home. It is the student's responsibility to charge their chromebook overnight and return to PCC the next morning with a charged device. Students will be asked to complete a tech device agreement form.

### **Lockers**

Each student in high school will be assigned a locker at the COS location. Wooster Christian School will provide combination locks—no outside locks will be permitted. Wooster Christian School is not responsible for items placed in lockers. Lockers are school property and may be searched. Space will be provided to students at the Parkview location to store books and other materials.

### **Lunch**

All students are expected to eat in the area designated by the teacher unless they have specific instructions from another staff member. Students are not permitted to receive food deliveries or stop to get food or drinks on the way to the COS location.

Students will be required to bring their own lunch daily; no lunch will be served through the school.

Occasionally, the teacher may decide that food will be ordered (i.e. pizza). This will be communicated ahead of time and students will have the option to participate or not.

### **PE Waiver**

Students may substitute two seasons of any school-sanctioned sport for PE classes, provided that the student is not cut, removed from, or quits the team before the end of the season. The required ½ credit of PE must be fulfilled either by taking PE classes OR by playing two seasons of sports. One season of sports and ¼ credit of PE is not acceptable according to the Ohio Department of Education rules.

### **Public Displays of Affection**

PDA is not a part of the school day. There is to be no PDA on campus. PDA includes, but is not limited to, "hand-holding", "arm-arounding", "long hugs", and kissing. Couples found alone in empty rooms, halls, closets, stairwells, etc. are subject to school discipline.

### **State Testing**

WCS will comply with state testing requirements.

### **Student Drivers**

Student drivers will be required to obtain a parking pass and file a permit application with the HS Director. Students are expected to observe safe driving practices. A 10 mph speed limit is to be observed on the Parkview and COS properties. Students are not permitted to go to their car during the school day. Student parking at the Parkview location is limited to the lot to the West of the building, and at the COS location is limited to the back row in the gravel parking lot. When leaving Parkview for the midday travel to COS, students will follow the WCS bus. Students who do not have their own transportation will be required to ride the WCS bus to COS. Students are not permitted to ride in a peers' vehicle. **Students are not permitted to make any stops when traveling between the Parkview and COS locations.** A caravan from PCC to COS will form that follows a specific route, which is provided. The caravan will be led by the school bus and a staff member will bring up the rear. Student drivers are expected to follow the route of the caravan, observing all Ohio driving laws (including those about cell phone use) while driving.

The WCS shuttle bus will make a stop at PCC in the morning for those who board the bus at Grace. Younger siblings of HS students are permitted to ride the shuttle bus from Parkview to COS. Please contact the school office if you plan to do this. Once students leave PCC at midday, they will not be returning that day. They will need to take everything with them to COS. End of the day pick-up will take place at COS.

### **Student Pregnancy and Paternity Clause**

In line with our school's values and Scripture that upholds the sanctity of life, we believe that life is sacred and should be celebrated. While we do not condone premarital sex in any way, if a student of either gender engages in actions that result in pregnancy, the school will respect and encourage the student's choice to have the baby. WCS teachers and administration will support the student in maintaining the progress of his or her education off-campus (homebound instruction) throughout the pregnancy. Upon the birth of the child, the student, parents, and administration will discuss the best course of action going forward. This will be done on a case by case basis considering all factors involved. It should be clear that this policy applies equally to young women and young men.

Psalms 139:13-16

Genesis 9:6

1 Thessalonians 4:3-6

Matthew 15:18-20

Hebrews 13:4

### **Tardiness**

- Three (3) tardies in a grading period result in the teacher making a personal contact with the parent concerning the student's late arrival to school.
- Five (5) tardies in a grading period result in an after school detention.
- If tardies continue a student may receive a half-day in-school suspension. In-school suspension is the student working alone yet supervised on required assignments for which a zero grade will be given.

### **Work Permits**

According to state law, students under the age of 18 who desire to seek employment will require a work permit. Applications can be obtained by contacting the High School Director or Miss Kuhns. The application for work permits is a three-part application process. The student and parent fill out part one, the employer fills out part two, and your physician fills out part three. All three parts of the application must be completed and submitted to Miss Kuhns to have the work permit issued.

### **Work Study**

The Work Study program would allow students to acquire employment which could cause them to miss part of the school day. A Work Permit may also be required. Juniors and seniors only will be considered for work study on a case-by-case basis. Applicants must meet all the graduation

requirements to be considered. A letter of intent needs to be submitted to the High School Director by March 15th of the previous year. Verification of job placement needs to be submitted to Wooster Christian by August 15th so schedule conflicts can be checked, should they arise. No class is required for the work-study program. No high school credit is received for the work study program.

## High School Technology Agreement

You are being issued a school-owned Chromebook for the school year. This device is the property of Wooster Christian School and/or Wooster City Schools and therefore, the following guidelines must be agreed upon before you may use this device.

Personal devices will not be permitted except in rare cases, with teacher permission.

- You will be shown where to store your device when it is not in use. It is expected that you will always return it to its proper location. Devices should not be left in lockers and left sitting around loose.
- Use of the device is a privilege and an educational tool. Therefore, its use will be determined by the teacher. **No personal gaming, e-mail, instant message, chat, casual internet browsing, etc. is permitted.**
- Teachers have the authority to set parameters for when and how devices are used in their classroom.
- The student will NOT download or install anything onto a school-owned device without teacher instruction or special permission.
- Students are not to change the background, screen saver, or any other settings on the chromebook.
- The devices will be accessing the internet through wireless service. The internet service will be equipped with an internet filter. Attempt to tamper with the filter will not be tolerated. Computer use can be monitored virtually by teachers at any time.
- When the teacher is talking, the student should be listening-not playing with their device. In general, if the teacher is teaching, devices should be closed unless they are being used for the lesson or note taking.
- In order to preserve battery life, device lids should be closed when not in use.
- School-owned devices should always be carried in the provided, protective case to prevent damage. If your backpack has a protected area to carry computers, that may be used.
- Devices are subject to search by school staff with probable cause. A client will be installed on all devices that allow for remote monitoring.
- Students are not permitted to share, post, or text photos or videos taken at school.
- Devices should be used as a tool to help you do your own work. Avoid plagiarism by giving credit to your sources. Plagiarism will not be tolerated and disciplinary actions will be taken as necessary.
- Do not use devices to bully, harass, harm, or spread lies or gossip about others.
- **The device shall be used at all times in ways that would be pleasing to God. In other words, if God would not approve of you playing it, typing it, looking at it, researching it, etc. then the school doesn't approve either.**

### Consequences of Misuse of the Device

- Failure to properly store the device or return it to its location at the end of the day will result in a conduct slip.
- Misuse of the computer (inappropriate e-mail, content, gaming, etc.) will result in an immediate detention.
- Repeated misuse may result in loss of your chromebook privileges.

*\*Consequences may include, but are not limited to those listed above. We are serious about your child's safety and the good stewardship of these devices. Disciplinary action is at the discretion of the teaching and administrative staff.*

We understand the device guidelines and agree to follow them.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Kids' Time Waiver**

*For 7<sup>th</sup>-12<sup>th</sup> grade students only*

With a signed waiver, seventh and twelfth grade students are permitted to be excused from going to Kids' Time before and after school on the following conditions:

- ❖ There will be no direct supervision by school staff.
- ❖ Students must remain in the lobby area and may not wander the halls.
- ❖ This is a privilege and can be revoked at the discretion of the administrator in the case of discipline issues.

My child, \_\_\_\_\_, has permission to not be in Kids' Time before or after school. We understand the guidelines listed above and realize that students will not be directly supervised.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Waivers must be completed and returned to the school office.**



## PREARRANGED ABSENCE REQUEST FORM

5<sup>th</sup>-12<sup>th</sup> Grade

<input type="checkbox"/> Approved _____
<input type="checkbox"/> Make Up Work Due _____
<input type="checkbox"/> Copy to Teacher
<input type="checkbox"/> Entered in ProgressBook

According to Board of Education policy, midterm vacations are discouraged, but may be arranged with and at the discretion of the Administrator. **Please submit requests ten days in advance of requested absence.** Demonstration of good attendance, and indication that this absence will not have detrimental effect on your academic standing in current courses is required. It is the parent and student's responsibility to check Progress Book for missed assignments.

Proposed Dates of Absence: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Absence \_\_\_\_\_

If Traveling, Where: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Today's Date \_\_\_\_\_



## REARRANGED ABSENCE REQUEST FORM

5<sup>th</sup>-12<sup>th</sup> Grade

<input type="checkbox"/> Approved _____
<input type="checkbox"/> Make Up Work Due _____
<input type="checkbox"/> Copy to Teacher
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According to Board of Education policy, midterm vacations are discouraged, but may be arranged with and at the discretion of the Administrator. **Please submit requests ten days in advance of requested absence.** Demonstration of good attendance, and indication that this absence will not have detrimental effect on your academic standing in current courses is required. It is the parent and student's responsibility to check Progress Book for missed assignments.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Proposed Dates of Absence: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Absence \_\_\_\_\_

If Traveling, Where: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Today's Date \_\_\_\_\_