

WESTMINSTER CATAWBA CHRISTIAN SCHOOL

PARENT STUDENT HANDBOOK

2018-2019



WCCS 2018-2019 THEME VERSE

For the love of Christ controls us, because we have concluded this: that one has died for all, therefore all have died; ¹⁵ and he died for all, that those who live might no longer live for themselves but for him who for their sake died and was raised.

2 Corinthians 5:14-15 (ESV)

HEAD OF SCHOOL GREETING

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.

As a school, WCCS exists to educate students to bless our world as disciples of Christ. This takes a commitment to the educational process to balance biblical integration with high academic standards while expecting our students to do their very best as they use the gifts God has given them to pursue His call in their lives. It takes an other-centered approach where we seek to love God and love our neighbor as ourselves. And, it takes a vital (necessary for life) relationship with Jesus Christ as Savior and Lord that causes students to desire to walk in His ways and to share Him with a dying world.

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.

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,

Scott Dillon
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 Lower School and Upper School 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.

Lower School Campus (Infants – 5th grade)

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

Upper School Campus (Grades 6-12)

2650 India Hook Road
Rock Hill, SC 29732
(803) 366 – 4119 phone
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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, administration 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.

WCCS MISSION

As a ministry of Westminster Presbyterian Church, Westminster Catawba Christian School exists to educate students to bless our world as disciples of Jesus Christ.

WCCS VISION

It is the vision of WCCS that students discover and live out their place in God’s world.

WCCS THEME VERSE

“I have no greater joy than to hear that my children are walking in the truth.” 3 John 4 (ESV)

WCCS ENDS STATEMENT–POLICY 1.0

As a ministry of Westminster Presbyterian Church, Westminster Catawba Christian School exists to educate students to bless our world as disciples of Jesus Christ.

1.1 Ministry of WPC

- 1.1.1 Partner with WPC regarding theological perspective and mission.
- 1.1.2 Partner with local evangelical churches to provide Christian education.
- 1.1.3 Partner with believing parents to teach their children.

1.2 Educate Students

- 1.2.1 Ensure biblically integrated instruction while maintaining high academic standards.
- 1.2.2 Support students in developing God-given gifts and personal calling.
- 1.2.3 Encourage students to pursue personal excellence.

1.3 Bless our World

- 1.3.1 Glorify God and enjoy Him forever.
- 1.3.2 Love and serve each other within the school family.
- 1.3.3 Further God's kingdom in our community and beyond.
- 1.4 Disciples of Jesus Christ
 - 1.4.1 Know Him by studying, believing, and living the scripture.
 - 1.4.2 Walk with Him in obedience.
 - 1.4.3 Make Him known by sharing and defending the gospel.

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.

FINAL AUTHORITY FOR MATTERS OF BELIEF & CONDUCT

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Westminster Catawba Christian School's faith, doctrine, practice, policy, and discipline, our parent church, Westminster Presbyterian Church, and her denomination, Presbyterian Church in America, is WCCS's final interpretive authority on the Bible's meaning and application, set forth by the Westminster Confession of Faith, Westminster Catechisms, and Book of Church Order.

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, Instagram, SnapChat, Twitter, blogs, 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.

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.

HISTORY OF WCCS

A ministry of Westminster Presbyterian Church (PCA), Westminster Catawba Christian School (WCCS) serves students from six weeks old through twelfth grade on two campuses. The Lower School Campus houses the Early Education program through fifth grade and the Upper School Campus, grades six through twelve. The school is located in Rock Hill, S.C., a suburban community of approximately 69,000 just 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.

The Catawba Academy/School was founded in 1968 by a group of committed businessmen and parents in the Rock Hill area. College preparatory instruction was provided in a small school environment with the Christian faith reflected in all school policies and practices. During the same time frame, Westminster Christian School opened in 1981 as a ministry of Westminster Presbyterian Church, offering private, Christian school education to preschool through 6th grades. In 1993, the two schools merged as Westminster Catawba Christian School, continuing both schools' goals for academic excellence, but more importantly committing to approach every aspect of a student's education from an intentionally Christian perspective, challenging all students to fully develop their God-given potential. WCCS is dually accredited by the Association of Christian Schools International (ACSI) and by AdvancED (SACS).

The academic program at Westminster Catawba is designed to prepare our students to serve the King in His Kingdom in whatever area(s) God has gifted and called them. We desire to ensure biblically integrated instruction while maintaining high academic standards. 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 a core subject area and required for graduation. 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 a ministry of 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.

INSTRUCTIONAL METHOD

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

PARENT/GUARDIANS STATEMENT OF SUPPORT

The board, administration, 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. (Deut. 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, administration, 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 responsibility, 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 that 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.

SCHOOLWIDE POLICIES/PROCEDURES

The following policies and procedures apply to both the Lower School and the Upper School Campuses unless stated otherwise.

ACADEMIC POLICIES

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 a mutually convenient appointment.

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. When addressing student concerns, a conference offers the best situation for open, honest dialogue, confidentiality, and healthy resolution.

Classwork/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 for elementary and middle school students. High school students may be assigned homework on Wednesdays, but teachers will monitor the amount assigned. 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.

Extra Credit Work

Teachers may provide students with opportunities to earn extra credit. 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.

ParentsWeb

WCCS uses a web-based, school management, software package called *RenWeb*. That system allows parents of 2nd through 12th grade students 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.

Progress Reporting

Progress reports keep parents, students, and school administrators informed about various aspects of student progress (i.e., academics, behavior, attendance, etc.). These reports praise and encourage a student, as well as 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 and end of each quarter to remind them to view student grades and to contact teachers if they have questions. Hard copy progress reports are only sent to 1st grade parents. Final report cards are mailed in June.

Textbooks

Hardcover textbooks should be covered at all times. Do not attach tape or contact paper directly to textbooks. Books are evaluated at the end of each year to determine damages and assess necessary charges. Parents of middle or high school students may purchase an e-textbook version if they wish. Contact the Upper School office for more information.

WCCS *excel*

WCCS recognizes that each and every person is created by God with his/her own unique set of learning 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.

WCCS offers different levels of intervention to students according to their individual needs. These intervention programs include Search and Teach, Accommodations Monitoring, Tutorial Study Hall, Resource Intervention, Core Math, Educational Therapy (NILD), Inclusion Support, and an enrichment program for those students with extraordinary intellectual gifts - SEEK (Students Exploring and Enriching for the Kingdom).

ADMISSIONS AND FINANCIAL POLICIES

The admissions process is designed to ensure a student's readiness, potential, and academic placement so that he or she might have a rewarding experience at WCCS. We also desire to confirm compatibility in Christian values, philosophy, and essential beliefs between parents and the school so that a strong partnership is forged between the Christian home and the school. The following may be used to help determine student readiness and confirm compatibility: previous grades and standardized testing, admissions screening tests, previous conduct and attendance records, an interview with the parents and (grades 6-12) student, written teacher recommendations, and observations made by the faculty and staff during a student's tour or shadow visit.

Admissions/Enrollment

1. Westminster Catawba Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

2. Admissions Process:

- Complete the Online Student Application and pay the application fee for each child.
- Submit a copy of the student's S.C. Certificate of Immunization and official birth certificate. For grades 1-12, our Admissions Office will also request records directly from your child's school. This includes previous grades, testing, attendance and discipline records, where applicable. Further testing/evaluation may be required.
- All applying families will attend a family interview with the campus principal (students applying for grades 6-12 should also attend the interview).
- When extended an acceptance offer by WCCS, parents will be directed to the online enrollment process. This will allow you to secure your child's placement in that grade and will include the payment of the enrollment fee, electronic signature of parent pledge, and completing financial agreements with the Business Office.
- 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.

3. Re-enrollment will be offered to families in good standing with the school regarding academic, behavioral, and financial obligations.

Financial Policies

In an effort to partner with families in the Christian education of their children, WCCS has established the following policies to manage the financial arrangements between the school and the home. Please contact the Business Office directly if you have any questions regarding these policies.

Tuition and Payment Options

WCCS is a private, Christian school that charges annual tuition (and fees). Tuition is calculated on a monthly basis and is not pro-rated. Families have 3 options for tuition payments: 1 - one payment in full by June 15; 2 - two payments in June 2018 and January 2019; 3 - twelve payments beginning June 2018 and ending May 2019. Families will authorize FACTS Tuition Management to process their tuition payment automatically through bank payments on either the 5th or 20th of the month.

Discounts

1. Families with 3 or more children enrolled receive the following tuition discounts:
 - a. • 5% tuition discount for 3rd enrolled student.
 - b. • 10% tuition discount for additional enrolled student(s)
2. Active Westminster Presbyterian Church members receive a \$200 tuition discount per each enrolled student.

Withdrawals and Refunds

WCCS refund policy for early withdrawal is as follows:

1. A full month of tuition is charged for any days of enrollment during that month.
2. All fees are non-refundable.
3. If a student is withdrawn, any tuition that has been owed to WCCS through the month of withdrawal is non-refundable

Services Not Funded by Tuition

Extended School Care fees are billed separately and are payable through FACTS Tuition Management.

Variable Tuition

Variable Tuition is available K-12 students whose families qualify for financial assistance through an application process. Please visit www.wccs.org/variabletuition/ for additional information.

Non-Current Accounts

If any account becomes more than 45 days past due, the student may be subject to removal from class until the account is made current or arrangements for payments have been made with the Business Office.

If there is any indebtedness to WCCS, a diploma and report cards may be withheld, reenrollment suspended and transcripts may not be released. Indebtedness to the school includes any past due tuition, dues, fees, fines, damage charges, unserved detentions or unreturned athletic equipment.

DIGNITY, CONFLICT, HARASSMENT, AND BULLYING

Dignity

WCCS desires to bring a life of dignity and respect to every member of the WCCS family. We expect every student, family member, administrator, teacher, and staff member to be kind and loving to all. WCCS is committed to helping students work through areas of relationship struggles in a manner that brings loving reconciliation and restoration to the relationship that recognizes each individual's dignity afforded them by their Creator.

Conflict Resolution

Conflict arises when students of equal status encounter a disagreement, dispute, or misunderstanding. WCCS is committed to helping students work through these situations to bring about healing and peaceful resolution according to biblical principles as outlined in Matthew 18. Not all conflicts will rise to the level of harassment or bullying but may lead to school sanctioned discipline to achieve resolution.

Harassment

WCCS desires to nurture a culture of human dignity that is free of harassment. All reports of harassment will be taken seriously and investigated with discretion to avoid embarrassment of the person making the report or the one accused. Harassment includes, but is not limited to: any threat, slur or ridicule based on race, ability, physical characteristic, or background; improper physical contact; improper or unwanted sexual comments or advances; written verbal comments, by hand or electronic, that are sexual or unwholesome as defined in Ephesians 4:29; use of words, images, gestures or objects that are deemed objectionable; or intimidation of any kind including cyber activity.

Bullying

WCCS has zero tolerance for any form of bullying, whether in physical, mental/emotional, electronic, or any other form. Any student who is guilty of bullying may be subject to immediate suspension or, in extreme cases, expulsion.

Bullying can take many specific forms, but it is generally defined as a severe form of harassment that is characterized by the presence of three features: (i) intentional, unwanted aggressive behavior; (ii) an imbalance of power in the relationship so that the person targeted has difficulty defending himself/herself, and (iii) repeated or severe behavior that causes distress or disruption in the target's life.

As a community that thrives in the unity of Christ, students who are aware of bullying or other harassment are expected to notify a teacher or administrator. WCCS wholeheartedly empowers its students to stand up against harassment and bullying and believes that "if you see something, say something."

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.

Hair

Boys and girls are to have neatly trimmed haircuts. Hairstyles and colors that are extreme and distracting are not allowed. 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, ear rings, toe rings
 Unacceptable: Visible body piercing other than an ear ring

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)

Tops – Unacceptable

- Revealing V-neck tops
- Girls' shirts must cover cleavage and midriff (front and back) at all times and are to be properly sized
- Midriff, under garments, and boxers should not be exposed when sitting, bending or standing or the student 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 (US must have pockets), dresses, and skirts no shorter than mid-thigh while sitting
- Leggings may be worn under an appropriate length dress or skirt

Bottoms – Unacceptable

- Shorts, dresses, skirts or slits that are higher than mid-thigh regardless of movement
- Pants with frays, rips, holes or patches
- Sweatpants, lounge wear, pajamas
- Athletic bottoms (pants or shorts of nylon material with snaps, zippers or a strip) (Upper School 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 or jersey on game days if coordinated as a team activity. (Upper School 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.

EMERGENCY PROCEDURES

Cancellation or Early Closing of School

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

If we have inclement weather during the school day, please check our website for announcements. 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.

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/ injured students. Procedures for caring for sick/injured students are:

- 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.

Emergency Procedures - SRP

The safety and security of the WCCS community is critically important. To best protect our students, faculty, staff, administration, and families in case of emergency, we have chosen to partner with local first responders, the public-school system, and the “I Love U Guys” Foundation (<http://iloveguys.org/>) in the utilization of their Standard Response Protocol (SRP).

STANDARD RESPONSE PROTOCOL

This SRP is not based on individual scenarios but on the response to any given scenario. SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple – there are four specific actions that can be performed during an incident. When communicating these actions, the action is labeled with a “Term of Art” and is then followed by a “Directive”. Execution of the action is performed by active participants, including students, staff, teachers and first responders.

1. Lockout is followed by the Directive: “Secure the Perimeter” and is the protocol used to safeguard students and staff within the building.
2. Lockdown is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep students quiet and in place.
3. Evacuate is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
4. Shelter is always followed by the hazard and a safety strategy and is the protocol for group and self-protection.

These specific actions can act as both a verb and a noun. If the action is Lockdown, it would be announced on public address as “Lockdown! Locks, Lights, Out of Sight.” Communication to local Law Enforcement Agency would then be “We are under Lockdown.”

Each response has specific student and staff action. The Evacuate response is always followed by a location: “Evacuate to the Bus Zone.” Responses can also be chained. For instance, “Evacuate to Hallway. Shelter for Tornado. Drop, Cover and Hold.”

SRP BENEFITS

The benefits of SRP become quickly apparent. By standardizing the vocabulary, all stakeholders can understand the response and status of the event. For students, this provides continuity of expectations and actions throughout their educational career. For teachers, this becomes a simpler process to train and drill. For first responders, the common vocabulary and protocols establish a greater predictability that persists through the duration of an incident. Parents can easily understand the practices and can reinforce the protocol. Additionally, this protocol enables rapid response determination when an unforeseen event occurs.

OFFICE PROCEDURES

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. If a student leaves school because they are ill they may not return to school the same day. 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.

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 Lower School and Upper School Campus sections of the handbook.

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 locked and dispensed according to parents' directions. School personnel will not dispense medication without parent approval.

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. **Parents should not attempt to contact their son or daughter directly through their cell phones.**

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.

Visitors on Campus

Adults may visit campus, signing in at the school office. WCCS is a closed campus to students of other schools unless the student is seeking enrollment and has made arrangements through the admissions office; or is a friend or family member from out of town having made arrangements with administration at least one day prior to the visit.

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.

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 distributed at school must include the entire class.

Lunch Program

Meals are available for pre-order. See school website for details.

Upper School 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.

Lower School Campus: Infants through two-year-old students bring their own lunch and **do not** have the option to order hot lunches. Students in 3K – 5th grades may bring their own lunches or order hot lunches through the school lunch program. Vending machines are off limits to students. Microwaves are available for student (grades 2 – 5) use in the cafeteria during lunch periods. All students have an assigned lunch period. Family members or pastors are welcome to join students for lunch.

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.

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.

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.

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 and submitting to a background check. 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.

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.

For overnight trips, chaperones and students will be required to sign an additional agreement for conduct and expectations.

LOWER SCHOOL CAMPUS

ARRIVAL / DISMISSAL

SCHOOL HOURS

7:55 a.m.-12:00 p.m.	Half Day Infants – K4
7:55 a.m. - 2:40 p.m.	Full Day Infants – Grade 2
7:55 a.m. - 3:00 p.m.	Grades 3 - 5

Drop-off and Pick-up Traffic patterns are available online under Current Families.

Before School- Early Arrival

Students arriving at the Lower School 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 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 ensure your child reaches the proper location
- 3K – 5th grade students arriving at school between 7:45 – 8:05 a.m. may be dropped-off at the end of the gym where safety patrol opens 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. Infants-Two’s report to N4; 3K-5th report to MPB room 8
 - 7:30 – 7:55 a.m. Infants-Two’s report to N4
 - 7:30 – 7:55 a.m. 3K and 4K report to MPB room 8
 - 7:30 – 7:55 a.m. Grades K5 - 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** enter through the breezeway glass doors unless accompanied by a parent. Parents and students should remain outside the classrooms until the bell rings at 7:55 a.m. When arriving after 8:10 a.m., parents must check students in through the school office in the Administrative building.

Extended School Care – Late Stay

It is important for parents to arrange for student pick up at dismissal times. Teacher supervision is provided fifteen minutes beyond the dismissal times. Extended School Care (ESC) is only available to full day students. Any half-day student remaining after 12:15 p.m. will be taken to the school office until parents arrive. Infant-Two’s full-day students remaining after 2:55 p.m. will be charged ESC fees. 3K-2nd grade full-day students remaining after 2:55 p.m. will be taken to the ESC Program where supervision is provided at an hourly rate. Third through 5th grade students remaining after 3:15 p.m. will be taken to the ESC Program at an hourly rate. The accumulated charge may be paid when the student is picked up or charged to the family's account. The balance must be paid in full each month.

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 their lives. 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 services through the EXCEL program.

Grading System

Beginning in 2nd grade, numerical grades represent the student's level of mastery. All graded work is important and informs the level of student understanding. Elementary grades are based on the following 10-point grading scale.

- 90-100 Excellent
- 80-89 Good
- 70-79 Satisfactory
- 60-69 Needs Improvement
- 0-59 Unsatisfactory

Enrichment classes (PE, Music, Art, Media Center, & Spanish/Computer) do not correspond to a numerical percentage nor figure into grade point averages. The following ratings are used to represent student progress in these classes.

- E = Exceeds Expectations
- S = Meets Expectations
- N = Not Meeting Expectations

Parent-Teacher Conferences

Parents may schedule conferences at any point during the year as needed. Early Childhood (Infants-4K) teachers will schedule two parent conferences during the year. The teachers in K-5th grades schedule one conference after the first grading period. Teachers and parents may request additional conferences to discuss the development and progress of a student.

Promotion

4K– K5

Students may be retained in 4-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 show evidence of young social/emotional development, teachers may 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

Students are promoted to the next grade level upon satisfactory completion of work required by the curriculum. Should a student experience difficulty completing grade level requirements, an academic team (parents, teachers, EXCEL staff, and principal) is formed to evaluate needs and determine the appropriate plan of action.

Report Cards

WCCS uses four nine-week grading periods during the school year. Report cards are sent to parents electronically 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 3K - K5. Checklists and report cards are distributed at the following times:

- K3 & 4K – 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 have access to online grades through ParentsWeb.

School Folders

To maintain a high level of communication with 3K-5th 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.

Standardized Testing

Beginning in second grade, comprehensive testing takes place in the spring of each school year to provide additional evaluation of academic performance. An individualized report of 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.

Terrific Kids Award

Students in Grades 1 through 5 participate in the Terrific Kid's program sponsored by the Rock Hill Kiwanis Club. Teachers instruct students from God's Word concerning desired character qualities. Monthly, one or two students from each classroom are recognized for exhibiting Christ-like qualities or attitudes, practicing biblical principles by consistently exhibiting the fruit of the Spirit, or persevering and/or growing through difficulties.

Year-End Annual Awards

The **Christian Character Award** is given to the student in each 4th and 5th grade class who, in the opinion of the faculty, best exemplifies a Christ-like character. Colossians 3:12-14, "...clothe yourselves with compassion, kindness, humility, gentleness and patience ... over all these virtues put on love, which binds them all together in perfect unity."

The **Diligence Award** is given to the student in each 4th and 5th grade class 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. Hebrews 6:11, "We want each of you to show this same diligence to the very end, so that what you hope for may be fully realized."

The **Faithful Steward Award** is given to one student in 4th or 5th grade who, in the opinion of the faculty, demonstrates faithful stewardship of gifts while showing courage and resilience in response to challenges. Joshua 1:9, "Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the LORD your God will be with you wherever you go."

The **Music Award** is given to one student in 4th and 5th grade who in the opinion of the Music faculty demonstrates excellence in music. Psalm 57:7, "My heart, O God, is steadfast, my heart is steadfast; I will sing and make music."

The **Art Award** is given to one student in 4th and 5th grade who in the opinion of the Art faculty demonstrates excellence in art. Exodus 35:35, "He has filled them with skill to do all kinds of work as engravers, designers, embroiderers . . . and weavers – all of them skilled workers and designers."

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 select categories of the standardized achievement test.

The **President's Awards for Educational Excellence** is given to 5th grade students who have a cumulative numerical average of 90 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 90 or better at the end of 3rd quarter.

ATTENDANCE 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
2. Death or illness in student's family
3. Medical or dental appointments
4. Pre-approved planned 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; however, 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. 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.

Planned Absences

Absences, such as 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.

Tardies, Late Arrivals, and Early Dismissals

Eliminating tardiness protects the learning process and builds good habits in students that benefit them in their future endeavors. Therefore, being on time to school should be a priority.

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 at the teacher's convenience.

Late Arrivals/Early Dismissals

Students must attend school at least five hours to be counted present for a full day. Students must attend school at least three hours to be counted present for a half 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. Following an absence, parents must send or email a note within two days to the office explaining the absence, late arrival, or early dismissal. A note does not excuse an absence; rather, classification is determined by the nature of the absence. 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.

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.

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.

CLASSROOM ANNOUNCEMENTS

Every Monday, 2nd - 5th grade 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.

COMPUTER USAGE

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

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.

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 are donated to charity.

MEDIA SERVICES POLICY

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 are responsible 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 emailed to parents keeping them informed of the status of their child’s account. Final report cards are held until all books are returned or payment is received for lost books

LOWER SCHOOL 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 (Ex. 20:1-8; Ps. 119)
2. Respect and obey those in authority (Rom. 13:1; Titus 3:1)
3. Respect and serve others (Ex. 20:9-17; Gal. 5:13)
4. Respect and care for school property (Prov. 3:29; 1 Peter 2:1; 1 Thess. 5:21)

“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, consequences vary from situation to situation. What will not change, however, is the two-fold purpose of consequences: 1) to train students in righteous and godly living (Prov. 22:6; Eph. 6:14-18) and 2) to maintain a wholesome, orderly, and safe educational environment (Phil. 4:8).

WCCS Community Values and Behavior

A Christian community flourishes when love, respect, and courtesy are exercised in all relationships. Faculty view each child as an individual image bearer of God and manage their classroom using *Love and Logic* (www.loveandlogic.com) principles. Relationships with students and getting to the heart are ultimately more valuable than simply changing a student’s behavior temporarily. *Love and Logic* focuses on nurturing long-term relationships and reinforcing good character. Faculty LOVINGLY allow children to grow through their mistakes by emphasizing a LOGICAL connection between choices and consequences.

Core Beliefs of Love and Logic

1. Every attempt should be made to maintain the dignity and mutual respect between adults and students
2. Students should be given the opportunity to make choices and live with the results
3. Students should be guided and expected to solve problems they create without making a problem for anyone else
4. Inappropriate behavior should be viewed as an opportunity for individual problem solving and personal growth

5. It is best if the student does most of the thinking when it comes to their behavior and actions
6. There should be a logical connection between behavior and consequences
7. Redeemed relationships are strengthened when students are given the opportunity to tell their side of the story in the appropriate manner and time

Faculty Expectations for the Classroom

- I will treat you with respect, so you will know how to treat me.
- Feel free to do anything that doesn't cause a problem for anyone else.
- If you cause a problem, I will ask you to solve it.
- If you can't solve the problem, or choose not to, I will do something.
- What I do, will depend on the special person, and the special situation.
- If you feel something is unfair, whisper to me "I'm not sure that's fair," and we will talk.

Suspension

Suspensions may be used by administration to isolate the student from the general student population whenever appropriate or as a next logical step in the disciplinary process.

Expulsion

Expulsion may be used by administration for serious offenses, for ongoing serious behavior problems, or for ongoing lack of parental support.

Cell Phones

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

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.

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. Skateboards, Heelys, etc.
3. Prescription and over-the-counter medication (see Medication Permission Slips)
4. Weapons of any kind without prior permission of school administration, including but not limited to guns (including fake, water, paintball, etc.), knives, etc.

UPPER SCHOOL CAMPUS

ARRIVAL/DISMISSAL

SCHOOL HOURS

7:53 a.m. – 3:10 p.m.

Students should not arrive at the Upper School Campus before 7:00 a.m. Even though there are official personnel in the building by 7:00, Faculty and Staff will be available to provide informal supervision no later than 7:20.

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. The school office closes at 4:00. It is important for parents to understand that students who have not been picked up from school will not be under adult supervision after 4:00.

WCCS is a closed campus. This means that students are expected to remain at school the entire day. They may not leave campus and return to school unless they have a pre-scheduled appointment off campus. Students who leave for illness will not be allowed to return to school that day.

ACADEMICS

In line with the End Statements 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 personal 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 EXCEL program.

Grading System

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

A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 59 and below

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.

Grade Level Placement (Grades 9 - 12)

The minimum academic credits below must have been earned for a student to advance to the next grade level.

- Senior Class18 credits (including 11th English & 11th Bible)
- Junior Class.....12 credits (including 10th English & 10th Bible)
- Sophomore Class.....6 credits (including 9th English & 9th Bible)

Graduation Requirements for High School

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
(or 1 unit for every year in attendance at WCCS)	
Science	3 units
(Biology, Chemistry, Physics or Physical Science)	
Social Studies.....	3 units
(U.S. History, Government & Econ ½ unit ea., World History)	
Foreign Language.....	2 units
(Two units of the same language, 3 units strongly recommended.)	
Physical Education	1 unit
Fine Arts	1 unit
Electives	1 unit
Computer	1 unit
Required for Graduation.....	24 units

All students, even those taking English 1 or Algebra 1 in middle school, must take an English and math class during their Senior year.

Junior 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.

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.

Honors, Advanced Placement, & Progressive Classes

To enroll in advanced (Honors or AP) classes or to move forward in a progressive class for the upcoming school year, students must meet a predetermined set of criteria that includes teacher recommendation. Specific criteria may change prior to the school year based on state standards.

7th Math to 8 Algebra 1: A 90% class average, 85th percentile on standardized testing, 80% on placement test

8th Grade to 9 Honors:

- English & SS: A 90% in both the subject area and Writing Skills class, appeals may require the student to pass a writing assessment
- Science: A 90% in Earth Science

Math: An 88% in 8 Algebra 1, 80-87% requires summer remediation and passing of a placement test. Below 80%, the student must move to Algebra 1CP

10, 11, 12 (All subjects):

To move from CP to Honors requires a 90% (A) average

To remain in an Honors class, a student must maintain an 80% (B) average

To move from Honors to AP, a student must have an 87% (B+) average

Students in SS, must also maintain the same grades in English or pass a writing assessment

Progressive Classes:

World Language: To qualify for the fourth year of language (Honors), the student must have an 80% test average. A test average below 80% requires summer remediation and passing of a placement test.

Math: To advance to the next sequential CP Math course, the student must have a 70% test average. An average below 70% requires the successful completion of a school-approved summer remediation program, and/or taking an alternative Math class the following semester.

Students who fail a class must repeat it in the summer before the next school year starts.

Students who do not meet the above criteria may make a written appeal to the principal that presents a case for the student's enrollment in that class. The appeal will be reviewed by the principal, in conjunction with the classroom teacher, guidance counselor, and department chair. 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.

Promotion (Middle School, Grades 6 - 8)

Students are promoted to the next grade level upon satisfactory completion of work required by the curriculum. Should a student experience difficulty completing grade level requirements, an academic team (parents, teachers, EXCEL staff, and principal) is formed to evaluate needs and determine the appropriate plan of action. 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.

Online Classes

Some classes may be offered by the school when necessary. These classes will be identified in the course registration information. Students may also ask permission to take an online class when the desired class is not offered by WCCS or there is a scheduling conflict.

When an online class is taken, the student must have wifi/internet availability at home.

Rank in Class

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. See <https://docs.google.com/document/d/1XiST8wzeNMkJFRVwOr3p4HpQ3tjfMENHFCWB6alalyA/pub> for details.

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 a student must 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.

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 8:00 a.m. – 12:15 p.m. There are two exams each day. In High School each exam will count 20% of the total semester grade for that class. Middle School students will take a nine-week test that counts as one test grade for that marking period. The testing time is 2 hours per exam.

Semester Exam Exemption Policy: (High School Courses)

The exam exemption policy applies to all courses taken for high school credit. Underclassmen will take all exams for the first semester exam period. They may then choose up to two exams to exempt during the second semester in a course in which they have acquired a yearly average of 90% or higher at the time of second semester exams. It is expected that exams will be taken as scheduled unless there are extenuating circumstances that make changing an exam date necessary. When a student does have a pre-arranged, unavoidable conflict (i.e. church mission trip), a written request to alter the exam schedule can be submitted to the principal up to one month prior to the first scheduled exam.

Seniors may exempt two first semester exams of their choice for a course in which they have acquired a semester average of a 90% or higher at the time of first semester exams. Seniors with at least an 80% average in a course for the year may exempt their second semester final exams.

Student Schedule - Drop/Add

The Drop/Add period for the first semester is the first 15 days of school. Schedule changes are permitted during this time. Students may drop and add courses within the first 15 school days without penalty and with no record of the dropped course(s) appearing on their transcripts. Changes to student schedules cannot be made after the initial 15-day drop/add period without an accompanying penalty.

If a student wishes to drop a course after the drop/add period has passed, the student must submit a Drop/Add form with signatures from the student, parent, teacher, and principal or principal's designee. Students will only be allowed to drop at the conclusion of the semester and the student's grade will be adjusted on his/her transcript accordingly. If a student drops a class without moving to another class, they will receive a Withdrawal Fail that affects a student's permanent transcript and counts as a 59. If a student moves from an AP class to an Honors class, this change may be made at the end of a marking period but the grade they received will remain without notation.

The second semester Drop/Add period is within the first 10 school days of a student's start date in a course, and these same guidelines apply to drops, adds, and withdrawals in the second semester.

The fifteen and ten day limitations for withdrawing from a course without penalty do not apply to course or course-level changes approved by the administration of the school.

Study Hall

The purpose of Study Hall is to support the learning process for students who need designated time in their daily schedule to successfully complete their work. 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.

Transfer Courses for Credit or Advancement

WCCS has committed to a year-long, eight periods a day, college-prep curriculum that has been approved by ACSI and AdvanEd. 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 approved 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** be recorded on transcripts with a note of explanation. Credits earned from a non-accredited institution will appear on the student's transcript, but will not be included in the GPA. Students may request to fulfill their WCCS Computer and P.E. credits by taking courses at an approved school or online with approval of administration.

Home School

Home school students are welcome at WCCS as part time students. They may take Bible class, electives or individual academic classes that they are unable to take at home. Participation in extracurricular activities may be restricted. Home school students who take a minimum of five classes may participate in athletics per MAC conference rules. Part time students may also participate in the theater program at WCCS, but may not be given lead roles. Participation in music or art classes are not restricted. Tuition for homeschool and part time students will be prorated.

Year-End 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 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 **Barnes Scholarship** is provided through an endowment established by the Hopewell Foundation of Rock Hill, South Carolina. At the end of each Academic year, a \$1000.00 tuition-assistance scholarship is awarded to one or more rising 7th through 12th grade students. Recipients must be a U.S. citizen, enrolled full time student at WCCS, have demonstrated good moral character and leadership potential, completed a WCCS Scholarship Application form, provided 2 letters of recommendation, and show need of financial assistance.

Recipients of the Barnes Scholarship will be chosen by a majority vote of a Scholarship Selection Committee, made up of the Upper School Principal, Dean of Students, Business Manager, and one representative from the middle school and high school faculty respectively. All application materials will be reviewed by the committee and winners will be announced at the annual Awards Ceremony and the end of each year.

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 WCCS 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 unrelated to regular classroom activities.

- Student grades will be reviewed to determine a student's academic eligibility at the conclusion of each marking period.
- While only the quarter grades are used to declare a student ineligible, students' grades are also evaluated at the mid-term of each quarter to communicate to the student and the parents that the student is in danger of becoming academically ineligible at the end of that quarter. Parents will be notified if 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 or quarterly 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.
- If a student remains ineligible for two consecutive evaluations, 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. A student with 3 D's and/or an F in a course may need to attend an approved summer school class to earn the needed credit. Successful completion of that course may restore eligibility. Contact the school office for information on approved summer school options. When completed, the final summer school grade will be added to the student's transcript but will not replace the original grade.

If a failing student does not successfully complete 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 school office will notify the parents that their child is academically ineligible.
2. The student may not participate in games/performances, unless the performance is related to a grade in a class being taken for credit.
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 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 EXCEL 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 normal school day 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 EXCEL Program have differing criteria to determine academic eligibility. These will be determined by the EXCEL program director in conjunction with the principal and with input from the faculty.

ATTENDANCE 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.

Absences, excused or unexcused, totaling more than 10 class periods per semester or 20 class periods per year (the 10/20 rule) may result in academic and/or behavioral consequences. The administration will take into consideration exceptional circumstances when considering absences that exceed the 10/20 rule. If a student misses class beyond the 10/20 rule in any subject, he/she will be required to meet the following criteria in order to receive credit for the class. If a student leaves school before the end of the day for any reason other than a scheduled appointment they may not return to school that day.

- Completion of all class requirements assigned with a passing grade
- Provide official documentation for why the student was unable to attend school beyond the 10/20 rule
- In some cases a student may be required to take a credit recovery class in order to gain credit for a class.

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 or more than 10 days accumulated must have a doctor's note).
2. Death or illness in student's family.
3. Other: court proceedings, religious observations, family emergencies.
4. College visits approved in advance. Two are permitted per school year for grade 10, and three for grades 11&12.

Note: School sponsored absences will not be counted against the semester or yearly allowed absences.

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. Suspension from school.
4. Any absence that occurs without the office being notified.

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

Note: Homework, tests, and all other assignments are due the day a student returns to class following an unexcused absence.

Planned Absences

Parents should submit a Planned Absence Request form (available through the school office) to the principal at least two days in advance of the pre-planned absence. 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.

Make - Up Work

When work needs to be made up due to an excused absence, the student will have two (2) school 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 may 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.

Missed tests and quizzes must be taken on the day the student returns to school. Special assignments (e.g., term paper) due during the absence must be turned in the day the student returns to school. If the special assignment is not turned in on the day that the student returns it will be considered late and the appropriate grade reduction will be assessed.

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, unless other arrangements have been made with the teacher.

TARDIES, LATE ARRIVALS, AND EARLY DISMISSALS

Eliminating tardiness can protect the learning process and build good habits in students that will benefit them in their future endeavors. Therefore, being on time to both school and each individual class should be a priority.

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 15 minutes late for a class, 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 at the teacher's convenience. 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 10:30 AM without an excuse 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) or 14 or more unexcused tardies 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. Parents must notify the school office explaining an absence, late arrival, or early dismissal for admittance. **Notification does not excuse an absence.** Excused/unexcused absences are determined by the nature of the 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. may 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.
6. Failure to check in or out with the school receptionist upon leaving or returning to school during the school day may result in school discipline.
7. Students who cut class(es) are subject to detention or suspension. In addition, the student may receive 0 (zero) points for any homework, assignments, quizzes, tests, etc. that were missed due to his/her absence from that class.
8. Consequences
 - 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 the accumulation of unexcused tardies per marking period:
 - Unexcused absences/tardies 1-3: Student will be notified.
 - Unexcused absences/tardies 4: Parents notified by e-mail
 - Unexcused absences/tardies 5-6: Lunch Detention

- Unexcused absences/tardies 7-9: Lunch Detention plus Morning or Afternoon detention per tardy
- Unexcused absences/tardies 10 or more: Lunch Detention plus Morning or Afternoon Detention plus Friday/Saturday School and Parent Conference
- In addition to the above, every unexcused absence/tardy above 14 may result in the student being suspended from extra curricular and athletic activities the day of the tardy or absence..

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 shall serve as the primary document that determines all athletic department policies and procedures. A copy of the Athletic Handbook may be obtained from the Athletic office.

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.

Student Council

The Student Council, or STUCO, is made up of students in grades 6-12 who are elected by their peers to serve. This organization meets regularly to develop and plan student to student activities that are designed to provide the student body with activities designed to promote class participation, school spirit, and leadership development. Specific offices and requirements are listed in the STUCO By-Laws.

National Honor Society

The National Honor Society (NHS) is open to juniors and seniors at Westminster Catawba Christian School. In addition to meeting the minimum GPA requirement of 4.0 (weighted), a student must meet the following standards as established by the National Honor Society.

SERVICE – This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

LEADERSHIP – Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

CHARACTER – The student of good character upholds principles of morality and ethics; is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a good and clean lifestyle.

Each candidate must complete an application which will then be reviewed by the Faculty Council. A student not selected may submit a written appeal to the Principal within five days of notification. The Principal shall then request the Faculty Council reconsider the student's application, or deny the appeal outright.

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 - 12 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 will be reviewed carefully for membership.

The Nation Letter

The Nation Letter is a student generated newsletter that allows members to write about student news, culture, upcoming events, and make commentary on a variety of topics. This organization has a faculty sponsor and student participation is voluntary.

Environmental Club

The Environmental Club is for students with an interest in mankind's responsibilities to be stewards of creation. Club members discuss environmental issues, educational programs, and manage a recycling program. A faculty sponsor guides students in their efforts, and they usually meet during lunch throughout the school year.

Broadcasting Club

The purpose of the Broadcasting Club is to provide interested students with the opportunity to experiment with various forms of broadcasting, from the technical requirements to the on camera talent skills. Members will write copy and scripts, film recorded and live events, and practice all forms of oral communication skills. Much of the required equipment will be provided by the school under the direction of a faculty advisor.

Student Missionary Fellowship

Student Missionary Fellowship allows students interested in the spread of the gospel around the world to learn what God is doing in and through other cultures. This club meets to discuss world-wide evangelistic efforts and develop ways to expose the general student population to world missions.

International Thespian Society

International Thespian Society (ITS) is an international theater association that promotes the participation, appreciation, and excellence in the dramatic arts. Membership is based on participation in school productions.

COMMUNITY SERVICE

Sixty hours, or 15 hours for each year of High School attended at WCCS, of approved community service are required for graduation. 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 that count toward their total graduation requirement.

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.

Dress Code Enforcement

Students who are not dressed according to the WCCS dress code (See "School wide Policies & Procedures" for guidelines) may be retained in the office until the proper attire for the day can be obtained. If hair alteration (cut, coloring) is required, it may 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 an electronic notice.

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

3rd offense – School leadership will contact parents. The student will serve an after school detention.

4th offense – School leadership will contact parents. Student will serve a Friday/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.

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.

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 Upper School Campus media center is open M-F from 7:50 a.m. until 3:10 p.m. Extended hours are available by appointment if the student has an academic 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.

PARKING AND TRAFFIC FLOW REGULATIONS

Student drivers may park only in the designated student parking areas. Students are discouraged from sitting in cars or loitering in the parking areas before and after 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.

Note: It is a privilege to drive to school. Irresponsible behavior may result in the loss of driving privileges.

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, 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
- Special lunch privileges.
- Some dress code exceptions will be determined each year by administration and senior class leadership.
- Seniors may exempt any two of their first semester exams for a course in which they have acquired a semester average of a 90% or higher at the time of first semester exams.
- Seniors with at least a "B" average in a course may exempt their second semester exam.
- Participation in a spring Senior Trip. The Senior Trip is a combination of fun and mission work. The location is determined by the school administration and the students have input into the activities that they will participate in. The cost for this trip is not included in the tuition and fees.
- 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, internship, 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.

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.

UPPER SCHOOL 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 (Ex. 20:1-8; Ps. 119).
2. Respect and obey those in authority (Rom. 13:1; Titus 3:1).
3. Respect and serve others (Ex. 20:9-17; Gal. 5:13).
4. Respect and care for school property (Prov. 3:29; 1 Peter 2; 1 Thes. 5:21).

“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 three-fold purpose of disciplinary consequences: 1) to train students in righteous and godly living (Prov. 22:6; Eph. 6:14-18), 2) to maintain a wholesome, orderly, and safe educational environment (Phil. 4:8) and 3) to bring students to a point of repentance and restoration in grace (Rom. 6:14; 1 John 1:9). 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.

WCCS Community Values and Behavior

A Christian community flourishes when love, respect, and courtesy are exercised in all relationships. Faculty view each child as an individual image bearer of God and manage their classroom using *Love and Logic* (www.loveandlogic.com) principles. Relationships with students and getting to the heart are ultimately more valuable than simply changing a student’s behavior temporarily. *Love and Logic* focus on nurturing long-term relationships and reinforcing good character. Faculty LOVINGLY allow children to grow through their mistakes by emphasizing a LOGICAL connection between choices and consequences.

Core Beliefs of Love and Logic

1. Every attempt should be made to maintain the dignity and mutual respect between adults and students
2. Students should be given the opportunity to make choices and live with the results
3. Students should be guided and expected to solve problems they create without making a problem for anyone else
4. Inappropriate behavior should be viewed as an opportunity for individual problem solving and personal growth
5. It is best if the student does most of the thinking when it comes to their behavior and actions
6. There should be a logical connection between behavior and consequences
7. Redeemed relationships are strengthened when students are given the opportunity to tell their side of the story in the appropriate manner and time

Faculty Expectations for the Classroom

- I will treat you with respect, so you will know how to treat me.
- Feel free to do anything that doesn’t cause a problem for anyone else.
- If you cause a problem, I will ask you to solve it.
- If you can’t solve the problem, or choose not to, I will do something.
- What I do, will depend on the special person, and the special situation.

- If you feel something is unfair, whisper to me “I’m not sure that’s fair,” and we will talk.

Cell Phone

Cell phones or any other electronic devices may not be used by students in class without prior permission by the teacher in the classroom. Cell phones are to be turned off during class period and kept in book bags. For MS students phones may not be used at any time during the school day. HS students may use their phones between classes and at lunch, but phone use will not be an acceptable excuse for being late to class. Students **MUST** use the provided phones in the school office to call home during the school day.

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. Friday/Saturday detention issued.

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

Classroom Behavior

Each teacher will outline his/her expectations for behavior in the classroom at the beginning of the year. The school leadership and classroom teacher reserve the right to confiscate items that are a distraction to the learning environment. Consequences for a violation of classroom standards could include, but not limited to: 1) a verbal warning, 2) phone call home, 3) lunch detention, 4) office referral, and 5) after school detention. If a student’s conduct continues to disrupt the educational process, parents will be contacted and appropriate action and consequences will be assigned. These actions and consequences may include, but not limited to, parent conferences, office directed detentions, Saturday school, behavioral probation, suspension or expulsion.

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.

Honesty Infractions - 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 may include a loss of points or a zero on the assignment and detention, Saturday detention, suspension or expulsion.

Items Prohibited on Campus

1. Scooters, skateboards, etc.
2. Prescription and over-the-counter medication (see Medication Permission Slips).
3. Weapons of any kind may not be brought on school property, including cars and vehicles, unless school leadership grants an exception for a legitimate school purpose like a class presentation. Weapons would include, but are not limited to, guns (including water guns, paintball guns, etc.), knives, etc.

Consequences:

- **1st offense:** with the exception of items that may pose a threat to the safety of the school community, the 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

Each student will be assigned a locker. These lockers are the sole property of Westminster Catawba Christian School, and as such, the school retains the right to enter lockers at any time and for any purpose. Students who are allowed to use lockers on school property have no right to privacy or security. If a student chooses to provide a lock for the locker they are assigned, they must provide the school office with a spare key or combination.

Students may neatly decorate their lockers, All locker decorations must be appropriate as determined by administration. Lockers are to be kept neat and clean. Food or perishable items should not be kept in them for any extended period of time.

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. Obscene and/or profane language
 - b. talking back or sassing
 - c. willful damage to another's self-esteem, including unkind or derogatory comments and gossip shared verbally, in writing, or through social media
 - 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. 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, physically, or through social media)
 - 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. parking lot during school hours
 4. the road behind the school
 5. all maintenance and storage areas
 6. the faculty workrooms or restrooms
 7. 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 have the authority to issue discipline before notifying the office for all rules infractions. Consequences may include, but are not limited to:

1. Parents will be notified by e-mail, phone, or in writing
2. Lunch Detentions
3. Morning or After School Detention
4. Friday Night/Saturday Morning Detention
5. Suspension and Behavioral Probation
6. Further suspension or expulsion (6 total days of suspension will result in withdrawal from school)

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 may be notified when required by law. Serious offenses and consequences include, but are not limited to:

1. Sexual misconduct/immorality (heterosexual or homosexual)– suspension, expulsion
2. Sexual harassment (verbal, physical, electronic, or in social media) – detention, suspension, expulsion
3. Vandalism – detention, restitution, suspension, expulsion
4. Violent acts towards others – detention, 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 in any form) against others or oneself which might be harmful – detention, suspension, expulsion, proper authorities will be notified
9. Possession of a deadly weapon with intent (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. – extended suspension, expulsion and law enforcement authorities may be notified

10. Illegal drug, alcohol or tobacco (in any form including vaper and electronic products) use, sale, consumption or possession (on or off campus). This includes being present but not participating in a situation where there is illicit drug, alcohol or tobacco use (on or off campus)
 - 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, alcohol, or any form of tobacco by a student (on or off campus) may result in detention, suspension, and possible expulsion, depending on the circumstances
 - Any student who is found guilty in a court of law of using, distributing, selling, possessing, or being under the influence of drugs or alcohol, or who is required by the court to enter an addiction treatment or educational program, may 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. **Lunch Detention:** A lunch detention is assigned by classroom teachers or administration. The detention is served the date it is issued or the following day in an assigned room.
2. **Detention:** Weekday detentions take place before or after school and 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. **Friday/Saturday Detention:** A Friday night or 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 Friday from 7 pm to 9 pm, or Saturday from 8 am to 12 noon, with a \$10 per hour supervision charge. Regular school dress is required. If a student fails to attend an assigned detention, the fee must be paid before the student can return to class and another equal detention with a fee will be assigned. Any requests to reschedule a detention must come no less than 24 hours before the scheduled time or there will be a \$10 cancellation fee. 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 may be requested 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. A student who is suspended for the first time may complete their school work at home for full credit. The student will receive no credit for work not submitted within three days of returning to school. Any student receiving a subsequent suspension will complete their school work, but will receive a 2% grade reduction on their nine weeks’ grade.
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.