

**WESTMINSTER
CATAWBA
CHRISTIAN
SCHOOL**

**PARENT
HANDBOOK**

2012- 2013



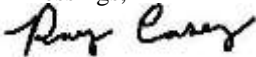
GREETINGS FROM THE SCHOOL LEADERSHIP

Greetings to current and prospective families of Westminster Catawba Christian School! We give thanks to God for the tradition of excellence in Christian education that we have enjoyed over the years and for the strong partnership with parents that we continue to serve. We are grateful for the fine students who come through these halls and classrooms and for the testimonies of their success at WCCS and beyond. Indeed, we enjoy countless blessings daily as our students grow in three major areas: 1) **Confidence** in their Christian identity, 2) **Competence** to pursue God's calling, 3) **Commitment** to faithful service. Growth in these three areas captures the essence of our mission. Although our students do not grow at the same pace or in exactly the same ways, nonetheless, by the work of God's Spirit, each one is being challenged to embrace his or her life purpose for meaningful and joyful service.

We invite you in the pages that follow to familiarize yourselves with the policies and procedures of WCCS. They represent a commitment to organize our lives as a school community in a manner that glorifies God and enhances our educational experience. Our discipline policies and procedures are formed under the four basic principles of: 1) Respect for God, 2) Respect for those in authority, 3) Respect for others, and 4) Respect for property. The purpose of discipline is two-fold: 1) To train students in righteous and godly living and 2) To maintain a wholesome, orderly, and safe educational environment. We are convinced that a commonly shared commitment to this two-fold purpose and the four basic principles of conduct will go a long way toward the accomplishment of our mission.

We appreciate our dedicated faculty and staff who continue to serve our students and families so well and the enthusiastic new faculty and staff with whom we have been blessed. As WCCS families, we encourage all of you to engage in faithful prayer for our students and for one another that we might experience a fruitful year of growth and learning. May the Lord bless you as we enter the new school year. Please let us know how we can serve you and your family.

Blessings,



Ray Casey

Head of School

Please note...

THE SCHOOL LEADERSHIP RESERVES THE RIGHT TO AMEND THE POLICIES AND PROCEDURES CONTAINED IN THIS HANDBOOK IN THE BEST INTEREST OF THE MISSION AND FAMILIES OF WCCS. THIS HANDBOOK THEREFORE DOES NOT CONSTITUTE A CONTRACT AND ITS CONTENTS ARE SUBJECT TO REVIEW AND AMENDMENT.

The first section of this Handbook addresses areas that are common to the entire school community, on both the Westminster and Catawba Campuses. There will occasionally be a reference to one campus or the other where appropriate, but specific policies and rules that are distinct for each campus may be found in separate sections of the Handbook. These operational policies are also printed in the Student Planner for Grades 2-12 specific to the campus.

Westminster Campus (Pre-K – 5th grade)

1310 India Hook Road
Rock Hill, SC 29732
(803) 366 – 1810 phone
(803) 325 – 8191 fax

Catawba Campus (Grades 6-12)

2650 India Hook Road
Rock Hill, SC 29732
(803) 366 – 4119 phone
(803) 328 – 5465 fax

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PROLOGUE

Our school community is shaped by Purpose, Principles, and People. The interaction of these three elements creates the unique environment that distinguishes Westminster Catawba Christian School and shapes the environment that permeates our campuses and molds our experience year after year.

Our purpose is to bring glory to God, specifically through the educational mission of the school. We glorify Him not only by the things we do, but also by the manner in which we do them; not only by the goals for which we strive, but also by the means we employ to reach them.

Foundational principles such as justice, righteousness, integrity, and mercy underlie the policies and rules that govern our life together at school. This handbook is a specific application of those principles to the various aspects of our community such as conduct, academics, discipline, and finances.

Without people, there would be no community. We are both the reason for community, and the greatest challenge to community. The interaction of teachers, students, staff, board members, school leadership, and families – guided by the purpose and principles established by this institution – is that ever living, ever changing, never static reality we call community.

We are sinful/redeemed humans called to a divine purpose, guided by biblical principles, and thrust forward into life's journey as teachers and learners all. Read carefully the pages that follow not only to find the yardstick for your own behavior or performance, but as a means of discovering how you too will play a part in shaping the community that in God's sovereign providence is in the process of shaping you.

VISION STATEMENT

Westminster Catawba Christian School is a vibrant, Christ-centered community celebrating the image of God in every person, nurturing the heart, educating the mind and inspiring the pursuit of God's unique purpose.

MISSION STATEMENT

Westminster Catawba Christian School serves the educational, spiritual, and social needs of families in our community by developing a biblical worldview through stimulating instruction and creative opportunities.

CORE VALUES

Community:	Christ-following & transformational
Dignity:	Individual value and respect
Integrity:	Biblical wholeness and balance
Scholarship:	Academic achievement
Giftedness:	Unique talents and abilities
Leadership:	Influence and impact
Stewardship:	Responsible management
Service:	Compassion and outreach

PRINCIPLES OF CONDUCT

When asked, Jesus said that the two greatest commandments are to “love the Lord your God with all your heart and with all your soul and with all your mind” and to “love your neighbor as yourself” (Matthew 22:37, 39). This establishes the foundation for Godly principles of conduct among believers and represents the basis for such principles at Westminster Catawba Christian School. Remembering that our light is to shine among men (Matthew 5:16), and that faith without works is dead (James 2:18), our conduct reflects our witness and our commitment to discipleship. Since we desire to bear the fruit of the Spirit (Galatians 5:22), our interactions must be governed by the principles established in Scripture. Principles of Conduct establish the framework for all interactions among members of the school community.

At Westminster Catawba Christian School, we strive to:

- Live a life worthy of God and to please Him in every way (Colossians 1:9-12, Micah 6:8, Titus 2:6-8)
- Make every effort to maintain unity in the bond of peace (Ephesians 4:3)
- Resolve conflicts as they arise, following the biblical process (Matthew 18)
- Exercise discipline according to the Scripture (II Timothy 3:16, Jeremiah 17:10, Hebrews 12:7-11)
- Demonstrate Christian love by encouraging, supporting, and respecting others (Hebrews 10:24)
- Display the grace of God through Jesus Christ as a witness to our home, school, community, nation, and world (Matthew 5:16)

- Submit to appropriate authority in our attitudes and actions (Titus 3:1, Romans 13:1-2)

As one component of WCCS's collaboration with parents to develop Christ-like behavior in our students, the school leadership reserves the right to review student behavior outside of the academic arena. This review includes, but is not limited to, online activity (i.e. Facebook, Google+, Twitter, IM, blogs, podcasts, website entries and other formats of emerging technology). If upon review, a student's activities do not reflect the mission and values of WCCS, disciplinary action may be taken.

STATEMENT OF FAITH

- We believe in the Scriptures of the Old and New Testaments as inspired by God, inerrant in the original writings, and the supreme authority for faith and life.
- We believe in one God existing in three persons: Father, Son and Holy Spirit, co-equal and eternal.
- We believe that man was created by God and bears His image, that he sinned against God's law and thereby incurred physical and spiritual death.
- We believe that all human beings are born with a sinful nature and are in need of the Savior Jesus Christ for God's reconciliation with them.
- We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is True God.
- We believe that Jesus Christ died for the sins of His people, according to the Scriptures, as a voluntary representative and substitutionary sacrifice.
- We believe in the resurrection of the crucified body of Jesus Christ, in His ascension into Heaven, and His personal and visible return to this earth.
- We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit; become children of God; are indwelt by the Holy Spirit; progressively become more Christ-like in thought, word, and action; and are eternally secure.
- We believe in the bodily resurrection of all persons, judgment to come, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

INSTRUCTIONAL METHOD

Westminster Catawba Christian School provides biblically based, developmentally appropriate curricular and co-curricular instruction based on nationally recognized standards.

EDUCATIONAL PHILOSOPHY

Believing that all truth is a manifestation of God's sovereignty in creation, we have established a school that proclaims God in its educational program and says to its students that God is interested in every aspect of our lives. For the Christian, there is no division between spiritual and secular knowledge and experience. All of life is sacred. Therefore, whatever a student learns has as its point of reference, God. In essence, students are taught a viewpoint of life and the world from God's perspective. We call this a biblical or Christian world and life view.

Because the WCCS student is taught in our school that God and His truth are the basis for the educational program, he/she is challenged to respond to God with the appropriate use of acquired skills and knowledge. Truth is for use and we learn from doing. Responding to God is a process, one in which the student, as prompted by the Holy Spirit, becomes increasingly more active than passive. Students will have a growing awareness that the accumulated knowledge and skill proficiencies they have acquired have direct bearing on the three fundamental relationships of life: 1) to God; 2) to others (as well as one's self); and 3) to one's environment (creation). It is growth in this response process which leads to the fulfillment of man's calling from God to understand, shape, use, preserve and enjoy God's creation in a life of service to God through service to one's fellow man.

Knowing that man has chosen to glorify himself and worship his own works rather than worship and glorify God, we acknowledge that our students have sinful natures that hinder them from accepting God as the reference point for all of life and from responding to Him in ways that are appropriate. However, when God's salvation through Jesus Christ is applied by the Holy Spirit to a student's life, his ability to accept God's perspective and desire to respond correctly are restored. This is why Christian education can never be complete apart from the redemptive work of Christ accomplished in a student's life.

It is therefore important that our educational ministry be well-rounded, introducing students to the redeeming work of Christ, assisting them to appreciate others, inspiring them to academic excellence, and enabling them to take their proper position in creation as those who bear the image of God and exercise dominion over God's world.

PARENT/GUARDIANS STATEMENT OF SUPPORT

The board, leadership team, faculty, and staff of Westminster Catawba Christian School expect from each parent the following:

- To sign the WCCS Parent Pledge
- To assume responsibility as your child's primary educator fulfilling

God's mandate. (Deuteronomy 11:18-20)

- To accept the responsibility of collaborating with the WCCS faculty/staff in developing your child's God-given spiritual, physical, mental, social and artistic gifts to his/her fullest potential
- To pray for your child and WCCS, including the board, leadership team, faculty, and staff
- To read and educate your child in the WCCS Mission, Philosophy, Goals and Purpose Statements
- To understand the role of the School Board as a policy governing body not responsible for the daily operation of the school
- To attend all conferences or meetings with teacher(s) in order to facilitate unity of purpose with regard to your child's education
- To support the discipline policy in a united effort to develop your child's character, with the goal of producing self-control and self-discipline
- To support the attendance policy by seeing that your child attends regularly, arrives on time and is prepared to learn
- To create a productive study environment in your home which will allow your child to study and effectively complete assignments
- To instill Godly attitudes in your child at home and hold your child accountable for attitudes and behaviors displayed at school
- To support the dress code by modeling modesty and appropriateness in dress as parents, as well as, instructing your child to maintain an appearance which is modest and honoring to the Lord. It is also the responsibility of the parents to monitor their student's appearance
- To volunteer for duties and responsibilities at WCCS as opportunities arise and God provides the time and ability
- To communicate your constructive ideas and suggestions regarding policy to the appropriate faculty or administrator
- To obtain administrative approval before sending any communication from yourself or a group to other WCCS families or groups of families
- To follow the Matthew 18 principle and other biblical guidelines in resolving differences and misunderstandings – If you become dissatisfied with WCCS in any way, you will strive to resolve the matter with the person(s) involved as privately and lovingly as possible, rather than spreading criticism and negativism
- If I am no longer in a position to honor one or more of the above commitments, the only solution may be for the family and school relationship to be terminated. In accordance with the tenor and teachings of God's Word, I pledge that the termination of this relationship will be handled in a gracious and respectful manner.

THE HISTORY OF WESTMINSTER CATAWBA CHRISTIAN SCHOOL

A ministry of Westminster Presbyterian Church (PCA), Westminster Catawba Christian School (WCCS) serves students in three-year-old Pre-Kindergarten through twelfth grade on two campuses. The Westminster campus houses Pre-Kindergarten through fifth grade and the Catawba campus, grades six through twelve. The school is located in Rock Hill, S.C., a suburban community of approximately 69,000 just 20 minutes south of Charlotte, N.C. This geographic location gives residents the advantages of a small community with the easy accessibility of a large urban environment and its diverse opportunities. In addition, Rock Hill is only three hours from either the mountains or the beaches of North and South Carolina.

Westminster Catawba Christian School was founded in 1981 as Westminster Christian School (Pre-Kindergarten through sixth grade) and then merged with The Catawba School in 1993, in order to offer Christian education Pre-Kindergarten through twelfth grade. This merged school, Westminster Catawba Christian School, has led to the growth of a distinctly Christian school focusing on the discipleship of students. WCCS is accredited by the Southern Association of Colleges and Schools (SACS) and the Association of Christian Schools International (ACSI).

The academic program at Westminster Catawba is essentially college preparatory in nature, with a focus upon preparing each graduate for entrance into a four-year institution of higher learning. WCCS provides a program clearly grounded in Scripture, presenting every course and activity from a biblical world and life view. A variety of texts are used and selection is determined by finding one that will meet the needs of the school and students. Bible is required for graduation, and Bible instruction at every level, Pre-Kindergarten through twelfth grade, is given by an instructor with credentials in Bible. The school has a full athletic program and, because of its close proximity to Charlotte, N.C., competes in the North Carolina Independent Schools Athletic Association.

Westminster Catawba is governed by a nine member self-perpetuating Board of Trustees. Although closely related to Westminster Presbyterian Church, WCCS is separately incorporated and its board includes members of other churches. Board members must meet strict guidelines that include spiritual maturity and a strong commitment to the mission of WCCS. Most board members are parents of students at WCCS.

SCHOOLWIDE POLICIES & PROCEDURES

The following policies and procedures apply to both the Westminster and the Catawba Campuses unless stated otherwise.

ADMISSIONS AND FINANCIAL POLICIES

Admissions/Enrollment

1. Westminster Catawba Christian School admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities made available to the students at the school.
2. Payment of a non-refundable application fee is necessary to begin the admission process.
3. Priority for student registration for a new school year is given in the following order:
 - a. Students presently enrolled in the school and their siblings
 - b. Students of Westminster Presbyterian Church members
 - c. Others
4. The student's academic record, discipline record, and a Teacher Recommendation Form from her/his former school are required parts of the application process. An Admissions Committee may review the application of any student with a suspension or expulsion on her/his school record before continuing the application process.
5. Testing is required of new students enrolling in grades K-5 through 12.
6. Parents and student (grades 6-12) are required to attend an admissions interview.
7. A member of the Admission's Committee will notify the applicant's parents of the decision.
8. If the student meets all the requirements for admission, but there is no space available, her/his name will be placed on a waiting list.

Re-enrollment

1. All financial obligations must be met before a student can be re-enrolled for the following year.
2. Payment of a non-refundable registration fee is required for re-enrollment.
3. A student may be denied re-enrollment due to poor academic performance or behavior and/or lack of parental support for the school's mission, values, philosophy, programs, staff, and policies.

Withdrawal From School

Parents or legal guardians may withdraw a student from WCCS at any time. The appropriate forms may be obtained from the school office. Information regarding the WCCS refund policy may be found in the published financial policies of the school.

Financial Policy

1. WCCS uses FACTS Management for monthly or semi-annual tuition and fees payments; these payments are made through automatic bank drafts. Families may choose to pay tuition and fees in full by check or cash to WCCS no later than June 15.
2. The only direct tuition payments that will be accepted by the Business Office are full tuition payments due on or before June 15 and pre-payments to accounts. Pre-payments will be applied to the family's account and monthly payments through FACTS will be adjusted accordingly.
3. Tuition payments through FACTS are made automatically from either checking or savings accounts through a family's financial institution. By choosing to pay tuition on a monthly basis, you must authorize FACTS to process your tuition payment automatically through bank payments on either the 5th or 20th of the month.
4. Changes to your FACTS Management account must be submitted to the Business Office at least five days prior to your draft date.
5. If funds are not available in the authorized account on the day of the month that you have selected for FACTS to collect tuition, you will receive a letter from FACTS with instructions on how the missed payment is to be made up. Families will be charged a missed payment fee by FACTS through bank draft.
6. Extended School Care fees are billed separately and not payable through FACTS.
7. If any account becomes more than 45 days past due, the student will be subject to removal from class until the account is made current or

arrangements for payments have been made with the Business Office. Records and report cards will be held by WCCS for past due accounts until the past due balance is paid in full or acceptable arrangements are made with the Business Office.

8. Tuition is calculated on a monthly basis and is not pro-rated. A full month of tuition is charged for any days of enrollment during that month. If a student withdraws during the school year, tuition is charged through the month of withdrawal and payment is due in compliance with the WCCS refund policy.
9. If there is any indebtedness to WCCS, a diploma will not be awarded, report cards will be withheld, reenrollment denied and transcripts will not be released. Indebtedness to the school includes any past due tuition, dues or fees, library fines, class dues, damage charges, unserved detentions or unreturned athletic equipment.
10. WCCS refund policy for early withdrawal is as follows:
 - a. All fees are **non-refundable**.
 - b. If a student is withdrawn:
 - any tuition that has been earned by WCCS through the month of withdrawal is **non-refundable** and
 - 15% of unearned tuition for the school year is **non-refundable**.

(Tuition is earned by WCCS in 10 equal installments, August—May.)

OFFICE PROCEDURES

Early Arrivals / Late Pick-ups

Extended School Care is provided for students who arrive early or may have to remain on campus after dismissal time. Specific times, locations and instructions of this service can be found in the Westminster and Catawba Campus sections of the handbook.

Checking Students In and Out of School

Occasionally, early dismissal from school is necessary to meet an appointment unable to be scheduled outside of school hours. When this occurs, the parent is to send a written note with the student on the day for early dismissal. The **student or parent must sign out with the school receptionist before leaving campus**. If the student

returns to school after the appointment, he/she must report to the office and sign in. In the event of an unexpected appointment, the parent is to check in at the office and the school secretary will make arrangements for securing the student. At no time will a student be dismissed to leave campus with anyone other than a parent or legal guardian, or without written parental consent.

Visitors on Campus

All visitors during the school day, including parents, must check in with the school receptionist upon arrival and wear a visitor's tag. Parents are welcome to eat lunch with students, but students are otherwise not allowed to have visitors at lunch or during the school day without requesting (24 hours in advance) and receiving permission from a principal.

Phone Use By Students

A phone for students is located in the school office.

Cell phones or any other electronic communication device may not be used during the school day. All such devices must be turned off and stored in student lockers or book bags during the school day.

Students who are sick and need to call home must report to the appropriate school office. The staff will make every effort to communicate promptly and take appropriate measures as needed.

Messages For Students

In an emergency situation, the appropriate school office should be contacted. The staff will make every effort to see that a student receives urgent information in a timely manner.

Medication Permission Slips

Students taking any type of medication (prescription or non-prescription) must bring a permission slip signed by their parents identifying the medication, its purpose, and how often it must be taken. Medical Dispensing Permission Forms are located on the WCCS website.

The permission slips and prescribed medication should be turned in to the office staff immediately upon arrival at school. The slips will be kept on file and the medication kept in the office and dispensed according to parents' directions. School personnel will not dispense medication without parent approval.

Student Records

The school maintains a permanent cumulative file for each student. Records of health, grades, and standardized test scores make up most of the content of a file. The confidentiality of these records is guarded, with access given to the professional staff under conditions specified by the school leadership. Westminster Catawba Christian School will release the contents of the cumulative record to another school system upon a written request by the school system, or by the student's parent, if the student's account is current.

EMERGENCY PROCEDURES

Emergency Care and Illness

A medical release statement is included in every family's online enrollment form. WCCS does not have the capacity to provide professional medical treatment to ill or injured students.

Procedures for caring for sick or injured students are outlined below:

- First aid treatment will be rendered to students receiving minor injuries. Parents are contacted if there is the slightest indication of serious injury. If an emergency medical situation arises and the office is unable to reach the parents, or parents are unable to arrive in a reasonable amount of time, appropriate medical treatment for the child will be secured.
- In order to ensure a speedy recovery and to protect others from contagious illnesses, a student who is sick should not attend school. Students who become ill at school will be temporarily cared for in the office until the parents can arrange transportation home.
- In the case of a student having a contagious illness or condition, he/she will not be allowed to attend class until conditions are met for a safe return. In addition, keep sick children at home for at least 24 hours after symptoms disappear and they no longer have a fever without using fever reducing drugs.

Fire Drills

Fire evacuation plans are posted in each room. Everyone's safety depends on strict adherence to these plans during fire drills. Students will proceed in a quiet and orderly manner through the designated exits during a drill. They will assemble at the assigned waiting areas with their teachers and remain there until the roll is called and an all clear signal is given.

Tornado Warning

When a tornado warning is issued, a tornado has been sighted either visually or by radar. Instructions given by teachers and administrators in an emergency situation must be obeyed immediately and without question for the greater safety of everyone.

All people in the building should move to the innermost part of the building on the lowest possible floor. Tornado evacuation plans are posted in each room identifying designated shelter areas.

Students will not be allowed to leave until the warning is lifted. Parents who arrive to pick up their children will be invited to shelter inside. Teachers will take roll and make sure students are following procedures correctly. No one will leave the shelter areas until the all clear signal is given.

Cancellation or Early Closing of School

WCCS may occasionally be closed, delayed in opening, or dismissed early due to hazardous weather conditions. We will typically follow the decision made by Rock Hill School District #3 and will post the announcement on our website.

www.wccs.org

We will also notify the following Charlotte stations when we have made a decision:

WBTV www.wbtv.com

WSOC TV www.wsoc.tv

WCNC www.wcnc.com

If we have inclement weather during the school day, please check our website, or the channels listed above and their websites. Under such conditions, use of school phone lines should be restricted to necessary calls.

Parents should have emergency transportation arrangements worked out in advance for their children in case of early closing.

Lockdown

Lockdowns maximize the safety of the students by concealing them from possible danger. Two forms of lockdown may be instituted:

- Full Lockdown – An intruder is in the building or there is a threat to safety within the building. Students are to sit on the floor away from all doors and windows.
- Modified Lockdown – the threat is still present, but it is external to the building (i.e. bank robbery in the neighborhood). Classroom activities may

continue as normal, but classroom and school doors will be locked. All students outside of their classrooms must return immediately.

SCHOOL LIFE

Chapel

A chapel program is held once a week. Students are encouraged to approach chapel as a worship and devotional time during which they may learn about God in a different context from the classroom. Students are encouraged to bring Bibles to chapel. The format and presentation of chapels may vary occasionally, but mature, respectful, and appropriate behavior is always expected.

Lunch Program

Meals are available on a pay-as-you-go basis or may be purchased on a meal plan.

Catawba Campus:

Students have a choice between bringing their own lunch to school and ordering hot lunches through the school lunch program. Microwaves are available for student use in the cafeteria during lunch periods. All students have an assigned lunch period during which family members or pastors/youth pastors are welcome to join students for lunch.

Westminster Campus:

Students may bring their own lunches or order hot lunches through the school lunch program. Vending machines are off limits to students, but microwaves are available for students in grades 2 - 5. All students have an assigned lunch period. Family members are welcome to join students for lunch.

Classroom Parties

Westminster Catawba Christian School emphasizes the Christian aspect of holidays rather than the commercialized or secular aspects. WCCS officially recognizes only four holidays for the purpose of classroom celebrations: Thanksgiving, Christmas, Valentine's Day, and Easter. Teachers may have classroom parties to celebrate these holidays with administrative approval.

Special end-of-year celebrations are traditionally allowed within the boundaries of common sense and good judgment. Birthday party invitations that do not include the entire class should not be distributed at school.

Swim parties are not allowed for third graders and younger; they are allowed with administrative approval for Grades 4 - 12 given proper supervision and lifeguards.

School Sponsored Trips

School sponsored trips include, but are not limited to, field trips, overnight trips, and co-curricular events. The actions of Westminster Catawba Christian School students are a reflection on the character of our school and should therefore be a faithful testimony to Jesus Christ. The school expects all staff and students to conduct themselves in a manner that brings glory to God and reflects Christian principles. Staff and volunteer chaperones are charged with the responsibility of setting the tone and maintaining discipline at all school sponsored events in accordance with the principles and standards spelled out in this Handbook.

Ordinarily, school buses will be used for transportation associated with school sponsored trips. Occasionally, a parent or other adult will be assigned to drive a personal vehicle. Volunteers driving school vehicles or transporting students, other than their own child, in a personal vehicle must be approved to drive by submitting the required documentation set by WCCS. Instructions for obtaining driving records can be requested from the school office. **Students may not drive on school sponsored trips.**

Proper permission at the time of departure is required for student participation in a school sponsored trip – no exceptions.

South Carolina law requires seat belt use for all passengers and drivers.

Students must return from a school sponsored trip with their assigned driver unless they have prior written parental permission to ride back with another adult driver. Parents meeting their children at an event must sign them out with the assigned driver before taking them home.

At no time may a student ride with a student driver on any school sponsored activity.

For overnight trips, chaperones and students will be required to sign an additional agreement for conduct and expectations. **The full set of guidelines for overnight field trips is posted on the school website**

Parent Volunteers

If volunteers supervise students without the teacher present, they must be qualified as a substitute teacher through the school office. Parents may only volunteer to supervise a class of students without the teacher present during their recess and lunch periods.

Qualifying as a substitute teacher involves completing an application, interviewing with the principal, and submitting to a background check. Although

lunch and recess are not academic periods, they are when students are most vulnerable to accidents. We want parents to have information about Crisis Management procedures, playground rules, and lunch procedures before taking the class without the teacher present.

Scheduling School Activities

All school activities must be scheduled through the school office. The use of buses and facilities requires careful accountability to avoid conflicts. Parent volunteers should work through the school office staff to submit an event approval form for all school activities.

Pet Policy

Pets will not be allowed on the WCCS campuses unless approved by school leadership. This policy promotes a safe and healthy environment for the school community.

ACADEMIC POLICIES

Homework Assignments

Homework is designed to reinforce and enrich school learning by providing necessary practice, integration, and application. Little or no homework will be assigned on Wednesday evenings to encourage participation in church activities. Homework will not be given over vacation breaks of four or more days. This does not include summer reading or summer Honors/Advanced Placement assignments.

ParentsWeb

WCCS uses a web-based, school management, software package called *RenWeb*. That system allows parents to have immediate and ongoing access to their child's academic progress (grades, test results, homework, etc.) through an online portal known as *ParentsWeb*. Instructions for accessing that portal are available on the school website.

Textbooks

Hardcover textbooks should be covered at all times. Tape or contact paper should not be directly attached to textbooks. Books will be evaluated at the end of each year and charges for damages will be assessed if necessary.

Extra Credit Work

Opportunities to earn extra credit may be given by teachers. When it is used, extra credit must be a planned part of the instructional process and should provide an additional incentive to excellence, stretching students to greater heights of scholarship.

The following standards will govern the use of extra credit:

1. The cumulative effect of extra credit cannot exceed 5% of the grade for a quarter
2. To be considered a planned part of the instructional process, extra credit opportunities must be given on a periodic basis

Extra Help Policy

Westminster Catawba Christian School attempts to provide individual help for all students who need it. However, the success of extra help does not rest exclusively upon the teacher. Each student is expected to develop a sense of responsibility to know when help is needed and to ask for it. Among younger students it takes time to develop this attitude, so teachers will sometimes require students to report for extra help.

The student should not think of extra help as a substitute for conscientious work during class time; nor should a student who fails to do required homework use extra help as a crutch. In most situations, the student should not have to depend upon extra help throughout the year, although this might be the case where a student has demonstrated a definite weakness in a particular subject. If this weakness is severe enough, then specialized tutoring outside of the normal academic assistance provided at Westminster Catawba Christian School may be necessary.

Student Talent and Academic Recovery (STAR)

WCCS recognizes that each and every person is created by God with his/her own unique set of leaning styles and abilities. These learning differences should not automatically preclude anyone from the opportunity to pursue a Christian school education. With that premise in mind, WCCS has established special programs that broaden the range of students who can be effectively serviced through remedial and compensatory activities. WCCS has the resources to serve students who have been diagnosed with a learning disability, processing deficit, or AD/HD but who also meet the established admissions criteria. Students admitted into WCCS must be able to successfully complete course and graduation requirements and function within the behavioral expectations of the school.

We recognize that God has given parents the primary responsibility to “Train a child in the way he should go...” (Proverbs 22: 6). Many parents choose Christian schools to assist them in this training; however, some students are

denied the Christian education their parents desire because the child does not fit within a set of predetermined norms. These norms often focus more on curriculum or a particular learning style than on the specific abilities and needs of the child. In seeking to understand God’s design and heart, we are attempting to create programs that will help more students succeed at WCCS.

WCCS currently offers SEARCH and TEACH, Resource, Tutorial Study Hall, NILD, and SEEK. Refer to the STAR Program Disclosure on the WCCS website for details of services.

Progress Reporting

Progress reports are used to keep parents, students, and school administrators informed about various aspects of student progress (i.e., academics, behavior, attendance, etc.). They are used to praise and encourage a student, as well as, to suggest any need for improvement.

To facilitate parent awareness, WCCS offers online access to 2nd through 12th grade students’ ongoing progress through ParentsWeb. This tool enables parents to monitor both assignments and grades.

Parents will receive an email at the midterm of each quarter to remind them to view student grades and to contact teachers if they have questions. Hard copy reports of student progress will be sent only at the end of each quarter.

Appointments to See Teachers

Parents are encouraged to speak to their children's teachers any time they have a question or concern about the program. A parent desiring a conference should make contact with the teacher to set up an appointment that is mutually convenient.

While everyday questions about school routines, schedules, etc. are always welcome and invited, parents are asked to avoid approaching teachers outside of a scheduled conference with concerns about their children. Such impromptu conversations are not conducive to a productive or healthy parent/teacher relationship. To address student concerns a conference offers the best situation for open, honest dialogue and healthy resolution.

CONFLICTS, DISAGREEMENTS, AND GRIEVANCES

Employees, parents, and students are expected to adhere to the following biblical principles in situations of conflict, disagreement, and grievance:

1. Spending time in prayer over the situation

2. Speaking directly and honestly with the parties involved
3. Resolving situations at the lowest level of authority possible
4. Proceeding step by step through the appropriate levels of authority if necessary, without bypassing any levels
5. Carefully guarding what is spoken and heard in order to protect the reputation of others
6. Pursuing reconciliation and resolution to the fullest extent possible

(Ex. 20:16; Prov. 11:13; 22:11; 25:11; 26:20; Matt. 18:15-35; Gal. 6:1-2; Ja. 3:1-12)

For example, should a parent become concerned over his/her child and a particular teacher, the parent should proceed through the following levels of authority to resolve the situation:

- 1st Level – Teacher
- 2nd Level – Principal
- 3rd Level – Head of School
- 4th Level – Board of Trustees

All parties are strongly encouraged to cooperate at each level and to proceed together by mutual consent to the next level, if necessary. Questions about the appropriate levels of authority should be directed to school leadership.

DRESS CODE

General Principles

Scripture says that the bodies of Christians are temples of the Holy Spirit (1 Cor. 6:19-20). In applying this truth to the appropriate student attire for school, the following principles are emphasized:

- Modesty and decency (1 Tim. 2:9)
- Distinguishing between males and females (Deut. 22:5)

Students are expected to dress neatly, modestly, and in good taste at all times. The school leadership reserves the right to make determinations as to the acceptability of student dress not expressly covered in the below guidelines.

Hair

Boys and girls are to have neatly trimmed haircuts. Hairstyles and colors that are extreme and distracting are not allowed. Boys' hair should be kept at moderate length. Students must wear their hair in a style that does not obstruct vision or hinder participation in the learning process.

Hats

Hats are not to be worn in the school building at any time from 7:00 AM – 3:30 PM.

Jewelry

Boys and girls may wear jewelry. The jewelry may not be overstated, questionable, or anti-Christian.

Boys: Acceptable: Bracelets, necklaces, rings

Unacceptable: Earrings, studs, body piercing

Girls: Acceptable: Bracelets, necklaces, anklets, two (2) earrings per ear, rings, toe rings

Unacceptable: More than two (2) earrings per ear, body piercing

Tattoos

Students are not permitted to have or display tattoos. Any tattoo must remain covered during school hours and school activities.

Clothing

Tops - Acceptable

- Collared polo-style shirt (short or long sleeves)
- Collared button up shirt (short or long sleeves)
- Turtle/mock neck shirt
- Crew neck/t-shirt
- Sweaters and sweater vests (knit or fleece) with collared shirt underneath
- Sweatshirts (hoods may not be worn in class)
- Boys must tuck in shirts with tails; square cut polo shirts and T's that are not excessively long may be left untucked

Tops – Unacceptable

- Anything without a crew neck or collar
- V-neck tops

- Girls' shirts must cover cleavage and midriff (front and back) at all times and are to be properly sized
- Midriff should not be exposed when sitting, bending or standing or girls will be asked to tuck in their shirt
- Clothing with inappropriate pictures or suggestive slogans, sexual or vulgar innuendos

Bottoms - Acceptable

- Properly fitted jeans, slacks, Capri and cargo pants in good repair
- Walking shorts, dresses, and skirts no shorter than four inches above the knees while sitting

Bottoms – Unacceptable

- Shorts, dresses, skirts or slits that are higher than four inches above the knee regardless of movement
- Bottoms with frays, rips, holes or patches
- Sweatpants, lounge wear, pajamas
- Leggings may not be substituted for pants (may be worn under an appropriate length dress or skirt)
- Athletic bottoms (pants or shorts of nylon material with snaps, zippers or a strip) (Catawba Campus only)

Footwear - Acceptable

- Sandals in good repair; clean, neat, dress or walking shoes; clean, neat, properly laced and tied athletic shoes. **NOTE: Due to recess and playground activities, tennis shoes are recommended for students through the fifth grade**

Footwear – Unacceptable

- Shower sandals or beachwear flip flops
- Bedroom or lounge slippers

Miscellaneous

- Girls may only wear modest one-piece bathing suits during school sponsored outings that involve water activities
- Athletes may wear their team issued warm-ups on Friday home games (Catawba Campus only)
- The school leadership may deem specific items of clothing inappropriate even if they are not restricted above

Students are expected to maintain dress code standards throughout the school day. Students who are on campus after regular school hours, even if involved in extracurricular activities must maintain acceptable standards for public attire.

WESTMINSTER CAMPUS

WESTMINSTER CAMPUS ARRIVAL / DISMISSAL

SCHOOL HOURS

7:55 a.m.-12:00 p.m.	Half Day Pre-Kindergarten (Lunchtime from 11:20-11:50 a.m.)
7:55 a.m. - 2:40 p.m.	Full Day Pre-Kindergarten - Grade 3
7:55 a.m. - 3:00 p.m.	Grades 4 & 5

Early Arrival

Students arriving at the Westminster Campus between 7:00 - 7:30 a.m. will be supervised in the areas designated below at an additional charge. Students may arrive after 7:30 a.m. **at no additional charge.** In no case is a student to arrive at school before 7:00 a.m.

- An adult must escort all students arriving at school between 7:00 – 7:45 a.m. into the building. Parents should park in a space using the parking lot beside the Multi-Purpose Building (MPB) and Sanctuary. Enter the building through the glass doors under the breezeway and insure your child reaches the proper location
- Students arriving at school between 7:45 – 8:05 a.m. may be dropped-off at the end of the gym where the safety patrol opens the car doors. Do not allow your child to exit the vehicle until teachers are on duty
- Upon arrival, students will report to the designated Early Arrival rooms below based on their grade and time of arrival.
 - 7:00 – 7:30 a.m. All grades report to MPB room 9
 - 7:30 – 7:55 a.m. Pre-K - K5 report to MPB room 8
 - 7:30 – 7:55 a.m. Grades 1 and 2 report to MPB room 9
 - 7:30 – 7:55 a.m. Grade 3 - 5 report to MPB room 17 (Lunchroom)

Please note that students **may not** be dropped off at the glass doors after 7:45 a.m. unless their parent accompanies them into the building. Parents and students should remain outside the classrooms until the bell rings at 7:55 a.m.

Teachers begin the instructional day at 7:55 a.m.; therefore, parents should say their goodbyes at the classroom door. Teachers need to focus fully on the students and the students need to be independent in following classroom procedures. Students arriving after 8:10 a.m. must check in through the school office in the Administrative building.

After School Care

It is important for parents to arrange for student pick up at dismissal times. Teacher supervision is provided fifteen minutes beyond the dismissal times. Any K3-3rd grade full-day student remaining after 2:55 p.m. will be taken to the After School Care Program where supervision is provided at an hourly rate. Any 4th - 5th grade student remaining after 3:15 p.m. will be taken to the After School Care Program at an hourly rate. The accumulated charge may be paid when the student is picked up or be charged to the family's account. The balance must be paid in full each month.

ABSENTEE POLICY

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study to achieve the goal of maximum educational benefit for each child. Essential to this process is the regular contact of students with one another in an appropriate learning environment and their participation in planned instructional activities under the leadership of a teacher. For a student to have a quality educational and academic experience, he/she needs to be in school when school is in session.

To maintain high standards of Christian scholarship, as well as to comply with the South Carolina Compulsory School Attendance Law, WCCS expects each student to attend school daily for the entire school day except in cases of illness, family emergency, or other excused reason.

Definition of Absences

Excused Absences

1. Student illness where attendance in school would endanger his/her health or the health of others (more than three consecutive days must have a doctor's note)
2. Death or illness in student's family
3. Medical or dental appointments (with a doctor's note)
4. Pre-approved absences (one week in advance)

5. Other: court proceedings, religious observations, family emergencies

Excusing an absence does not mean it is erased. Excusing the absence means there is a legal/valid reason for the absence, but the absence remains on the student's record.

Following an absence, parents must send or email a note to the office explaining the absence. Telephone calls will not be accepted as proper documentation. A note does not excuse an absence; rather, excused/unexcused absences are determined by the nature of the absence.

Unexcused Absences

1. A student is willfully absent from school without the knowledge of their parent or guardian
2. A student is absent without acceptable cause with the knowledge of their parent or guardian
3. A student who cuts a class(es) – purposefully missing class while in attendance without prior permission from the teacher or principal
4. Suspension from school

Attendance at a school sponsored trip is credited as a regular school day. An absence from a school sponsored trip will be counted as a missed school day.

NOTE: School sponsored absences will not be counted against the semester or yearly allowed absences; therefore, these absences will not jeopardize the exemption of exams second semester.

Planned Absences

Absences, such as those for family trips may be excused by the school if the student meets the established criteria. Parents need to submit a written request to the principal at least one week in advance of the absence. For the request to be approved, a student must be in good standing with each teacher/class, not have a problem with tardies, and not be in danger of exceeding the number of absences allowed by policy to earn credit. The maximum number of 5 days will be granted per semester for a planned absence of this nature. Due dates for homework, tests, and other assignments are to be arranged with the teacher on the student's initiative before the student departs on the planned absence.

Tardies, Late Arrivals, and Early Dismissals

Punctuality is an important character trait that we are seeking to instill in our students at WCCS. The tardiness of one person can disrupt an entire class and therefore the school community. Parents are encouraged to assist in making sure that students are prompt in arriving to and departing from school. Tardies due to medical, verified by

doctor statements, may be excused. Please note that tardies due to traffic, running out of gas, oversleeping, etc. are not excused. The goal is to create and maintain an educational environment that is orderly, dynamic, and conducive to learning.

Tardies

Any arrival after 8:05 a.m. will be counted as tardy. Students must be in their designated classroom at 8:05 a.m.

NOTE: Whether coming in late or leaving early, all assignments due **that day** must be turned in for classes missed. Any missed tests are to be made up that day after school or at the teacher's convenience. Arriving late or leaving early is not an acceptable reason to delay due dates of assignments, tests, projects, etc. Students are fully responsible to seek out their teachers to fulfill these responsibilities.

Late Arrivals

Students arriving at school after 10 a.m. but before 11:00 a.m. will be counted absent one-half day. Students arriving after 11:00 a.m. will be counted absent the entire day.

Early Dismissals

Students leaving school after 11:00 a.m. but before 1:15 p.m. will be counted absent one-half day. Students leaving school before 11:00 a.m. will be counted absent the entire day. If a student leaves school after 1:15 p.m. they will be counted present for a full day.

Procedures, Expectations & Consequences

1. If a student misses more than 10 full days/classes per semester or 20 days/classes in a school year for any reason, WCCS reserves the right to require him/her to repeat the grade or course.
2. A student must bring to the teacher a note from parents explaining an absence, late arrival, or early dismissal for admittance. Telephone calls will not be accepted as proper documentation. **A note does not excuse an absence.** Excused/unexcused absences are determined by the nature of the absence. Students have two days following an absence to present a note to the school office. Failure to do so will result in an unexcused absence.
3. Students are responsible for following up with their teachers to find out what assignments and/or work they missed. All make-up work must be turned in according to this handbook's guidelines for student absences.
4. Consequences
 - a. 4 unexcused tardies – notification by email

- b. 6 unexcused tardies – phone call to parents from the school office
- c. Excessive tardies will require administrative intervention

Make - Up Work

Work missed during an excused absence must be made up during a period of time decided upon by the teacher and student. The student must meet with the teacher(s) on the day of her/his return to school in order to arrange a make-up schedule of class work.

Work missed for an unexcused absence must be made up within a three day period. Missed tests and quizzes must be taken on the day the student returns to school, with a reduction of 10% per test and/or quiz. If the work is not made up in the allotted time, the grade will be a zero. Please remember that declaring a student excused or unexcused is an administrative decision, not a student/parent prerogative. Therefore, an absence is not necessarily considered excused because a parent calls.

Students who arrive at school late and have missed a test given earlier that day are required to make up the test after school that same day.

ACADEMICS

In line with the vision, mission, and core values of WCCS, we believe that students should be given every opportunity to pursue high levels of academic achievement as they pursue God's unique purpose for them. In turn, students are learning to take responsibility for their education. They are learning to manage their assignments, keep track of their grades, and be properly prepared for class. We strongly encourage students to talk directly with their teachers about specific assignments and expectations and attend extra help sessions offered by teachers. A collaborative effort between school and home is needed to assist students in learning the principles of stewardship and scholarship in relation to their school responsibilities. Students who need support services and accommodations to be academically successful can pursue those helps through the STAR program.

Promotion

Pre-K – K5

Students may be retained in Pre-K and Kindergarten primarily for developmental reasons, which affect academic progress. Although teachers evaluate students in several developmental areas (academically, socially, physically, spiritually) emphasis regarding academic promotion is placed on the social/emotional maturation process. As learners develop socially and emotionally, they become ready to learn academically. In cases where students do not show evidence of social/emotional development, teachers encourage families to allow their children the gift of time with another year at a level. This additional developmental time can prove critical to later educational success.

Grades 1-5

A student will be promoted to the next grade level upon satisfactory completion of work required by the curriculum. To be promoted to the next grade level, a student must pass four of the six academic subjects. Three of the four must be English, math, and grammar/writing.

Grading System

Beginning in the second grade, WCCS uses letter grades on report cards in academic subject areas. Progress reports for Pre-K - 1st are geared to developmental and academic progress.

Grade 1

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Grades 2-5

Letter values for numerical grades will be assigned according to the following scale:

A+	= 98-100	C+	= 83-84		
A	= 94-97	C	= 78-82		
A-	= 93	C-	= 77		
B+	= 91-92	D+	= 75-76		
B	= 86-90	D	= 71 - 74		
B-	= 85	D-	= 70	F	= 0-69

Report Cards

WCCS uses four nine-week grading periods during the school year. Report cards are sent home in the school folder at the end of each grading period with information regarding the student's progress. Developmental checklists are used to report on the progress of students in Pre-K - K5. Checklists and report cards are distributed at the following times:

K3 – 2 times per year (October and May)

K4 – 2 times per year (October and May)

Kindergarten – 3 times per year (October, January, and May)

Grades 1-5 - 4 times per year

Parents of students in grades 2 - 5 will have an access code to view their child's grades on ParentsWeb.

Standardized Testing

Beginning in second grade, comprehensive testing will take place in the spring of each school year to provide additional evaluation of academic performance. A standardized test tracing form recording the National Percentile Rank scores will be part of each student's permanent record. Parents will receive notification of their student's scores by mail during the summer.

School Folders

To maintain a high level of communication with parents, the school has a weekly folder system. Folders are sent home on Monday with important papers that need to be signed and returned to the teacher. Teachers keep tests and graded materials on file.

Parent-Teacher Conferences

Parents may schedule conferences at any point during the year as needed. Pre-Kindergarten teachers will schedule two parent conferences during the year. The teachers in K-5th grades will schedule one conference after the first grading period. Teachers may request additional conferences with parents to discuss the development and progress of a student.

High Honor Roll

Students in grades 4-5 must have all "A's" for the grading period to be placed on the High Honor Roll.

Honor Roll

Students in grades 4-5 must have “A’s” and no more than 3 “B’s” for the grading period to be placed on the Honor Roll.

Outstanding Student

Students in grades 3, 4, and 5 may receive the Outstanding Student Award for any number of reasons including high or improved academic achievement, exhibiting Christ-like qualities or attitudes, practicing biblical principles by consistently exhibiting the fruit of the Spirit, or persevering and /or growing through difficulties.

Terrific Kids Award

Students in Grades 1 and 2 participate in the Terrific Kid’s program sponsored by the Rock Hill Kiwanis Club. Monthly, one or two students from each classroom will be chosen for his/her consistent demonstration of godly character qualities. Teachers instruct students from God’s Word concerning desired character qualities.

Annual Awards

The **Christian Character Award** is given to the student in Grades 4-5 who, in the opinion of the faculty, best exemplifies a Christ-like character.

The **Diligence Award** is given to the student in Grades 4-5 who, in the opinion of the faculty, deserves special recognition for steadfastness and perseverance. This student has worked hard, studied hard, and displayed a strong work ethic.

The **Duke TIP Award** recognizes 4th and 5th grade students who qualified for the Duke TIP Talent Search. The talent search strives to provide recognition and information on educational opportunities to the qualifying students who score at the 95th percentile or above on the standardized achievement test.

The **President’s Awards for Educational Excellence** is given to 5th grade students who have a cumulative numerical average of 93 or better at the end of the 3rd quarter and score in the 90th percentile in reading or math on their standardized achievement test.

The **President’s Award for Educational Achievement** is awarded to 5th grade students who earn a cumulative numerical average of 93 or better at the end of 3rd quarter.

MEDIA SERVICES POLICY

The Westminster Campus media center is open Monday – Friday from 7:55 a.m. until 3:30 p.m.

1. Students in 2nd - 5th grades may come to the media center during “open” library times with teacher permission.
2. Students are expected to conduct themselves in a quiet manner.
3. Students must pay for lost or damaged books.
4. Internet access is protected through a filtering program and is closely monitored by the teacher.
5. Two books may be checked out of the media center for a two-week period. If more books are needed, permission may be obtained from media services personnel.
6. Overdue policy: Overdue notices are written weekly and are distributed to students by homeroom teachers on Monday morning.

TECHNOLOGY USAGE

Computers and electronic devices will be used as educational resources with teacher supervision. Programs are selected to complement grade appropriate curriculum and students’ abilities.

BUILDINGS AND GROUNDS

Students are expected to practice and develop good habits of stewardship for the property God has provided WCCS through Westminster Presbyterian Church. The last five minutes of each day are devoted to straightening and cleaning the classrooms and hallways. Students are responsible for collecting their book bags, lunch boxes, coats, and other personal items prior to going to the after school pickup line.

LOST AND FOUND

Lost and found items are located across from the boy’s restroom in the MPB hallway near the kitchen. Parents are strongly encouraged to print their child’s name on all articles brought to school. Items not claimed in a reasonable amount of time will be donated to charity.

ANNOUNCEMENTS

Every Monday, teachers will update their class pages on ParentsWeb outlining the activities of the week, upcoming events, and announcements. Parents of students in Grades 2 - 5 should check ParentsWeb weekly for their child’s academic progress.

FIELD TRIPS

Parents are welcome to attend most class field trips. Your involvement enhances the educational value of field trips and facilitates student safety. Chaperones are

responsible for assigned students during the trip. Siblings are not allowed to attend class field trips; however, most grades plan one field trip during the year where both parents and siblings may attend.

WESTMINSTER CAMPUS STANDARDS OF CONDUCT

Principles for Student Behavior

The following basic principles provide the foundation for all of the specific rules and guidelines that students are expected to follow.

1. Respect God and keep His commandments.
2. Respect and obey those in authority.
3. Respect and serve others.
4. Respect and care for school property.

“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law.”

Galatians 5:22-23

Expectations for student behavior are based on the pillars of Christian character, mutual respect, and common courtesy. Westminster Catawba Christian School highly values the partnership between school, home, and church. This dynamic of cooperation can have meaning and succeed only if there is clear communication and mutual agreement regarding student behavior. **Parents agree as a condition of enrollment to uphold and support the school and its policies at all times.** (In the event of a disagreement, please refer to “Conflicts, Disagreements, and Grievances.”)

Due to variations in offenses, mitigating circumstances, and the maturity level of students, disciplinary consequences may vary somewhat from situation to situation. What will not change, however, is the two-fold purpose of disciplinary consequences: 1) to train students in righteous and godly living and 2) to maintain a wholesome, orderly, and safe educational environment. The school leadership and faculty will engage in prayer and consultation with an appropriate circle of advisors to seek God’s wisdom, direction, and grace as these opportunities arise.

Dress Code Enforcement

Students who are not dressed according to the WCCS dress code (See “School wide Policies & Procedures” for guidelines) will be retained in the office until the proper attire for the day can be obtained. If hair alteration (cut, coloring) is required, it must be done before returning to school the following day. Parent(s) may be called or student(s) sent home if the school leadership determines that it is warranted.

Cheating

Cheating is defined as:

1. Having another student’s homework, test, quiz, or workbook without permission from the teacher of that subject
2. Altering or filling in answers during the grading process to make an item correct. This is cheating whether it is done on his/her own paper or on someone else’s
3. Obtaining tests or quiz questions and/or answers in advance through any unauthorized means. The person who provides access to these is also guilty of cheating
4. Giving answers orally, visually, electronically or by any other means before, during or after a quiz or test to another student
5. Receiving answers orally, visually, electronically or by any other means before, during or after a quiz or test from another student
6. Plagiarism – submitting as yours, a work that in actuality was either fully or partially produced by another source including individuals, Internet, books or any verbal/or printed word. When a student uses the works of others in writing, he/she must credit the source according to the instruction of the teacher.

Consequences of Cheating

Depending upon the seriousness of the violation, consequences will include a loss of points or a zero on the assignment and age appropriate consequences, suspension, or expulsion.

Cell Phones

No cell phone use is allowed by any students on school grounds during the school day or in After School Care. Cell phones are to be turned off and in book bags.

Consequences:

1st offense: cell phone is confiscated, turned into the school office and may be retrieved by the student at the end of the day.

2nd offense: cell phone is confiscated, turned into the school office and must be retrieved by a parent at the end of the day.

3rd offense: cell phone is confiscated, turned into the school office and must be retrieved by a parent at the end of the day. Consequences issued

Continued cell phone violations after the 3rd offense may result in more serious consequences.

Items Prohibited on Campus

1. Radios, tape players, iPods, CD players, mp3 players, recorders, hand-held electronic games, laser pointers, and other such electronic devices.
2. Scooters, skateboards, Heelys, etc.
3. Prescription and over-the-counter medication (see Medication Permission Slips).
4. Fake guns (water, etc.), knives, or weapons, without prior permission of school leadership.

Consequences:

1st offense: object confiscated, turned into the school office, and must be retrieved by the student at the end of the school day. Parent notified.

2nd offense: object is confiscated, turned into the school office, and must be retrieved by a parent at the end of the week. Consequences issued.

3rd offense: object confiscated, turned into the school office and must be retrieved by a parent at the end of the school year. Consequences issued.

Campus Behavior

Teachers on the Westminster Campus hold the following expectations for their students:

- Give Me Five – Teachers raise their hand and say, “Give me five.” Students are expected to raise their hands and come into compliance with the following:
 1. Eyes on the Speaker
 2. Quiet
 3. Be still
 4. Hands free
 5. Listen
- Walk quietly from place to place
- Keep hands, feet, objects to self

- While on the playground:
 1. Observe first time obedience
 2. Ask permission to leave the fenced area
 3. Properly use equipment
- While in the cafeteria:
 1. Sit properly
 2. Talk in a quiet voice
 3. Throw trash away at the end of the lunch period
 4. Use proper table manners

WCCS Community Values and Behavior

A Christian community flourishes if love, respect, and courtesy are exercised in all relationships. The following behaviors or attitudes tear down the work of God in the life of the individual, as well as, the life and nature of the school community and are neither acceptable nor permitted.

1. Inappropriate language toward any adult or student:
 - a. profanity
 - b. talking back or sassing
 - c. willful damage to another's self-esteem, including unkind or derogatory comments and gossip
 - d. arguing with an adult and showing contempt for his/her authority
 - e. arguing with students
 - f. disrespect to any adult including body language, tone, expression
 - g. lying
 - h. impure or unedifying speech
2. Inappropriate behaviors toward any adult or student:
 - a. running, horseplay, rowdy or disruptive behavior
 - b. excessive noise in the hallways
 - c. bullying and aggressive behavior (instigating a fight verbally or physically)
 - d. disturbing classes
3. Disrespect of school and personal property
 - a. gum, candy, food, or drink in any unauthorized place
 - b. littering building and grounds
 - c. borrowing without permission from an adult or student
 - d. being in a restricted area including, but not limited to
 - all maintenance and storage areas
 - the faculty workrooms or restrooms
 - any locked, secluded, or hidden space

Forms of Discipline

School discipline is necessary to teach students respect for God and those in authority. Discipline aids the teacher in providing the best possible atmosphere for learning. Students are subject to the authority of all WCCS faculty, staff, and parent volunteer supervisors. Each grade level has a discipline system based on campus expectations, consequences, and positive reinforcement.

Teachers handle discipline in a calm, consistent manner. Each grade level develops a set of age appropriate procedures to manage discipline within the classroom.

Individual teachers may alter these procedures depending on specific circumstances and class/student need. Consequences for inappropriate behavior range from reprimands to missing recess, cleaning up a room, or writing an essay. When students fail to respond to the teacher's corrective measures, parents will be expected to cooperate and assist to achieve acceptable student behavior.

NOTE: Due to variations in student behavior, mitigating circumstances, and the maturity level of students, disciplinary consequences may vary somewhat from situation to situation. What will not change, however, is the two-fold purpose of disciplinary consequences: 1) to train students in righteous and godly living and 2) to maintain a wholesome, orderly, and safe educational environment. Creative combinations of disciplinary consequences may be applied to accomplish this purpose, at the discretion of teachers and the school leadership. The school leadership and faculty will engage in prayer and consultation with an appropriate circle of advisors to seek God's wisdom, direction, and grace as these opportunities arise.

Disciplinary Procedures

Typical Progression of Consequences - Grades 1-5

- 1st offense – Verbal Warning
- 2nd offense – Receives 5 minutes off recess
- 3rd offense – Receives 10 minutes off recess
- 4th offense – Receives 10 minutes off recess and the teacher calls the parents
- 5th offense – Teacher calls the parents and student is sent to the office
- Severe disruption/major offense results in a visit to principal and parents are called

Major offenses include, but are not limited to the following:

- Uncontrollable behavior (physical-kicking, fighting, hitting; verbal outbursts, inappropriate language)
- Lying
- Stealing
- Cheating
- Blatant disrespect of authority

- Willful destruction of school property
- A minor offense which has become a habit
- Threats (physical, verbal, written) against others or oneself which might be harmful

Suspension

Suspensions can be used by the school leadership to isolate the student from the general student population whenever appropriate or as a next logical step in the disciplinary process. Before the student can return to normal school activities, a parent conference must be held and an acceptable behavior control plan must be agreed upon. That plan will include a disciplinary probation, the duration and terms of which will be determined in the parent conference. Upon returning to normal school activities, the student has three days to make up any work missed. The student will receive no credit for work not submitted within the allotted time.

Expulsion

Expulsion can be used by the school leadership for serious offenses, for ongoing serious behavior problems, or for ongoing lack of parental support.

CATAWBA CAMPUS

CATAWBA CAMPUS ARRIVAL/DISMISSAL

SCHOOL HOURS

7:53 a.m. – 3:10 p.m.

Students arriving at the Catawba Campus between 7 - 7:30 a.m. will be supervised in the Cafeteria at a charge. However, students can arrive at 7:30 a.m. for supervision in the Cafeteria until 7:48 a.m. at no charge. In no case is a student to arrive at school before 7:00 a.m.

It is important that arrangements be made to pick students up at dismissal times. Teacher supervision is provided during dismissal time. No students should be on campus after 3:30 p.m. unless they are participating in an extra-curricular activity or attending a school event. If a parent cannot pick up their child by 3:30, they must make other arrangements to have that student picked up. Any student remaining beyond 3:30 who is not involved in or attending a school activity must report to the school office.

ABSENTEE POLICY

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study to achieve the goal of maximum educational benefit for each child. Essential to this process is the regular contact of students with one another in an appropriate learning environment and their participation in planned instructional activities under the leadership of a teacher.

In order to maintain high standards of Christian scholarship, WCCS expects that students and parents will attempt to limit the number of times class is missed.

Definition of Absences

Excused Absences

1. Student illness where attendance in school would endanger his/her health or the health of others (more than three consecutive days must have a doctor's note).
2. Death or illness in student's family.

3. Medical or dental appointments (with a doctor's note).
4. Pre-approved absences (one week in advance).
5. Other: court proceedings, religious observations, family emergencies.
6. College visits – two permitted per school year for students in grades 10 - 12 (must be approved in advance).

Excusing an absence does not mean it is erased. Excusing the absence means there is a legal/valid reason for the absence, but the absence remains on the student's record.

Unexcused Absences

1. A student is willfully absent from school without the knowledge of their parent or guardian.
2. A student is absent without acceptable cause with the knowledge of their parent or guardian.
3. A student who cuts a class(es) – purposefully missing class while in attendance without prior permission from the teacher or principal
4. Suspension from school.

Attendance at a school sponsored trip is credited as a regular school day. An absence from a school sponsored trip will be counted as a missed school day.

NOTE: School sponsored absences will not be counted against the semester or yearly allowed absences; therefore, these absences will not jeopardize the exemption of exams second semester.

Planned Absences

Absences, such as those for family trips and college tours, may be excused by the school if the student meets the established criteria. Parents need to submit a Planned Absence Request form (available through the school office) to the principal at least one week in advance of the absence. For the request to be approved, a student must be in good standing with each teacher/class, not have a problem with tardies, and not be in danger of exceeding the number of absences allowed by policy to earn credit. The maximum number of 5 days will be granted per semester for a planned absence of this nature. **Students may not take a planned absence during the midterm, final exams, and nine-weeks test.** Due dates for homework, tests, and other assignments are to be arranged with the teacher on the student's initiative before the student departs on the planned absence.

Tardies, Late Arrivals, and Early Dismissals

Tardies:

Any arrival after 7:53 a. m. will be counted as tardy. Students must be in their designated place when the 7:53 a.m. bell rings. During the school day, students must be in their assigned classroom when the bell rings for the start of a class period or they will be counted as tardy. If a student is more than 10 minutes late for a class or leaves more than 20 minutes early, it will be counted as an absence for that class.

NOTE: Whether coming in late or leaving early, all assignments due **that day** must be turned in for classes missed. Any missed tests are to be made up that day after school or at the teacher's convenience. Arriving late or leaving early is not an acceptable reason to delay due dates of assignments, tests, projects, etc. Students are fully responsible to seek out their teachers to fulfill these responsibilities.

Extra-Curricular Participation

At WCCS, we view education as a holistic endeavor. Extra-curricular activities, including sports, are a vital component to the education of our students.

1. Students arriving after 10:00 AM may not participate in Extra-Curricular events without administrative approval. Continued abuse will result in further administrative action.
2. Any student with ten or more absences (not related to school sponsored events) in a semester needs approval to continue participation in extra-curricular events.

Procedures, Expectations & Consequences

1. If a student misses more than 10 full days/classes per semester or 20 days/classes in a school year for any reason, WCCS reserves the right to require him/her to repeat the grade or course.
2. A student must bring to the school office a note from parents explaining an absence, late arrival, or early dismissal for admittance. Telephone calls will not be accepted as proper documentation. **A note does not excuse an absence.** Excused/unexcused absences are determined by the nature of the absence. Students have **two days** following an absence to present a note to the school office. Failure to do so will result in an unexcused absence.
3. Tardies due to medical reasons, verified by doctor statements, may be excused. Please note that tardies due to traffic, running out of gas, oversleeping, etc. are not excused.

4. Students are responsible for following up with their teachers to find out what assignments and/or work they missed. All make-up work must be turned in according to this handbook's guidelines for student absences.
5. Students who wish to leave school before dismissal time should bring a note to the school office upon their arrival to school asking permission to leave. The note must include the date, reason for dismissal, parent's signature, and phone number. The student will receive an early dismissal form which must be shown to the teacher in order to leave early. As with an absence, the note itself does not determine if the early dismissal is excused/unexcused. That is determined by the nature of the absence. Students may not sign out for lunch.
6. Unless absences are due to extenuating medical or family situations backed by proper documentation and approved by school leadership, students who have exceeded 10 absences in a semester for any given course will need to appeal to the principal to exempt semester exams for that course.
7. Failure to check in or out with the school receptionist upon leaving or returning to school during the school day will result in a (1) verbal warning, (2) detention, (3) possible suspension or expulsion.
8. Students who cut a class(es) are subject to detention or suspension. In addition, the student will receive 0 (zero) points for any homework, assignments, quizzes, tests, etc. that were missed due to his/her absence from that class.
9. Consequences

Late to School: Students who accrue six (6) unexcused absences or tardies to first period within a given semester will be issued a Saturday detention from 8:00 a.m.-12:00 p.m. at a cost of \$50 per student. Parents will be notified by email when the student has accrued four (4) unexcused absences or tardies in first period and the student will meet with the Dean of Students.

Late to Class: Students must be in their assigned classroom when the bell rings for the start of a class period or they will be counted as tardy. The following policy will govern unexcused absences and/or tardies for periods 2nd-8th within a given semester.

Unexcused absences/tardies 1-4: Notification by email after the 4th tardy

Unexcused absences/tardies 6-9: Morning/Afternoon detention per tardy

Unexcused absences/tardies 10-11: Saturday detention at a cost of \$50.00

Unexcused absences/tardies 12+: Principal referral which could result in suspension

PARKING AND TRAFFIC FLOW REGULATIONS

Student drivers may park only in the designated student parking areas. Students may not sit in cars or loiter in the parking areas at any time during the school day.

Parents and students are urged to cooperate in proper parking and correct traffic flow during pick-up and dismissal. Student athletes may not relocate their cars until after the afternoon pick up traffic has subsided.

All students driving cars to school must submit a vehicle registration form to the school office and obtain a parking tag. The tag should be hung from the rear view mirror or placed in another prominent location. There is no charge for the original tag. Replacement tags are \$5.00. Students who do not register their vehicles or who consistently fail to display their tag are subject to detention and may lose the privilege of parking on campus.

ACADEMICS

In line with the vision, mission, and core values of WCCS, we believe that students should be given every opportunity to pursue high levels of academic achievement as they pursue God's unique purpose for them. In turn, students are expected to take responsibility for their education. They are responsible for managing their assignments, keeping track of their grades, and being properly prepared for class. We strongly encourage students to talk directly with their teachers about specific assignments and expectations and attend extra help sessions offered by teachers. A collaborative effort between school and home is needed to help students apply the principles of stewardship and scholarship to their school responsibilities. Students who need support services and accommodations to be academically successful can pursue those helps through the STAR program. Special accommodations for students can only be given in coordination with this program.

Promotion (Middle School, Grades 6 - 8)

To be promoted to the next grade level, a middle school student must pass four of the six academic subjects. Three of the four must be English, math, and grammar/writing.

Promotion to the next grade level may be made conditional by the school leadership based upon satisfactory completion of summer remediation.

Summer School Remediation Criteria:

- Parents meet with principal and school counselor.
- Plan for summer remediation will be developed and a contract will be issued.
- A summary of all work must be documented and returned to the school counselor for review by the specified date on the contract.
- Student is only allowed to move to next grade level after all contract obligations are met and approved by principal.

Grade Level Placement (Grades 9 - 12)

The minimum academic credits below must have been earned for a student to advance to the next class and homeroom.

- Senior Class 18 credits (including 11th English & 11th Bible)
- Junior Class..... 12 credits (including 10th English & 10th Bible)
- Sophomore Class.....6 credits (including 9th English & 9th Bible)

TAKING COURSES FOR CREDIT OR ADVANCEMENT

WCCS has committed to a year-long, eight period a day, college-prep curriculum that has been approved by ACSI and SACS. To meet standards set forth by these two agencies, WCCS cannot allow students to attend other institutions to “get ahead” in a subject area. Students are only allowed to earn credits for classes taken at other institutions when remediation is needed or a student wishes to take a class not offered by WCCS. In either case, administrative approval must first be obtained.

If a student chooses to take courses at another institution while attending WCCS for any reason other than noted above, a separate transcript from that institution will need to be sent to the colleges the student is applying to and the credit **will not** be recognized on transcripts sent out by WCCS. Students may request to fulfill their WCCS Computer and P.E. credits by taking courses at an approved school.

Requirements for High School Graduation

Students entering WCCS during grades 9-12 will be required to complete the number of Bible units equal to the number of years in attendance at WCCS. Furthermore, community service hours must be complete.

English	4 units
Mathematics	4 units
(Algebra I, Geometry, Algebra II, and Math Elective)	
Bible	4 units
Science	3 units
Social Studies.....	3 units
(U.S. History, Government ½ unit, Economics ½ unit, World History)	
Foreign Language.....	2 units
(Two units of the same language, 3 units strongly recommended.)	
Physical Education	1 unit
Fine Arts (Beginning with the class of 2013).....	1 unit
Electives.....	1 unit
Computer	1 unit
Required for Graduation	24 units

All students in grades 9-12 must take at least seven courses each year.

Honors & Advanced Placement Classes

To enroll in advanced (Honors or AP) classes, students must meet a predetermined set of criteria.

- Current subject grade of 85 (Honors) or 93 (CP) or higher
- Diligent work ethic and positive attitude
- If applicable, standardized test scores at the 75th percentile or higher
- Recommendation from the previous teacher in that subject area

Students who do not meet the above criteria may write a letter of appeal to the guidance counselor that presents a case for the student’s enrollment in that class. The appeal will be reviewed by the principal, counselor, and select faculty. If space is limited, students who meet the above criteria will have priority.

Students who enroll in an AP course(s) are required to take the AP exam(s). The family bears the financial responsibility for these exams. Each exam costs approximately \$90 and must be paid in full by the day of the test.

Grading System

Letter values for numerical grades will be assigned according to the following scale:

A+ = 98-100	C+ = 83-84
A = 94-97	C = 78-82
A- = 93	C- = 77
B+ = 91-92	D+ = 75-76
B = 86-90	D = 71 - 74
B- = 85	D- = 70
	F = 0-69

The South Carolina Uniform Grading Scale is used to calculate GPA's. For further details, please refer to the guidance link at the WCCS website.

Class Rank

Beginning with the ninth grade, the cumulative grade point average for all courses taken at WCCS or a regionally accredited institution is computed each year using the South Carolina Uniform Grading Scale.

Honors courses and Advanced Placement courses receive additional weighting. Honors courses receive .5 extra quality points and AP courses receive 1.0 extra quality points.

The Valedictorian has the highest GPA in the graduating class, and the Salutatorian has the second highest GPA in the graduating class. To be eligible for Valedictorian, a student must have a cumulative GPA of 3.5 or higher. To be eligible for Salutatorian, a student must have a cumulative GPA of 3.0 or higher. They must also have attended Westminster Catawba Christian School for the entirety of eleventh and twelfth grades. The ranking of valedictorian and salutatorian will be based on the students' cumulative GPA's at the end of the 3rd quarter of senior year.

Make - Up Work

When work needs to be made up due to an excused absence, the student will have two (2) calendar days for every school day missed to a maximum of ten (10) days to complete make-up work. Some assignments such as term papers/special projects are to be turned in by the due date. The student is responsible to secure directly from the teacher or from the class web page a list of missed assignments and to complete those assignments on time when he/she is absent for any reason.

Class work, participation grades, and regular assignments due on the day or days of unexcused absences will receive no credit for each day of class missed. Missed tests and quizzes must be taken on the day the student returns to school, with a reduction of 10% per test and/or quiz. Special assignments (e.g., term paper) due during the unexcused absence/truancy must be turned in the day the student returns to school. As in the case of quizzes and tests, there will be a 10% grade reduction for special assignments. Furthermore, if the special assignment is not turned in on the day the student returns, there will be an additional 10% grade reduction for each additional day the assignment is late. Please remember that declaring a student excused or unexcused is an administrative decision, not a student/parent prerogative. Therefore, an absence is not necessarily considered excused because a parent calls or signs off on it.

Students who arrive at school late and have missed a test given earlier that day are required to make up the test after school that same day

Schedule Changes

Schedule changes are possible within the first 10 days of the school year. The student must formally request those changes through the school office and registrar. Changes cannot be made after the initial 10 day grace period.

Study Hall

Study halls are treated as regular classes for attendance purposes. Students are required to bring working materials with them (pencils, paper, books, etc.). If the student does not have class assignments to complete, he/she may read for enjoyment. Students will be expected to use these periods for constructive purposes. A class conduct comment will be recorded on the student's report card for the study hall.

Final Semester Exams

An exam week is scheduled at the end of each semester for semester exams. Most full credit academic classes require this final exam. The school schedule that week runs from 7:50 a.m. – 12:15 p.m. There are two final exams each day. Each exam will count 20% of the total semester grade for that class. The testing time is 2 hours per exam.

Exam Exemption Policy: (High School Courses)

The exam exemption policy applies to all courses taken for high school credit. Students will take all exams for the first semester exam period. Students may exempt any exam during the second semester in a course in which they have acquired a yearly average of a 93% or higher at the time of second semester exams.

Seniors may exempt any first semester final exam for a course in which they have acquired a semester average of a 93% or higher at the time of first semester exams and have no more than 10 absences for the semester. Seniors who have exceeded 10 absences in a semester for any given course will need to appeal to the principal to exempt semester exams for that course.

Seniors with at least an 85% average in a course for the year may exempt their second semester final exam in a yearlong course. Students who have exceeded 10 days of absence in the semester for any given course will need to appeal to the principal to exempt semester exams for that course. Students with excessive absences due to extenuating medical or family situations may receive exemption with proper documentation and administrative approval.

High Honor Roll

Students with an overall grade point average of 4.2 or above with no grade below a “B” for that full semester grading period will be placed on the High Honor Roll. Middle school students (6-8) may not have a grade lower than a B in any elective.

Honor Roll

Students with an overall grade point average 3.5 – 4.19 with no grade below a “B” for that full semester grading period will be placed on the Honor Roll. Middle school students (6-8) may not have a grade lower than a B in any elective.

Honor Graduates

A senior who has a GPA of 3.75 and is in good standing will be recognized as an Honor Graduate during graduation ceremonies.

Marshals

At the end of the 3rd quarter marking period, the six juniors with the highest GPA, who also fulfill the criteria listed below, are given the honor and responsibility to serve as class Marshals. In addition to GPA’s, the requirements for selection include the following: no grade below a “C” for any grading period during the year, a cumulative GPA of 3.75 or better, and in good standing (not on any current probation). Marshals are privileged to serve at the Senior Honors Dinner, Baccalaureate, and Graduation.

Annual Awards

Departmental Awards are given to students who, in the opinion of the faculty in each discipline, demonstrate excellence. Criteria are determined by each department.

The student in grades 6-11 with the highest overall grade point average in all subjects for the current year will be designated the **Class Scholar**. This honor will be noted on her/his permanent record. Numerical averages will be used.

The **Christian Character Award** is given to the student in grades 6-11 who, in the opinion of the faculty, most exemplifies a Christ-like character.

The **Academic Achievement and Christian Character Scholarship** awards a rising senior with a cumulative GPA of 4.0 or higher after the first semester of their junior year with a \$1,000 scholarship toward his/her senior year tuition at WCCS. Applicants must also submit an 800-1200 word essay describing someone of outstanding Christian character that the student respects and admires in the faith. Most of all, this student should strive to model Christ in their daily life in a way that is evident to all. The recipient of this scholarship is chosen by a selection committee and announced at Awards Night in May.

The **Daughters of the American Revolution (DAR) Award** is presented to the senior who, in the opinion of the faculty, deserves special recognition for qualities of dependability (which includes truthfulness, loyalty, punctuality,) service (which includes cooperation, courtesy, consideration of others), leadership (which includes personality, self-control, ability to assume responsibility), and patriotism (which includes unselfish interest in family, school, community and nation).

The **Diligence Award** is presented to the senior who, in the opinion of the faculty, deserves special recognition for steadfastness and perseverance. While the recipient may not be at the top of her/his class, this person must have shown marked improvement and academic growth during their high school career.

The most significant award presented to a Westminster Catawba Christian School Senior is the **Faculty Award**. It is given to the student who, in the opinion of the faculty, personifies what a Westminster Catawba Christian School student should be: outstanding in Christian testimony, leadership, cooperation, integrity, stewardship, service, participation, and scholarship.

Academic Eligibility

Purpose:

- ❖ To provide accountability for students that will motivate them in their academic efforts and prevent involvement in extracurricular activities from negatively impacting their academic achievement.

Criteria:

- Students are declared to be academically ineligible if their quarterly report cards reflect either:
 - 3 D's

or

- 1 F

When a student becomes academically ineligible, he/she may continue practicing with the extra-curricular group but cannot participate in games or performances.

- Student grades will be reviewed five times during the course of an academic year to determine if a student is academically ineligible: six weeks into the new school year (September 21) and shortly after the end of each academic quarter (October 24, January 20, March 26, and June 8). The above listed dates are the only times when a student can be declared academically ineligible.
- While only the initial six week review and quarter grades are used to declare a student ineligible, students' grades are also evaluated at the mid-term of each quarter (September 15, November 22, February 14, and May 1) to communicate to the student and the parents that, at the current level of performance, the student is in danger of becoming academically ineligible when grades are evaluated at the end of that quarter. A letter will be sent to parents letting them know that their son or daughter has been placed on the "Mid-term Academic Eligibility Warning List." Parent-Teacher conferences are encouraged to aid in the student's improvement.
- If a student has been declared academically ineligible, he/she may regain eligibility by bringing his/her grades to the required levels by the following mid-term evaluation. Students regain eligibility only if they do not have 3 "D's" and/or one "F." All imposed restrictions are lifted once a student regains eligibility. Students can regain eligibility on the quarter evaluation dates as well as the mid-term evaluation dates.
- If a student is declared ineligible at the end of a quarter and is then also on the "Mid-term Academic Eligibility Warning List" at the very next mid-term evaluation, that student will be fully removed from any extracurricular involvement. So, while an evaluation of a student's grades at the mid-term will not make a student ineligible, a substandard evaluation at the mid-term for students who are already ineligible will result in their full removal from current extracurricular activities. They may fully participate in future activities once they regain eligibility.
- If a student is declared to be academically ineligible at the conclusion of the 4th quarter, that ineligibility applies to the following fall season. If a student wishes to regain eligibility during the summer, so that he or she can be immediately eligible to participate in extracurricular activities upon returning to school in the fall, the following guidelines apply:

1. Approval must be secured from the principal or guidance director.
2. A student who is academically ineligible, but did pass all of his/her courses for the year, will be given an academic plan to complete before school begins. Successful completion of that plan will restore eligibility.
3. If a student failed a course for the year, the student will need to attend an approved summer school class to earn the needed credit. Successful completion of that course will restore eligibility.
4. When completed, the final summer school grade will be added to the student's transcript but will not replace the original grade.

If a student does not successfully complete an academic plan during the summer or a summer school class, the next opportunity to regain eligibility will be at the mid-term evaluation date of the 1st quarter. The student will be ineligible to participate in games or performances until that time.

Outcomes:

1. The director of the relevant area (athletics, fine arts, etc.) will notify the parents by phone that their child is academically ineligible.
2. The student may not participate in games/performances.
3. If any of the teachers of the applicable classes offers an extra help session, the student must attend and miss practice.
4. Student may not participate in positions of leadership such as praise band or student council.
5. Student may continue practicing with the organization, but cannot participate in any extra-curricular* activities during school hours.
6. Student may not be dismissed early from school with the team, nor may they travel to away games with the team.
7. Student may try-out for extra-curricular* activities.

If a student is declared academically ineligible twice in the same semester:

1. Student may be referred to the STAR Director for testing at an additional cost.
2. Outside tutoring or intervention may be required at an additional cost.

*Extra-curricular activities include anything outside of the seven academic courses and their requirements.

If a failing pattern continues, parents will meet with school leadership to discuss options for helping the student perform at an acceptable level academically and the benefits of continued enrollment at WCCS.

Students enrolled in the STAR Program have differing criteria to determine academic eligibility. These will be determined by the STAR

program director in conjunction with the principal and with input from the faculty.

MEDIA SERVICES POLICY

We are pleased to offer students access to the computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all qualified students must adhere to acceptable usage policies and have a permission form signed by a parent.

1. The Catawba Campus media center is open M-F from 7:30 a.m. until 3:30 p.m. Extended hours are available upon student need.
2. Three students may come from any class with a pass.
3. Students may come to the media center to read, study, research, check out books, and return books.
4. Students are asked to conduct themselves in a quiet manner.
5. Reference books and magazines are not to be taken or checked out of the media center without proper approval.
6. Books are checked out for three weeks.
7. Overdue Policy: Overdue notices are written periodically and are distributed to students by homeroom teachers.
8. Students must pay for lost or damaged books.

SENIOR LEADERSHIP: PRIVILEGES & RESPONSIBILITY

Seniors at Westminster Catawba Christian School are highly visible and much admired by the younger students who look up to them and seek to emulate their behavior. The school, therefore, expects the seniors to embrace their role as student leaders and to be particularly conscientious in their own lifestyle choices and to be aware of the example they are setting. Their academic performance, social interactions, athletic achievements, and spiritual leadership are key factors in setting the tone for the entire student body. Seniors are therefore expected to:

- Aspire to academic excellence and Christian scholarship
- Exhibit biblical, personal standards in matters of morality, ethics, integrity, and trustworthiness
- Model servant leadership, walking in humility, love, and grace in their interactions with all members of the WCCS school community

- Work cooperatively and collaboratively with school leadership, faculty, and staff in guiding the school to realize its God-given vision and mission
- Lead the way in adherence to school policies and rules, exhibiting respect for order and authority.
- Maintain satisfactory standing in community service hours with a heart and intent to demonstrate the love of Christ to our local communities

In appreciation for the seniors' service to the school and in recognition of their adherence to the above criteria, they are granted certain privileges as follows.

- Use of designated parking spaces reserved for seniors
- Dining areas set aside for seniors in both the Cafetorium and the courtyard
- Friday food order & delivery from a local eatery
- Cell phone usage during lunch
- Seniors may exempt any first semester final exam for a course in which they have acquired a semester average of a 93% or higher at the time of first semester exams and have no more than 10 absences for the semester.
- Seniors with at least a "B" average in a course and no more than 10 absences for the semester or 20 absences for the year, may exempt their second semester final exam in a yearlong course.
- Participation in a spring Senior Trip.
- Seniors are eligible for early dismissal from classes, if their schedule permits, upon approval of the campus principal. They must demonstrate academic proficiency, meet acceptable standards of student conduct, and currently be on track to graduate with their class. Early Dismissal is only granted for purposes of employment and/or additional or advanced voluntary educational, technical, or occupational training. Choosing to dismiss early does not reduce tuition. In order to receive approval, students must complete a request form and provide an explanation for their request along with a letter from the employer or supervisor of the company or program. These students must still be on campus for at least six periods each day and take the minimum load of six full-credit courses.

COMMUNITY SERVICE

Sixty hours of approved community service hours are required before the start of a student's senior year. Senior privileges are not granted until service hours are completed. It is recommended that students complete at least twenty hours per school

year beginning with the 9th grade; however, students may complete all hours at one time or bank hours for the next year. Students in 7th and 8th grade may complete a total of ten hours.

Students who transfer after 9th or 10th grade are required to complete forty hours of community service. Students who transfer after 11th grade are required to complete twenty hours.

Forms need to be filled out and signed by the person that was their supervisor during volunteer time. Forms need to be returned to the office. A record will be kept on file in the office of hours completed.

ATHLETICS

In all aspects of life, Christians are called to glorify God and to acknowledge the lordship of Jesus Christ. Athletes and coaches are therefore encouraged to strive for Christ-likeness in all of their activities, whether training or competing. Also, the Westminster Catawba Christian School athlete is challenged to do their very best with his or her God given talents, not for selfish gain but for the glory of God and the good of the team. Competing to win is strongly emphasized, without sacrificing the display and the development of Christ-like character. Athletic training and competition provide numerous opportunities to instill the practice of biblical principles, such as developing an appropriate approach to authority, working together as members of a team and learning self-control in the midst of competition.

The Athletic Handbook that is posted online at the WCCS website shall serve as the primary document that determines all athletic department policies and procedures.

STUDENT COUNCIL

The Student Council is an active and vital part of life at WCCS. While several social activities may be sponsored by the Student Council throughout the year, the main functions of the Student Council include: 1) promoting school spirit, 2) being a liaison between students and faculty, 3) offering counsel to the school leadership as needed or requested, and 4) providing a means whereby students can exercise their leadership skills and gain valuable leadership experience.

The Student Council strives to encourage self-discipline, instill personal integrity, and promote a greater appreciation for the qualities of Christ-like, servant leadership.

Eligibility Requirements for Student Officers

Candidates running for student office should be Christian students who embody the principles of academic integrity, spiritual maturity, servant leadership, and school spirit. Academic and discipline requirements for eligibility are the same as those for student athletes.

Students must be formally re-enrolled for the next school year in order to run for office in the spring.

CLUBS

Membership in school clubs may be voluntary in some cases, or by induction as a special honor in others. All club activities are under the supervision of a faculty sponsor and are financially accountable to the business office.

National Honor Society

The National Honor Society is open to juniors and seniors at Westminster Catawba Christian School. In order to become a member, a student must meet the National Honor Society standards for scholarship, service, leadership, and character. For further information about the NHS, go to www.nhs.us/membership.

Failure to maintain the standards of the National Honor Society may result in permanent dismissal from the society.

Beta Club

The purpose of the Beta Club is the promotion of scholarship, leadership, service to others, and good citizenship at Westminster Catawba Christian School.

The membership of this organization shall be made up of students in grades 8 - 10 with a year-end grade point average of at least 4.0. Students are chosen because of their worthy character, academic achievement, and commendable attitude and are approved for membership by the school leadership and faculty. Students who have been suspended in the past 12 months are not eligible for membership.

Fellowship of Christian Athletes

The Fellowship of Christian Athletes is touching millions of lives... one heart at a time. Since 1954, The Fellowship of Christian Athletes has been challenging coaches and athletes on the professional, college, high school, middle school and youth levels to use the powerful medium of athletics to impact the world for Jesus Christ. FCA is the largest interdenominational, school-based, Christian sports ministry in America. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ.

VISION: To see the world impacted for Jesus Christ through the influence of athletes and coaches.

MISSION: To present to athletes and coaches and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

The WCCS Chapter of FCA operates under the oversight of the school leadership, and is open to all student athletes and their coaches. For additional information, go to www.southcarolinafca.org.

BUILDINGS AND GROUNDS

Students are expected to practice and develop good habits of stewardship for the property God has provided WCCS. Students are expected to do their part in maintaining the cleanliness and neatness of the school hallways, classrooms, lockers and grounds.

LOST AND FOUND

Lost and found items are located at the end of the Guidance Counselor's hallway. Parents are strongly encouraged to print their child's name on all articles brought to school. Items not claimed by the last Friday of the month will be donated to charity.

ANNOUNCEMENTS

Intercom announcements are made daily by Student Council representatives during homeroom. Use of the intercom at any other time must be approved by the office staff and should be timed to minimize interruptions to classroom instruction.

CATAWBA CAMPUS STANDARDS OF CONDUCT

Principles for Student Behavior

The following basic principles provide the foundation for all of the specific rules and guidelines that students are expected to follow.

1. Respect God and keep His commandments.
2. Respect and obey those in authority.
3. Respect and serve others.
4. Respect and care for school property.

“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law.”

Galatians 5:22-23

Expectations for student behavior are based on the pillars of Christian character, mutual respect and common courtesy. Westminster Catawba Christian School highly values a cooperative relationship among school, home, and church. This dynamic of cooperation can have meaning and succeed only if there is clear communication and mutual agreement regarding student behavior. **Parents agree as a condition of enrollment to uphold and support the school and its policies at all times.** (In the event of a disagreement, please refer to “Conflicts, Disagreements, and Grievances.”)

Due to variations in offenses, mitigating circumstances, and the maturity level of students, disciplinary consequences may vary somewhat from situation to situation. What will not change, however, is the two fold purpose of disciplinary consequences: 1) to train students in righteous and godly living and 2) to maintain a wholesome, orderly, and safe educational environment. The school leadership and faculty will engage in prayer and consultation with an appropriate circle of advisors to seek God’s wisdom, direction, and grace as these opportunities arise.

DRESS CODE ENFORCEMENT

Students who are not dressed according to the WCCS dress code (See “School wide Policies & Procedures” for guidelines) will be retained in the office until the proper attire for the day can be obtained. If hair alteration (cut, coloring) is required, it must be done before returning to school the following day. Parent(s) may be called or student(s) sent home if the school leadership determines that it is warranted. Dress code citations will be given for infractions of these guidelines within a given school year:

1st offense – School leadership will inform parents with a written notice to be signed by the parent and returned the following school day.

2nd offense – School leadership will contact parents. Student will serve a morning detention.

3rd offense – School leadership will contact parents. The student will serve an in-school suspension.

4th offense – School leadership will contact parents. Student will serve a Saturday detention.

5th and subsequent offenses –The student will be suspended from school pending a conference with school leadership to review the student’s ongoing status as a student at WCCS.

Guidelines for School-Sponsored Dances

Non-WCCS students may attend school sponsored dances provided they are invited guests with prior approval from school leadership. Guests must adhere to WCCS’s rules and regulations.

Prom guests must be in grades 10, 11, 12, or two year post high school.

Students who leave a school dance early (including the prom) will not be allowed to re-enter and their parents will be contacted.

Cheating

Cheating is defined as:

1. Having another student's homework, test, quiz, or workbook without permission from the teacher of that subject.
2. Altering or filling in answers during the grading process to make an item correct. This is cheating whether it is done on his/her own paper or on someone else's.
3. Obtaining tests or quiz questions and/or answers in advance through any unauthorized means. The person who provides access to these is also guilty of cheating.
4. Giving answers orally, visually, electronically or by any other means before, during or after a quiz or test to another student.
5. Receiving answers orally, visually, electronically or by any other means before, during or after a quiz or test from another student.
6. Plagiarism – submitting as yours, a work that in actuality was either fully or partially produced by another source including individuals, Internet, books or any verbal/or printed word. When a student uses the works of others in writing, he/she must credit the source according to the instruction of the teacher.

Consequences of Cheating

Depending upon the seriousness of the violation, consequences will include a loss of points or a zero on the assignment and detention, Saturday detention, suspension or expulsion.

Cell Phone

No cell phone use is allowed by any students (seniors exempted during lunch) on school grounds from opening bell to closing bell of the school day. Cell phones are to be turned off and in book bags, lockers, or cars.

Consequences:

1st offense: cell phone is confiscated, turned into the school office and may be retrieved by the student at the end of the day.

2nd offense: cell phone is confiscated, turned into the school office and must be retrieved by a parent at the end of the day.

3rd offense: cell phone is confiscated, turned into the school office and must be retrieved by a parent at the end of the day. Detention issued.

4th offense: cell phone is confiscated, turned into the school office and must be retrieved by a parent at the end of the day. Saturday detention issued.

Continued cell phone violations after the 4th offense may result in suspension(s).

Items Prohibited on Campus

1. iPods, CD players, mp3 players, recorders, hand-held electronic games, laser pointers, and other such electronic devices.
2. Scooters, skateboards, heellies, etc.
3. Prescription and over-the-counter medication (see Medication Permission Slips).
4. Fake guns (water, etc.), knives, or weapons, without prior permission of school leadership.

Consequences:

1st offense: object confiscated, turned into the school office, and must be retrieved by the student at the end of the school day. Parent notified.

2nd offense: object is confiscated, turned into the school office, and must be retrieved by a parent at the end of the week. Detention issued.

3rd offense: object confiscated, turned into the school office and must be retrieved by a parent at the end of the school year. Detention issued.

Locker Expectations

Students may neatly decorate their lockers, but the following must be adhered to for any and all postings.

- Positive and uplifting, not negative and/or degrading to others
- No references to violence
- No references to illegal substances (ex., tobacco, alcohol, drugs, etc.)
- Nothing representing the drug or gang culture
- No sexual references or innuendos
- Nothing that challenges or undermines authority
- No stickers or writing of any kind is allowed on lockers
- Lockers are to be kept neat and clean. Food or perishable items should not be kept in them for any extended period of time

Classroom Behavior

Each teacher outlines his/her expectations for behavior in the classroom on a course syllabus. Examples of the types of behavior addressed include, but are not limited to, gum chewing, not following directions, littering, being prepared for class, etc. The school leadership/teachers reserve the right to confiscate items that are a distraction to the learning environment. Consequences for violating these rules may include the following: (1) verbal warning, (2) teacher stay-in or lunch detention, (3) phone call home, and (4) morning detention. If a student's conduct continues to disrupt the education process in the classroom, the teacher will refer him/her to the principal. Parents will be contacted if that occurs and appropriate action and consequences will

be exercised (parent conference, behavior plan, detention, Saturday detention, suspension or expulsion).

WCCS Community Values and Behavior

A Christian community flourishes if love, respect, and courtesy are exercised in all relationships. The following behaviors or attitudes tear down the work of God in the life of the individual as well as the life and nature of the school community and are neither acceptable nor permitted.

1. Inappropriate language toward any adult or student:
 - a. profanity
 - b. talking back or sassing
 - c. willful damage to another's self-esteem, including unkind or
 - i. derogatory comments and gossip
 - d. arguing with an adult and showing contempt for his/her
 - i. authority
 - e. arguing with students
 - f. disrespect to any adult including body language, tone, expression
 - g. lying
 - h. impure or unedifying speech
2. Inappropriate behaviors toward any adult or student:
 - a. displays of affection
 - b. running, horseplay, rowdy or disruptive behavior
 - c. excessive noise in the hallways
 - d. careless driving or speeding on school grounds
 - e. bullying and aggressive behavior (instigating a fight verbally or physically)
 - f. disturbing classes
3. Disrespect of school and personal property
 - a. gum, candy, food, or drink in any unauthorized place
 - b. littering building and grounds
 - c. borrowing without permission from an adult or student
 - d. being in a restricted area including, but not limited to
 1. vending machines
 2. creek area
 3. school playground
 4. parking lot during school hours
 5. the road behind the school
 6. all maintenance and storage areas
 7. the faculty workrooms or restrooms
 8. any locked, secluded or hidden space

Consequences

Due to variations in offenses and mitigating circumstances, disciplinary consequences may vary somewhat from situation to situation. Teachers and staff will issue an office referral for all the above infractions. In general, the following consequences will apply:

1. Verbal warning from school leadership
2. Parent Conference
3. Detention
4. Saturday Detention
5. Behavioral Probation
6. Suspension or expulsion

Serious Offenses

WCCS views the following offenses as severe infractions that may lead to possible criminal or legal action. Therefore, these offenses will not be taken lightly and law enforcement will be notified when required by law. Serious offenses and consequences include, but are not limited to:

1. Sexual misconduct/immorality – suspension, expulsion
2. Sexual harassment (verbal or physical) – suspension, expulsion
3. Vandalism -- restitution, suspension, expulsion
4. Violent acts towards others – suspension, expulsion
5. Cutting class, truancy – detention, suspension, expulsion
6. Pre-meditated theft – restitution, detention, suspension, expulsion
7. Student found guilty of a felony on or off campus -- expulsion
8. Threats (physical, verbal, or written) against others or oneself which might be harmful – suspension, expulsion, proper authorities will be notified
9. Possession of a deadly weapon (firearms, knives, explosives). Possession, transfer, sale or discharge of any gun, (including a starter gun or pellet gun), firearm, or any other explosive device, or weapons of any type, whether loaded or unloaded, on school property or at any school-related activity. – expulsion and law enforcement authorities will be notified
10. Illegal drug use, sale, consumption or possession (on or off campus). Present but not participating in situation where there is illicit drug, alcohol or tobacco use (on or off campus)

- The school leadership reserves the right to investigate rumors and allegations of drug and alcohol use to its own satisfaction, and to preserve confidentiality as deemed necessary.
- Any student suspected of being under the influence of drugs or alcohol may be required by the school leadership to undergo a test and/or examination by a physician.
- The consequence for any possession, distribution, sale, or being under the influence of drugs or alcohol by a student (on or off campus) is immediate suspension, and may result in expulsion.
- Any student who is found guilty in a court of law of using, distributing, selling, possessing, or being under the influence of drugs, or who is required by the court to enter an addiction treatment or educational program, will be expelled.

The school leadership reserves the right to investigate rumors and allegations to its own satisfaction and to preserve confidentiality as deemed necessary for the above listed “Serious Offenses.” The school leadership also reserves the right to inspect/search with just cause any lockers, bookbags, vehicles, or other personal property that are brought onto school property.

Explanation of Terms

1. ***Office Referral Slip (ORS):*** a form completed by a teacher or staff member that will result in school leadership involvement and intervention.
2. ***Detention:*** Weekday detentions may be assigned by faculty or school leadership and will be one hour in length. Students are required to arrive on time and to sit quietly at their desks. Tardy to detention will result automatically in an additional detention, and absence from detention will result in another day of detention. A one day notice will be given in assigning a detention. Excessive detentions will result in a Saturday detention or suspension at the discretion of the school leadership.
3. ***Saturday Detention:*** Saturday detention may be assigned by school leadership for students who are chronically uncooperative and unresponsive to other means of discipline. It will be held on Saturday from 8 am to 12 noon, with a \$50 supervision charge. Regular school dress is required. If a student fails to attend an assigned Saturday detention, the \$50 fee must be paid before the student can return to class and another Saturday detention with a fee will be assigned. Subsequent offenses will result in suspension.
4. ***Suspension:*** Suspensions can be used by school leadership to isolate a student from the general student population whenever appropriate or as a next logical step in the disciplinary process. Suspensions can be either in school (ISS) or out of school (OSS). For ISS, students attend school at the

normal times but are isolated from the student population and placed in a monitored area with the expectation that they will use the day to work on school-related assignments. OSS requires that the student be off-campus.

Before a student may return to school, a parent conference must be held and an acceptable behavior plan agreed upon. That plan will include behavioral probation, the duration and terms of which will be determined by the seriousness of the offense and the student's behavioral history. Upon returning to school, the student has three days to make up any work missed and cannot attain a grade higher than 76 on that work.. The student will receive no credit for work not submitted within the allotted time.

5. ***Expulsion:*** Expulsion can be used by the school leadership for ongoing serious behavior problems or for ongoing lack of parental support. After a student is expelled, they are no longer allowed on campus at any time or for any reason.

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