

# WESLEYAN CHRISTIAN SCHOOL

## 2011-2012 HANDBOOK

### Mission Statement

Wesleyan Christian School offers a quality education in which children are challenged to develop Christian character and leadership skills to serve their communities in the name of Jesus Christ.

*“Train up a child in the way that he should go and when he is old he will not depart from it.”*  
*Proverbs 22:6*

### Belief Statement

1. We believe the Bible to be the inspired and only infallible, authoritative Word of God.
2. We believe there is one eternal God of infinite holiness, wisdom, and power, who creates and preserves all in existence and is self-evident in three persons: Father, Son, and Holy Spirit.
3. We believe in the Deity of Jesus Christ, in His virgin birth, in His ascension, and in His personal return in power and glory. We believe also that in His death He provided a complete sacrifice for the sins of all men.
4. We believe that man is sinful by nature and that re-generation by the Holy Spirit is essential for his salvation.
5. We believe in the continuing ministry of the Holy Spirit, by whose cleansing and indwelling the Christian is enabled to live a Godly life. We believe that it is He who leads us into all Truth.
6. We believe in the resurrection of both the saved and the lost, they who are saved unto eternal life and they who are lost unto eternal damnation.
7. We believe in the creation of man by the direct act of God.
8. We believe in the spiritual unity and fellowship of believers in our Lord Jesus Christ.

The understanding at Wesleyan Christian School is that attendance is a privilege and not a right. Any student or family who does not adhere to the standards and regulation of the Wesleyan Christian School may forfeit privilege of enrollment. High school students are expected to show maturity in their relationships by being both discrete and wholesome in conduct, so as to be a pleasing testimony to the Lord. Furthermore, the withdrawal of any student who does not fit into the spirit of the institution, regardless of whether or not the student conforms to the specific rules and regulations of the school, may be requested at any time.

### School Colors and Mascots

The school's colors are burgundy, gray, black, and white. The school's mascot is the panther.

## **School Closing**

During the school year, WCS usually follows the same schedule as Caroline County schools for inclement weather, but reserves the right to make independent decisions. Listen to the following TV/radio stations for information about school closings. When in doubt, call the school after 6:00 a.m. to hear current information on the answering machine.

### Radio Stations:

WAAI-100.9 FM Hurlock  
WESP-106.3 FM Easton  
WCEI-96.7 FM Easton  
WCEM-1240 AM/106.3 FM Cambridge  
Eagle – 97.7 Delaware  
WKNZ - 88.7 The Bridge

### Television Stations:

WBOC-TV Channel 16, Salisbury  
WMDT-TV Channel, 47, Salisbury

## **Office Hours**

The school offices are open from 8:00 a.m. to 3:30 p.m., Monday through Friday. Summer hours may vary and will be posted on the school door and the answering machine by the end of the school year. If a parent wishes to contact someone in the office after-hours, please call and leave a message. Someone will return your call as soon as possible. All official communication to the office must be in writing. Word of mouth or via telephone may convey a verbal communication, but it is not considered official until it is in writing.

## **Visitor Policy**

We welcome visitors at any time although from 8:30 - 3:15 classes are in session and there should be no disruptions. All visitors are required to enter at the main entrance, sign in at the office and obtain a visitor pass. Visitors, parents and guests should remain in the lobby area until an administrator is available if they need to visit a classroom. Visitors should be aware that appropriate dress is required.

## **Homeroom Policies**

WCS students have the privilege to participate in the reading of Scripture, prayer, and pledges of allegiance to the American Flag, Christian Flag, and the Bible each day in homeroom.

## **Bible Teaching/Chapel**

Since ours is a Christian school, daily Bible teaching is an integral part of the education offered. It is our belief that a student is not truly educated until he/she understands God's Word. We strive not only to teach the facts and principles of the Bible, but also to apply those teachings to everyday life. The New International Version (NIV) of the Bible is used in Bible courses. Other versions and/or translations may be used for study and teaching purposes at the discretion of the teacher and approval of the principal. Each student (Grades 1 and above) must have a Bible (NIV) for use in the classroom.

## **PROCEDURES AND POLICIES REGARDING ATTENDANCE, ABSENCES AND TARDIES**

Students are expected to be at school all day, every day. The primary responsibility for attendance rests with the parents. While perfect attendance is the goal, all students must be in attendance at least 90% of the time (no more than 18 absences for the year) in order to be prepared for the next grade level.

Definitions:

- **Tardiness:** Arrival at school after 8:30 AM.
- **Absence:** Not arriving at school at all.
- **Excused Absence:** This will be given when a student's reason for being absent is acceptable according to school policy and a note is brought to school signed by a parent or guardian the day following the absence. If a note is not received within three (3) school days of the student's return date the student will be marked unexcused.
- **Unexcused Absence:** This is an absence from school without an acceptable reason or no note from the parent or physician.

### **Excused Absences include the following:**

Personal sickness, unforeseen family emergencies, such as a death in the family, automobile incident, court subpoena or a medical appointment when scheduling a time outside of school is not possible.

After 3 consecutive days of absences for an illness, a doctor's note is required upon return.

**Pre-Planned Absences** – Pre-Planned absence forms are available in the office for parents to complete if students plan to miss two or more days of school for any reason other than illness. If approved by the principal in advance (2 weeks) of the trip, the maximum number of days for family vacations and family trips for any school year shall not exceed five (5) days. If principal approval is not obtained, the absences will be unexcused. Although we encourage family time, vacations during the school term affect the student's learning, disrupt class schedules, and creates more work for the teacher.

### **Make-Up Work - All Absences**

When a student is absent or tardy they should work carefully with the teacher to get the work made up as soon as possible, but at least within twice the amount of time (two days for each day absent) which was missed. However, such work is the responsibility of the student, not the teacher.

When an absence is excused, the student shall receive full credit for make-up work unless it is turned in past the deadline stated.

If an absence is unexcused, the student will be required to make up the work, but the overall grade will be impacted.

## **Rules of Conduct**

All students are expected to comply with the following rules:

1. Students are expected to follow the dress code as outlined in this handbook.
2. Students are expected to complete homework the evening of the day it is assigned, unless it is a long-term assignment.
3. Students will walk quietly through the hallway. Students will work quietly, listen carefully, and follow the directions of the teacher. Students should play carefully and be obedient to those in authority.
4. Students will be respectful to others and exhibit a positive attitude toward other's property, and authority figures. Students should also be kind to others, maintain politeness, and strive for a positive attitude.
5. There should be no communication between students (verbal/non-verbal) in class during tests, quizzes, or instruction.
6. No electronic equipment or toys are allowed, except on special days with prior permission of the classroom teacher. No scissors, pen knives, sharp or blunt objects should be in the student's backpack or lunch bag.
7. Cell phones should be used before or after school hours or in emergencies when authorized. All cell phones must be turned in to the office prior to 8:30 A.M.
8. Interaction between students should be encouraging. There is to be no taunting, name-calling, foul language, talking back, or conversation with sexual or violent content. Acts of physical aggression toward another student are unacceptable.
9. Students are to report all verbal or physical assaults/abuses to administration immediately.
10. Students are expected to follow directions the first time they are given.
11. Students will not leave the school campus or be in restricted areas during the day.
12. Students are expected to be in the correct place at the correct time and learning what they are expected to learn.

Students at WCS are expected to maintain the highest standards of behavior at all times. The Rules of Conduct are given to help students maintain these standards.

The administration at WCS has the sole responsibility for taking disciplinary action and/or delegating the administration of those disciplinary actions when a student is involved in a situation that disrupts the learning environment of the school or violates any part of this handbook. When determining the consequences, the following will be taken into consideration:

- The severity of the incident
- If the offense interfered with the responsibility/ rights/privileges/property of others
- If the offense posed a threat to the health or safety of others

## **Discipline Policy**

Each teacher is given the liberty and authority under administrative supervision to construct and enforce classroom rules. Students attending WCS are under the jurisdiction of the school's Rules of Conduct any time they are on campus, participating in or attending any school-sponsored activity, and en-route to and from school-related events.

Students are expected to comply with the standards and regulations of WCS with a positive attitude. Correction by a teacher should be accepted without argument. If there is a question concerning the violation of a rule, then the student should discuss it with the teacher privately. Courtesy and respect for fellow students is also expected.

Students who are willing to repent, accept the consequences of their actions, and learn so as not to repeat the offense, will be given every opportunity to be restored to good standing in the school. However, those who scoff at the policies and regard them, or their enforcement, with disdain or contempt, showing no desire for repentance or restoration, will not be permitted to continue at WCS.

With all this understood, we have put together a framework that follows that we will use in determining the infraction and its consequences. This list is not inclusive, but will give clear ideas of the expectations of the school.

## **Kindergarten and Elementary School**

### **Class Rules**

Classroom teachers will have specific class rules and/or requirements in order to accommodate their teaching styles and maintain classroom management. All students are expected to comply with these class rules. In addition, classroom teachers will make their rules known to the students early in the school year. Furthermore, it is not our intent to lead the children into frustration over rules, but we do believe a structured environment will be most beneficial for the children as we seek to carry out the goals of WCS.

### **Discipline Plan**

In the kindergarten and elementary program, students are encouraged to learn to follow school and class rules. It is understood that at times, children can easily forget a rule or requirement, and therefore, need a reminder. Other times, children can display an attitude or action that is not God-honoring and it is a concern as it goes against what is expected of them. In order to help students develop a heart of obedience, students in grades K-6 will be disciplined in accordance with their actions and attitude.

Furthermore, our discipline policy is designed to keep parents informed as we train children to have good work habits, a pleasant attitude, and favorable behavior. Any staff member may address a student's attitude or behavior (Proverbs 13:24). A reminder will be issued when the child does the following: fails to meet dress code, does not turn in required homework, does not have necessary parent signature, is not prepared for class, is out of order, or talks out of turn. These are often the result of forgetfulness. The reminder is a tool to help train the child to be responsible. Although, each classroom teacher will have consequences for students if they obtain multiple reminder notices.

## **Administrative Discipline**

When a student's behavior requires administrative discipline the student's behavior has reached the disruptive level and interferes with the quality of the education of the entire class. As a result, one or more of the following actions may be taken: (1) The administrator will take disciplinary action to suit the infraction and the administrator will send a note home notifying the parent of the office visit and the assigned action. (2) The office will call the Parent/Guardian to inform them of the incident. (3) The student will remain in the office and the parent will be required to pick-up and remove the child from school for the remainder of the day. (4) The student may be assigned detention or (5) for more serious infractions immediate suspension or expulsion could result.

### **Secondary School (7<sup>th</sup> Grade and up)**

#### **Discipline Categories**

##### **Category A**

Activities that violate Category A rules. Any minor disturbances that prevent classroom order and instruction, such as, but not limited to the following offenses:

Passing notes	Chewing gum
Dress code violations	Late or lack of homework
Talking or disruptive to class	Tardy to class
Tardy to school	
Possessing items that distract from the learning process	
Possessing any material that is not Christ honoring (i.e. literature and music)	

**Consequences:** Offenses may result in one or more of the following: Demerits, additional work, detention, suspension, probation, and suspension of extra-curricular activities, note or call home, conference or Category B consequences for recurrent offenses.

##### **Category B**

Activities and attitudes that show a lack of respect for authority. Category B rule violations include, but are not limited to, the following offenses:

Cheating	Lying
Plagiarism	Forgery
Leaving WCS grounds without permission	Harassment in any form
Using profanity	Bullying
Misconduct	Racial or ethnic slurs
Disrespect of authority	Cutting Class
Use of provocative language and/or gestures	Misuse of school computers
Inappropriate sexual language, gestures or conduct	
Frequent and repeated violations of Category A rules	

**Consequences:** Offenses will result in one or more of the following: Demerits, multiple-day detention, suspension, probation, Parent/Student/Teacher/Principal conference, Saturday detention, or Category C consequences for recurrent offenses.

## **Category C**

Activities that may seriously threaten the safety of the student or classmates. Activities that show extreme lack of respect for authority or property. Activities that violate Biblical moral codes of conduct. Category C violations include, but are not limited to, the following offenses:

Using or possessing drugs, alcohol, or tobacco	Blatant disrespect
Possession of obscene (pornography) material	Sexual misconduct
Threats of any kind: verbal, written, or implied	Sexual harassment
Flagrant disobedience/rebellion/negative influence	Stealing
Vandalism of school property	Fighting
Frequent and repeated violation of Category B rules	

**Consequences:** Offenses may result in suspension or expulsion/withdrawal.

## **Disciplinary Actions Secondary School (7<sup>th</sup> Grade and up)**

### **Demerits**

Students are expected to comply with the standards and regulations of WCS although any student in violation of the rules may receive a demerit, which is issued by the teacher or by the administration. When students do not comply with the rules, then they will receive demerits based upon the following discipline category. Category A will normally be assigned 1 demerit. Category B will be assigned at least 2 demerits. Category C offenses will be administered as determined appropriate by the administrator. After 3 demerits are received, a student is assigned to after-school detention.

### **Detention**

Detentions are assigned to encourage appropriate behaviors and/or conduct, and may be scheduled during lunch or after school. Appropriate work will be given and expected to be completed by the student during this time. Manual labor may also be given, which will include cleaning classrooms, facilities, etc.

In addition, detentions are cumulative, therefore, once a student receives the tenth demerit, then the student will be assigned In-School Suspension (ISS).

### **In-School Suspension**

In-School Suspension (ISS) begins at 8:30 am and ends at 3:15 pm and isolates the student from any form of social contact. In-School Suspension is served in a designated location with adult oversight. During In-School Suspension, appropriate work will be given to the student and the student is expected to complete the work during this time. Manual labor may also be given, which may include cleaning classrooms, facilities, etc. Furthermore, the student will receive no credit for any missed class work, homework, or quizzes. Students may make up tests or exams, but will receive only 75% of the possible points. The work assigned to the student is to be accomplished quietly and without assistance. During ISS, the student may visit the restroom only when regular classes are in session and lunch will be eaten in a designated area.

## **Out of School Suspension**

Out of School Suspension (OSS) may be assigned for a period of time from one day up to ten days for a single offense to be determined by the principal. Out of School Suspension may also be assigned if ISS has been used and not proved to be effective in producing an obedient response. Suspension is often a last stop before requiring expulsion.

During an OSS a student may not return to the school's property for any reason or at any time. Students will receive a zero for all daily grades, quizzes, tests and class work that is missed due to OSS.

## **Disciplinary Probation**

A student is placed on disciplinary probation if the Administration decides that this probation is necessary during any part of the grading period due to disciplinary reasons. Reasons for disciplinary probation would include (1) ISS and OSS (2) Continued deliberate disobedience (3) A spirit which is, in the view of the administration, indicative of their unwillingness to cooperate with the goals of the school (4) A continued negative attitude and bad influence upon the other students (5) Failure of the parents to comply with the disciplinary procedures of the school (6) and any other reason considered appropriate by the administration.

## **Notification of Probation**

The student and parents will be notified by letter or conference that the student is being placed on probation. Specific reasons will be given for the probation and details cited relative to what behavior goals the student must meet and what changes are necessary.

## **Length of Probation and Evaluation**

The length of probation is determined by the Administration. If after probation, good improvement is evidenced, then the student will be removed from probation. If progress is not sufficient, then the student may be recommended for expulsion or further probation. Parents of students on probation must remember that if expected improvement is not achieved, expulsion is a real possibility. The administration and teachers involved will determine the progress of the student. The final decision of expulsion will be made by the administration.

## **Expulsion**

An Expulsion will be recommended if it becomes apparent that Wesleyan Christian School (1) will not be able to meet the needs of a student (2) the student's behavior is preventing classroom instruction or (3) the student's influence is detrimental to other students.(4) Expulsion may also be recommended for violation of Category C rules, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admission. When expulsion is recommended, a date of withdrawal from school will be set and the withdrawal procedure followed. The expulsion date may be immediate.

The school reserves the right to dismiss (expel) any student who does not cooperate with the educational process at Wesleyan Christian School. If the discipline at home and in school is not effectual and disobedience is continued, then the parent will be required to withdraw the child from Wesleyan Christian School.

Students are expelled upon the recommendation of the principal to the WCS Board. The Board may or may not entertain a request for appeal of the decision. Expulsion requires the removal of a student from all educational services at WCS either for a specified period of time or permanently, as determined by the discipline committee of the WCS School Board. An expelled student may reapply for admission 365 days (1 year) after the date of expulsion.

## **Monday-Friday Dress Code for Students**

### **Dress Code**

The condition of the student's school uniforms is significant in presenting a unified image of the Wesleyan Christian School. Belts are to be worn and visible with all pants (except K3 & K4). Also, shirts and blouses are to be tucked into skirts and pants to present a neat and cared-for appearance. Finally, skirts are not to be rolled at the waist, folded up, or hemmed to be shorter than the required length.

### **Hair/Grooming – Boys**

All hair styles should be conservative in nature. Hair must be off the collar in the back, neatly trimmed around the ears, off the eyebrows in the front, and one natural color. In addition, side burns should be no lower than the bottom of the ear lobe. Administration reserves the right to deem certain hairstyles inappropriate. Finally, boys must be CLEAN-SHAVEN at all times.

### **Hair – Girls**

Hair must be neatly groomed in traditional styles. No unnatural colors are permitted. Again, administration reserves the right to deem certain hairstyles inappropriate.

### **Piercing and Tattoos**

Tattoos and body piercing are discouraged at WCS. No pierced body jewelry is to be worn on school property or at school functions with the exception of earrings for girls as noted in the Dress Code. All tattoos must be covered at all times.

### **Miscellaneous**

No sunglasses, hats or caps are to be worn in the school or during assembly times.

Boys may not wear earrings.

Ladies repeatedly warned concerning skirt length will not be allowed to wear that uniform item.

Students are permitted to wear non-uniform coats and jackets to school, but upon entering the school, all non-uniform attire must be removed.

Students attending after-school functions should be dressed modestly for the intended function.

## Violation Procedures

If the uniform policy is not followed, students will be required to change or parents will be required to take the student home until the student complies with the uniform policy.

## DAILY UNIFORM OPTIONS

### K3 – 4<sup>th</sup> Grade Girls:

- Burgundy plaid uniform jumper with either a) white "Peter Pan Collar" blouse or b) white 3 button knit polo shirt with "Picot" collar.
- 4<sup>th</sup> grade girls ONLY may also wear burgundy plaid uniform skirts with white or burgundy uniform polo shirts.
- Shorts must be worn underneath jumper and skirts for modesty but should NOT be visible.
- White or black turtleneck may be worn under the long sleeved uniform shirt or under the jumper.
- Solid black uniform pants *with a belt* (\*K3 & K4 – belts are not required) and a white or burgundy polo shirt may be worn in lieu of a jumper. Belts should be black or brown.
- Burgundy cardigan sweater
- WCS Sponsored logo sweatshirts and "hoodies". No other sweatshirt or "hoodie" is approved or allowed to be worn inside the school.
- Socks, tights, ankle length leggings or knit pants MUST be worn and must be in solid school colors or white, black, gray or burgundy.
- Shoes: Dress, tennis shoe, or athletic shoes are acceptable. Shoes must be of a solid color – (bold colors or shoes with designs or pictures are NOT allowed). No open toe shoes, flip flops, crocs, sandals or boots are permitted.
- Physical Education Dress – regular uniform and tennis shoes or sneakers.
- Jewelry: (1) necklace, (1) bracelet, (1) ring and (1) watch are allowed. Girls with pierced ears may only wear stud type earrings – earrings hanging below the ear lobe are unacceptable. Only (1) pair of earrings may be worn in each ear.
- No make up or body glitter is allowed.
- Only clear or pale pink nail polish is acceptable.

### 5<sup>th</sup> & 6<sup>th</sup> Grade Girls:

- Burgundy plaid uniform skirts. All skirts must fall to just above the knee, or longer. When kneeling, the uniform skirt is to touch the floor. No sweatpants under skirts.
- Solid black uniform pants *with a belt* and a white or burgundy polo shirt.
- Shorts must be worn underneath skirts for modesty but should NOT be visible.
- White or black turtleneck may be worn under the long sleeved uniform shirt.
- Burgundy cardigan sweater
- WCS Sponsored logo sweatshirts and "hoodies". No other sweatshirt or "hoodie" is approved or allowed to be worn inside the school.
- Socks, tights, ankle length leggings or knit pants MUST be worn and must be in solid school colors or white, black, gray or burgundy.
- Shoes: Dress, tennis shoe, or athletic shoes are acceptable. Shoes must be of a solid color – (bold colors or shoes with designs or pictures are NOT allowed). No open toe shoes, flip flops, crocs, sandals or boots are permitted.
- Physical Education Dress – regular uniform and tennis shoes or sneakers.
- Jewelry: (1) necklace, (1) bracelet, (1) ring and (1) watch are allowed. Girls with pierced ears may only wear stud type earrings – earrings hanging below the ear lobe are unacceptable. Only (1) pair of earrings may be worn in each ear.

- No make up or body glitter is allowed.
- Only clear or pale pink nail polish is acceptable.

### **7<sup>th</sup> & 8<sup>th</sup> Grade Girls:**

- Burgundy plaid or gray uniform skirts. All skirts must fall to just above the knee, or longer. When kneeling, the uniform skirt is to touch the floor. No sweatpants under skirts.
- Solid black uniform pants *with a belt* and a white or burgundy polo shirt.
- White or black turtleneck may be worn under the long sleeved uniform shirt.
- Burgundy cardigan sweater
- WCS Sponsored logo sweatshirts and "hoodies". No other sweatshirt or "hoodie" is approved or allowed to be worn inside the school.
- Socks, tights, ankle length leggings or knit pants **MUST** be worn and must be in solid school colors or white, black, gray or burgundy.
- Shoes: Dress, tennis shoe, or athletic shoes are acceptable. Shoes must be of a solid color – (bold colors or shoes with designs or pictures are NOT allowed). No open toe shoes, flip flops, crocs, sandals or boots are permitted.
- Physical Education Dress – regular uniform and tennis shoes or sneakers.
- Jewelry: (1) necklace, (1) bracelet, (3) rings maximum, (1) watch are allowed and no more than (2) sets of earrings in each ear.
- No heavy make-up will be worn or body glitter is allowed.
- Only clear or pale pink nail polish is acceptable. NO other color may be worn.

### **K3 – 8<sup>th</sup> Grade Boys:**

- Gray or black uniform pants.
- White oxford shirt
- White or burgundy polo shirt
- Solid, plain white t-shirt **MUST** be worn under all white shirts.
- Black or brown belt \*(K3 & K4 belts are not required)
- White or black turtleneck may be worn under long sleeved shirts **ONLY**.
- Burgundy V-Neck cardigan sweater
- WCS Sponsored logo sweatshirts and "hoodies". No other sweatshirt or "hoodie" is approved or allowed to be worn inside the school.
- Socks are required and must be in solid school colors or white, black, gray or burgundy.
- Shoes: Dress, tennis shoe, or athletic shoes are acceptable. Shoes must be of a solid color – (bold colors or shoes with designs or pictures are NOT allowed). No open toe shoes, flip flops, crocs, or sandals. Boots may be worn with uniform pants.
- Physical Education Dress – regular uniform and tennis shoes or sneakers.
- Jewelry: (1) necklace worn inside of shirt (1) bracelet, (1) ring and (1) watch are allowed.

### **Banquet/Formal and Special Events Dress Code**

Specific guidelines concerning dress will be conveyed to students and all attendees based upon nature of event.

### **Non-Uniform Days**

There will be certain days when the student body is permitted to depart from the standard uniform, such as, picture days, approved school trips, dress down day, approved special events, spirit days, etc. The administration will inform students and parents of the dress that is acceptable for these days.

Our desire is not to act as police, but for our school to be distinctively different from other schools. The administration has the right and responsibility to require any student to be appropriately dressed before attending any class or school sponsored event. A student who violates the intent of appropriate attire will be required to change.

### **Dress Down Day**

Students may purchase up to three (3) Dress Down Day passes per quarter for \$3.00 each. Dress Down Day passes must be purchased prior to that day's homeroom and presented at the start of class. **Passes are non-refundable!** In addition, students are not allowed to dress down on chapel days or wear flip-flops, sandals, crocs, sweatpants, jeans with any holes and/or rips, spaghetti straps, tank tops, sleeveless shirts, shorts, or shirts promoting alcohol, drugs, sex, etc. Furthermore, all skirts and dresses must fall to just above the knee, or longer. When kneeling, the skirt or dress is to be no more than 1-1/2" off the floor. Also, students may not wear sweatpants under skirts or dresses. Any student who violates these rules will need to change.

### **Grading System Academic Requirements**

WCS does not have a certified special education department. The faculty attempts to aid all students to maximize their academic and behavioral potential. However, WCS is not equipped to address all learning disabilities, emotional/social disorders or any other deficits or deficiencies that would hinder a student from satisfying the academic requirements stated by the WCS Handbook.

#### **Academic Probation**

1. All newly enrolled students are on academic probation until the end of their first full year.
2. Any Secondary student receiving two "D's" or one "F" on their report card are also on Academic Probation.
3. Students whose grades significantly decrease, or suddenly decrease, or who are in jeopardy of failing may also be placed on academic probation.

Grading at Wesleyan Christian School is based on the following scale:

<b>Elementary Major Subjects</b>	
<b><u>Letter Grade</u></b>	<b><u>Numerical Equivalent</u></b>
<b>A</b>	<b>100-93</b>
<b>B</b>	<b>92-85</b>
<b>C</b>	<b>84-76</b>
<b>D</b>	<b>75-68</b>
<b>F</b>	<b>67-0</b>

Major subjects at the Wesleyan Christian School include Bible, Language Arts, Reading, Spelling, History, Social Studies, Math and Science.

### **Elementary Enrichment Subjects**

Enrichment subjects include Art, Music, Computer, Library and Physical Education.

Possible grades given:

S-Satisfactory

N-Needs Improvement

### **Secondary Subjects**

		<b>Regular Subject</b>	<b>Honors Subject</b>
<b><u>Letter Grade</u></b>	<b><u>Num Equiv</u></b>	<b><u>Grade Point</u></b>	<b><u>Grade Point</u></b>
<b>A</b>	<b>100-90</b>	<b>4.00</b>	<b>5.00</b>
<b>B</b>	<b>89-80</b>	<b>3.00</b>	<b>4.00</b>
<b>C</b>	<b>79-70</b>	<b>2.00</b>	<b>3.00</b>
<b>D</b>	<b>69-65</b>	<b>1.00</b>	<b>2.00</b>
<b>F</b>	<b>64-0</b>	<b>0.00</b>	<b>0.00</b>

### **Graduation Requirements**

To earn a diploma from WCSHS, students must meet the following criteria:

1. Successfully earn 25 or more credits **in grades 9-12**, according to the following requirements:

<b><u>Subject</u></b>	<b><u>Academic Diploma</u></b>
Bible	4
English	4
Social Studies	4
Math	3 (in grades 9-12)
Science	3
Foreign Language	2
Computer	1
Physical Education	1
Fine Arts	1
Electives	2
<b>Total Credits</b>	<b>25</b>

Students who would like to receive a diploma need these subjects:

Math must include Algebra I, Geometry, and one other math class (i.e. Algebra II, Accounting, and Math Application). If Algebra I was taken in 8<sup>th</sup> grade, you must have Geometry and two other math classes in grades 9-12.

Science must include Physical Science, Biology, and one additional Science class. History must include Government, US History, and World History.

2. Provide documented verification of 80 hours of Christian Service Learning.

### **Homework**

Homework will be assigned frequently and routinely to all students. Each student is expected to submit all homework assignments completed and on time. All homework assignments are due at the beginning of class on the date assigned.

### **Anticipated Homework Workload**

Kindergarten 5	Tuesdays and Thursdays
Grades 1-3	45 minutes
Grades 4-6	1 hour
Grades 7-8	Up to 2 hours per night
Grades 9-12	2-3 hours per night or an average of 30 min. per class

No homework is to be given on Wednesday nights whereas all students are encouraged to attend mid-week services and or youth group at their church. All tests given on Thursdays must be announced at least 48 hours in advance.

### **Standardized Test Information**

WCS offers standardized testing during each school year. Dates and times for each will be posted and made available to families along with specific requirements.

### **Honor Rolls**

Wesleyan Christian School recognizes students with high measures of academic success by offering three different honor rolls for those students who pass the necessary academic requirements. The Principal's Honor Roll, Merit Roll and Honor Roll offer students the opportunity for their success in academics to be recognized. However, any student with an academic suspension during the grading period is disqualified from the honor roll for that grading period. **Any student with 5 or more unexcused absences or tardies (in a marking term) will not be on the honor rolls.**

### **Elementary Honor Rolls:**

1. To be listed on the elementary school Principal's Honor Roll, students must have earned all "A's" in all subjects and students have "S's" in all minor subject.
2. To be listed on the elementary school Merit Roll, a student must have earned all "A's" and "B's" in all subjects, and students have "S's" in all minor subjects.

3. To be listed on the elementary school Honor Roll, students must have no “D’s” or “F’s” in all subjects and students have “S’s” in all minor subjects.

### **High School Honor Rolls**

1. To be listed on the high school Principal’s Honor Roll, a student must have earned “A’s” in all subjects and have no referrals or after-school detentions.
2. To be listed on the high school Merit Roll, a student must have earned all “A’s” and no more than 2 “B’s” in all subjects, and have no referrals and no more than one detention.
3. To be listed on the high school Honor Roll, a student must have earned all “A’s” and “B’s” - no “C’s” - and have no referrals and no more than one detention.

### **Report Cards**

Report cards are sent home four times during the school year at the conclusion of each quarter. For the first three quarters parents are expected to review, sign, and return the report card to the appropriate homeroom **within five school days of its issuance**. In addition mid-term reports are sent home about halfway through each quarter serving to keep parents current with grades and progress of their child(ren). Though unofficial in nature, parents are encouraged to follow through with suggestions and requests in order to see a desirable change before the end of the quarter.

Any student earning a final average below 76% in any subject will be required to satisfactorily complete an approved summer program. Any student earning below 68% in 3 or more subjects will be retained in that grade. Any concerns with grading policies or student progress should be discussed with the teacher prior to any conversation with an administrator.

Retention letters will be sent home at the end of **the third quarter** to the parents of students whose grades reflect the possibility of failure for the year.

### **Honor Society**

The Wesleyan Christian School Honor Society provides recognition of students who have excelled in the areas of Scholarship, Leadership, Christian Character, and Service.

Initially, a student must be at least a sophomore, have been a student at WCSHS for at least one full semester, and have an average of at least 90% and a GPA of at least 3.5 in all subjects before he/she may be considered as a candidate. If a sophomore, junior, or senior who is interested in becoming a candidate for Honor Society, the student needs to fill out an Honor Society Candidate Data Sheet (HSCDS) regarding the student's achievements and the student's involvement in the school and community. After completing the HSCDS, students will be checked for academic eligibility.

The faculty will review the HSCDS of students who qualify academically and then vote for the students who best exemplify the highest standards of Scholarship, Leadership, Character, and Service. It must be obvious that every member in the WCSHS should endeavor to exemplify the character of Jesus Christ. The candidate must also have at least five members of the faculty vote

in favor of his/her induction into the Honor Society. Any teacher may cast a negative vote. In addition, two negative votes by the faculty are the basis for veto of membership.

A student may be put on probation or dismissed from the WCSHS if he/she receives a semester average of 79% or less for one or more subjects. Any student who does not continue to exemplify Leadership, Christian Character, or Service will be brought before the faculty and may be put on probation or dismissed. Furthermore, faculty members will consider each situation individually and a WCSHS member may be put on probation or dismissed if five faculty members agree.

### **Christian Service Hours**

We believe that one of the responsibilities of a Christian is to render service to others, following the example of our Lord. Christian service forms are available in the office and must be signed by an individual representing the group for which the service was performed. In addition, service hours are not given for work done at home, nor are they given if the student receives pay.

**K4-3** Students participate in two one-hour lessons each year. Lessons are developed and presented by the teacher and incorporated at a time of their choosing.

**4-6** In addition to two one-hour lessons a year, students must complete a four-hour project. Lesson and projects are to be determined by their teachers and may be assigned as individual or small group projects.

**7-8** All students in grades 7 - 8 are required to complete 8 hours per year. Teachers will help identify and approve projects, maintain communication with the supervising adult of the project, and receive the completed project sheet to ensure that it has been signed by the adult supervisor.

**9-12** All students are required to complete 80 hours of service as a requirement for graduation. Students are required to complete 20 hrs of service each year to meet the graduation requirement. Furthermore, Christian Service hours must be completed by the 4<sup>th</sup> quarter Mid-Term.

### **Lunch Policy**

**Hot Lunch Program:** Students at WCS have the option to pre-order hot lunch on a weekly basis. Lunch order forms will be sent home by Tuesday with orders due by Friday for the following week's lunches. You may choose to order as many or as few lunches as you choose. Lunches generally cost \$5.50 per child for each lunch (lunch costs may vary for spirit week and other special occasions).

**K3- 4<sup>th</sup> Grade:** Students at WCS who have not pre-ordered hot lunches are required to bring their lunches. Please do not include foods that require refrigeration or heating. Glass containers are not permitted on school grounds at any time. In addition, students are to use lunch boxes with pictures that are deemed wholesome and appropriate by the administration. Students are to eat at designated times in designated areas only. Furthermore, no power or energy drinks are permitted. Visitors may be allowed to have lunch with a student with permission from the office.

## **Cafeteria**

**5<sup>th</sup> Grade and Up:** The cafeteria is located in the multi-purpose room of the high school building. Students are expected to take care of the facility by picking up trash and cleaning tables when lunch is over. Each month one class will be assigned cafeteria duty. Furthermore, no power or energy drinks are permitted.

## **Secondary Food and Drink Policy**

There is to be no food or drink taken into the 5<sup>th</sup>-12<sup>th</sup> grade school classrooms with the exception of water bottles. The only exception is class events or special days pre-approved by the principal.

## **Medication**

Students are not to have or take medication at school on their own nor are they to have medication in their possession as per Maryland State law. This includes over the counter medication. All medication will be placed in an appropriate place in the school and dispensed to the student by an authorized adult. Please arrange the student's dosage schedule, so only one dose is necessary during the school hours. The use of asthma inhalers will be dealt with on an individual basis.

All medication must be labeled and can only be administered with a Medical Request Form, which includes:

1. Student's name
2. Name of medication
3. Duration and amount of dosage to be given at school
4. Signature of both the attending physician and the parent/guardian

## **Christmas Music Program**

**K3 - 6<sup>th</sup> Grade:** All students in K-4 through sixth grade are expected to participate in all scheduled school programs and concerts. There will normally be two events scheduled during the year. Any student not participating will receive an "N" for their music grade during that marking period. If the student is sick during the day of, or just before the concert, the music teacher or school office is to be notified. . An "N" will not be given if a student is absent because of illness or for some other reason that was excused by the music teacher prior to the performance.

## **Playground Rules**

Children are not allowed to play in the drainage ditches, storm ponds, or other unauthorized places. The following are guidelines for the playground:

1. Rocks, sticks, dirt, snowballs, etc. are not to be thrown on school property.
2. Balls are to be thrown in designated areas only.
3. All equipment is to be used only in the manner for which it is designated.
4. Students are to play in assigned areas only.
5. All trash is to be placed in appropriate containers.
6. All toys and equipment are to be treated properly and not abused and/or defaced.

### **Searches**

Administrators or other authorized staff members may make a search of the school grounds including the physical plant of the school, student lockers, vehicles, and other items on the property. Teachers may search their classroom, student lockers, desks, book bags, and containers and other spaces and areas within their domain.

### **Locker Usage**

Hall lockers are assigned to all students in Grades 4 and up. Only locks issued from the school or approved by the school may be used. The school is not responsible for any items lost or stolen at P.E. or while at school. It is the student's responsibility to keep their possessions safe. In addition, student lockers are the property of the School, and the School shall retain exclusive control of such lockers at all times. Furthermore, the Wesleyan Christian School reserves the right to inspect the student's lockers at any time without notice and without student consent.

### **Lost and Found**

The student's name should be on all their personal articles. A lost and found area will be maintained by the school's office. At the end of each grading period, unclaimed articles may be sold by the school or given to a benevolent ministry.

### **Fire Drills**

Any visitors in the school when a fire drill is being conducted must go to the nearest exit and follow the classes to the designated area of safety.

Classroom procedure for a fire drill is as follows:

1. Upon hearing the signal, stop what you are doing. (No talking again until class is in session.)
2. Immediately form an orderly single line.
3. Quickly exit single file following the fire plan in each room.
4. Teachers are to be sure that lights are out and doors are closed, but not locked.
5. Upon arriving at the proper designated safe area, the teacher will take roll to report any missing students.
6. Once the All-Clear is sounded return to classroom.

### **Internet Misuse**

Internet use by WCS students on the school campus is limited to supervised research only. The assigning teacher or the teacher supervising computers must directly supervise any student using the Internet for research purposes. Students are not to use the Internet for personal use such as but not limited to visiting chat rooms, communicating by instant messages (IM), checking personal accounts, playing games, utilizing myspace.com, downloading any other entertainment media, etc.

### **Soliciting**

Students are not to sell any items for personal or private interest to other students or staff members while on school grounds unless authorized by administration.

### **Student Pictures**

School pictures are taken in the fall and in the fall for the school year. A notice will be sent in advance informing students of clothing options. For the group picture in the spring, students are to be in the assigned uniform as directed by the school.

### **Threats**

When students verbally or in writing threaten bodily harm to themselves other students, or staff the person reading or hearing the threat must report the incident in writing to the school principal as per MD state law. The principal will contact the proper authorities.

### **Pet Policy**

Although we realize how exciting a family pet or puppy can be, we do not allow them on school grounds. Please leave all animals in the vehicle.

### **Field Trips**

Field trips are a privilege. Our students represent the school in the community and should be on their best behavior. The administration reserves the right to keep a student from going on a field trip or to send a student home from a field trip if the student's behavior is inappropriate. Parents who volunteer to chaperone are to see the teacher about the proper dress code. Chaperones are not permitted to bring other family members, siblings, or students not attending WCS on field trips. In addition, all students going on the field trip share transportation fees. Students not attending field trips should **not** report to school that day.

### **Assemblies and Classroom Parties**

There are times during the school year when parties will be held in the elementary classrooms. If parents are invited, they may **not** bring younger siblings along. Young siblings place a burden on the teacher and crowds the classroom beyond capacity. With this stated policy on classroom parties, we will make every attempt to include parents and younger siblings when possible during assemblies and events. Assemblies may also be scheduled to promote the unity of the school, provide an opportunity for cultural development in music, literature, and dramatic presentations. Special programs commemorating specific holidays or historical events are given in assemblies. Some assemblies are for the entire family, but we regret that some assemblies are limited in attendance because of space and other concerns. We will notify you prior to any assembly.

## **Fundraising**

Each year at WCS we select certain fundraising projects to supplement the Schools regular budget. Many of these funds are used for various projects, for which there is no regular funding. While participation in any of our fundraising is voluntary, we ask the parents to help as much as they can to make the fundraiser a success.

## **Student Drivers**

The driving of an automobile to and from school is a PRIVILEGE - not a right. This privilege is subject to the adherence of the following rules both on campus and off campus for school related events:

1. A High School Driving Application and a copy of the current driver's license must be on file at the school and filled out by the parent of the driver, and approved by administration.
2. Speed is not to exceed the posted 15MPH speed limit in the driveway parking lot. No reckless driving.
3. Drive directly to the assigned area for student parking. Only with permission of the Administration will the students be allowed to drive elsewhere on the school campus or camp's grounds.
4. Remove all required items, such as, lunch, books, etc. and lock the vehicle. Students are not to return to their car while school is in session without authorization from Administration.
5. No loitering in the parking area or in automobiles..
6. All passengers must have a note filed in the office from their parents AND the parents of the driver granting the passenger permission to be transported on or off campus.
7. No student may leave school property without administrative permission and signing out in the school office.

## **Driving Violations**

A traffic related offense will result in the following disciplinary action:

1<sup>st</sup> offense: student's driving privilege is suspended for one week

2<sup>nd</sup> offense: student's driving privilege is suspended for two weeks with severe cases being referred to the discipline committee.

3<sup>rd</sup> offense: student's driving privilege is suspended for the remainder of the year.

Leaving school without authorization or reckless driving may result in immediate revocation of driving privileges.

## **Facilities**

The facilities of WCS are a testimony of the Lord's goodness. To that end there is an ongoing effort of many who diligently work to keep the facilities neat and in working order. In order to keep the facilities in the best possible condition, the following guidelines are to be followed:

1. Restitution for all damage, willful or accidental, must be made.
2. Any willful damage, mild or severe, may result in expulsion
3. The outside of lockers will be free of pictures. Students may place pictures on the inside of the locker with the approval of the administration.
4. Furniture is not to be moved from any room without permission from the administration. Doors and windows are to be left open/closed unless otherwise instructed by the teacher.
5. Students are not to tamper with nor adjust any equipment in school buildings. This includes but is not limited to electric, bells, thermostats, public address system, and sound equipment without permission of the administration.
6. All trash is to be discarded are to be placed, not thrown, into the proper container.
7. Everyone is expected to clean up after themselves in all areas of the campus.

## **Transportation**

Parent Transportation: Parents who transport their children to and from the school are required to follow the established traffic pattern in order to maintain a proper flow of vehicles through the drive. In the afternoon, the students are sent to the assigned areas for pick up. **The curb by the school is for drop off and pick up only.** No one should leave a parked vehicle unattended. If children need assistance coming into the building, then the parent must park in a designated parking space. In addition, parents are to remain in their vehicles in the loading and unloading area. Furthermore, information as to which children are in what area will be available on Back-to-School Night. Students not picked up by 3:25 p.m. are sent to the after-care program. As a rule, parents are charged according to the after-care fees.

## **Tuition**

Parents have the following options of paying tuition at WCS:

1. Pay tuition in full by August 1, and receive a 2% discount in tuition charges. Payment must be in the office or postmarked by August 1 to get the 2% discount.
2. Payments through the FACTS Tuition Management Plan in 10-12 monthly installments beginning in July.
3. Payment through FACTS Credit Card Service.

The terms and conditions regarding the payment of tuition that are contained within the WCS family and school enrollment contract are incorporated as part of this parent-student handbook.

### **Withdrawal**

Students are not considered withdrawn until a withdrawal form is signed by the parent or guardian. The family must meet their financial obligations to WCS before a withdrawal is granted. **Any withdrawal may be considered null and void if financial obligations to WCS remain unmet.** In addition, a student's permanent school record is sent upon request directly to the requesting school upon withdrawal. Furthermore, school records will not be forwarded until all financial obligations are current.

### **Non-Discrimination Policy**

Wesleyan Christian School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at school. Wesleyan Christian School does not discriminate on the basis of race, color, nationality, and ethnic origin in administration of its education, admission, scholarships, athletic, and other school-administered programs.

## **WCS Board Grievance Procedure**

### **The Matthew 18 Principle**

Step 1: Go directly to the teacher or administrator to discuss any problems or concerns.

Step 2: Meet with the principal to resolve the problem.

Step 3: Any appeal of the administration's decision should be submitted in writing to the WCS Board.

### **Senior Information**

- 1. Leaders** - As leaders of the school, the seniors are expected to display exemplary conduct at all times. In many ways the seniors will have opportunity to represent our school in the community. A student who has achieved the standing of senior class student at Wesleyan Christian School is assumed to have strong support for the school's academic, spiritual and moral standards. In keeping with an accompanying level of maturity, WCS seniors are expected to uphold the Christian tenets. Any student who would not feel comfortable exhibiting Christian Character is encouraged to seek to attend a school more in keeping with their personal, spiritual, and moral standards for their own benefit, as well as, the Wesleyan Christian School. In addition, the same methods of disciplinary action pertain to seniors as to other students. A senior may be also suspended or expelled at anytime if they do not follow the rules and guidelines.
- 2. Work Study** - Students who are seniors and have completed their courses prior to dismissal time may elect to leave for work when they are finished for the day. If a student leaves early, then they must sign out in the office. Furthermore, no student may sign out another classmate. The principal must have on file prior to a student beginning work study a form listing the employer's name, place of employment and a phone number.
- 3. Dual Enrollment** - Students may also elect to take college courses at Chesapeake College for credit during their senior year. Although, Bible, History and English are required courses and must be taken at Wesleyan Christian School. All college courses are considered regular classes, so only honors courses will receive a weighted grade. If a student is planning to transfer any credits earned at a community college, then the student should make sure that the college he or she is planning to attend will transfer community college credits.
- 4. Senior Pictures** - All seniors are required to get a portrait taken with the school's chosen photography studio for the yearbook. Please remember that pictures must reflect WCS standards for hair, jewelry etc.
- 5. Senior Trip** - A senior trip may be scheduled with proper supervision and sponsorship.
- 6. Senior School Formal** - WCS hosts one off-campus formal per year, which is held in the spring. All guests of the student must be at least in the ninth grade, but no older than 20 unless the guest is the student's parent. In keeping with the Wesleyan church doctrine, there is to be no dancing at the spring formal.
- 7. Senior Valedictorian and Salutatorian** - The valedictorian and salutatorian for each graduating class shall be determined to be the graduating seniors who have achieved the highest and second highest cumulative GPA (grade point average) during four years of

high school regardless of the course of study taken. Students must have attended at least two full years (four semesters) at WCS in order to be eligible for valedictorian or salutatorian. Selection of valedictorian and salutatorian may be denied to a student by the administrator who has received a number of referrals or detentions for misconduct.

8. **Senior Information** – (1). Seniors who receive at least a 90% in a course in each grading period may be exempt from the final exam in that course. (2). All fees associated with graduation and various senior events are the responsibility of the graduating senior and not WCS. (3). In order to participate in graduation ceremonies all financial obligations must have been met by the end of the business day on Friday prior to graduation. (4). Class funds that may remain at the end of the year are presented as a class gift to a school related project.

### **Before and After Care Program**

“Before Care” hours are from 7:00 a.m. to 8:20 a.m. “After Care” hours are from 3:25 p.m. to 5:15 p.m. Space is limited in the program, so signing up ahead of time is required. Fees will be provided at the time of sign-up. In addition, students not picked up by 3:30 p.m. or upon completion of a required discipline will be placed in “After Care” and parents will be charged according to the current rates. Students not picked up by 5:15 p.m. are subject to a late fee. Parents who establish a trend, which means at least three times of failing to pick up their children by 5:15 p.m. may be removed from the “After Care” program. Parents will be billed in advance for the month for this service whether or not the child uses the program every day or not. Monthly charges will vary depending on the number of school days within the month. Furthermore, payment for the month should be in the office five school days prior to the first of the month. Families who fail to maintain up-to-date payment in these programs will be prohibited from further participation. Since the school is certified as a “Before and After Care” facility, it is mandatory to adhere to the following procedures:

1. No change of clothes - students should remain in uniform, etc.
2. Students must stay in designated area for the school to provide supervision.
3. Students need to report to their designated area by 3:25 p.m. for “After Care” Services.

No student is to be on campus unsupervised before or after school. Any Student here prior to 8:15 a.m. will be placed in Before Care and their parents will be charged. Any student here after 3:25 p.m. will be placed in After Care and a fee will be charged as well.

**PLEASE SIGN AND RETURN THIS SHEET TO YOUR CHILD’S TEACHER**

Student Name (print first and last name)	Grade

According to the Bible, parents are responsible for the training of their children. The Wesleyan Christian School serves as partners with parents in providing an excellent education consistent with biblical truth. Harmony between home and school provides the best environment for godly training to take place (*Deut. 6:1-7; Proverb 22:6; Eph. 6:1-4*).

**For the Parent**

We are in support of the educational philosophy, objectives, WCS Handbook, and standards of conduct. We will cooperate with the teachers in a spirit of partnership in the training of our child. If at any time during the training of our child, we can no longer work together in a spirit of unity, and all reasonable avenues of communication are exhausted, we will withdraw our child from Wesleyan Christian School. We understand that failure by our child to uphold these principles and guidelines of the WCS Handbook may result in dismissal from Wesleyan Christian School.

**For the Student (6<sup>th</sup>-12<sup>th</sup>)**

I desire to attend Wesleyan Christian School and am willing to be under the authority of my parents in submitting and deferring to their wishes concerning enrollment at Wesleyan Christian School. I will strive to obey them as they seek to train me according to God’s Word. With the help of the Holy Spirit, I will seek to live a godly life in and out of school in order that Jesus Christ will be glorified. I understand that failure to uphold these principles and guidelines of the WCS Handbook may result in my dismissal from Wesleyan Christian School.

Student Signature (Grades 6-12): \_\_\_\_\_

**I have reviewed the WCS handbook with my child and will abide by the stated school policies.**

Parent Signature (All Grades): \_\_\_\_\_