

# PARENT/STUDENT HANDBOOK

## 2025-2026

Committed to academic excellence,  
Grounded in a Biblical worldview



### **Mission Statement**

Wesleyan Christian School exists to assist Christian families in providing their children with an outstanding education that is thoroughly grounded in biblical truth and effective in forming godly character to the glory and honor of God.

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Bartlesville, OK 74006

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918-333-8631 Elementary & Secondary Office

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## WELCOME

Wesleyan Christian School (WCS) was established in the fall of 1976 as a service to the families and children of the Bartlesville community.

Initially, WCS was started as a Kindergarten. In the fall of 1978, the elementary grades were opened, followed by the junior high in the 1990's. The high school was added in the fall of 2002, and the first class of seniors graduated in 2003.

Today, WCS offers an opportunity for high academic performance in a distinctly Christian atmosphere. God has blessed WCS abundantly since its beginning year by growing our school from 12 Kindergarten students in 1977, to the current enrollment of well over 300 students in Pre-K through 12th Grades.

### **Purpose**

WCS is an outreach ministry of the First Wesleyan Church of Bartlesville, Oklahoma. This ministry has grown from a sincere love for children and a desire to help them "increase in wisdom and stature and in favor with God and man" (Luke 2:52).

### **Philosophy**

Philosophically, WCS endeavors to educate its students in the truth that God is central to all life, and God is Supreme,

"He is before all things, and in Him all things hold together." (Colossians 1:17-18)

Each subject is taught with the truth of the Biblical worldview: God has created all things; and He is the purpose of all things. Our students learn these truths. Our faculty and staff strive to assist them in applying these Godly principles to their lives as well as challenging them to be resourceful in their use of the many provisions God has given each of them.

### **Statement of Faith**

We believe the Bible to be the inspired, the only infallible and authoritative Word of God, fully inerrant in the original manuscripts.

We believe there is one God, eternally existent in three Persons: the Father, Son and Holy Spirit.

We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His resurrection from the dead, in His ascension to the right hand of the Father, and in His personal return to power and glory.

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and in the sanctification of the believer.

We believe in the resurrection of the body and the life everlasting.

We believe in the spiritual unity of believers in Christ.

We believe God wills for people everywhere to know Him and that the purpose of the Church is to tell the world about Christ through its worship, witness, and loving deeds.

### **Non-Discrimination Policy**

Wesleyan Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally made available to a student at the school. The school does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its policies, tuition assistance programs, athletic, and other school administered programs.

### **Accreditations**

WCS is accredited by the Association of Christian Schools International (ACSI), Cognia, and recognized by the Oklahoma State Department of Education through the Oklahoma Private School Accreditation Commission (OPSAC).

### **School Board of Directors**

Wesleyan Christian School is the direct responsibility of the Wesleyan Christian School Board of Directors. The board meets the second (2<sup>nd</sup>) Monday of each month to handle all matters directly related to the operation of the school. WCS board meetings are open to the public.

The board's actions are subject to the review and approval of the Local Board of Administration (LBA) of First Wesleyan Church of Bartlesville, Oklahoma.

### **Statement on Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological gender is a rejection of the image of God within that person. (Genesis 1:26-27)

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman. (Genesis 2:18-25; I Corinthians 7:2-5; Hebrews 13.4)

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (I Corinthians 6:9-10; 13.)

We believe that in order to preserve the function and integrity of Wesleyan Christian School as the local Body of Christ, and to provide a biblical role model to the Wesleyan Christian School members and the community, it is imperative that all persons employed by Wesleyan Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Wesleyan Christian School. (Mark 12:28-31; Luke 6:31)

### **Statement of the Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in its entire dimension, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death.

We are therefore called to defend, protect, and value all human life. (Psalm 139:13-17; Proverbs 6:16-17; Jeremiah 1:5)

### **Statement on Gender Change and/or Sexual Realignment**

We believe that a contrived gender change lies outside the parameters of what an evangelical school in the Wesleyan tradition would consider righteous behavior. We do not have the right to question God or even our parents in regard to the body we have received. Therefore, we maintain that a person does not have the right to alter one's sexual identity, for surely this would be a defilement of the body which is the temple of the Holy Spirit. To attempt to alter one's sexual identity does not in fact change the sex or the gender of a person, except only in the most superficial manner. "So God created man in his own image, in the image of God he created him; male and female he created them." (Genesis 1:27; Isaiah 45:9-10; 1 Corinthians. 6:19)

### **Spiritual, Personal, and Academic Goals**

For the spiritual and moral growth of the student, WCS seeks to:

- Lead students to a decision of confessing Jesus Christ as Savior and Lord.
- Nurture personal relationships with the Lord and prepare students spiritually for life after Wesleyan Christian School.
- Share Christ with students still seeking a personal relationship with the Lord.
- Teach the Bible as God's inspired Word, to teach the basic truths of the Bible, and to develop attitudes of love and respect toward it.
- Develop a desire to know and obey the will of God as revealed in the Scripture.
- Help the student develop a Christian view of life and good Bible-study habits.

For the personal and social development of the student, WCS aims to:

- Enable each student to be a contributing member of society, realizing a dependence on others and their dependence on him/her, and the need to serve others.
- Develop proper attitudes toward marriage and family along with the understanding and the skills needed to establish God-honoring homes.
- Promote physical fitness, good health habits, and the wise use of the body as God's creation.

For the academic growth of the student, WCS endeavors to:

- Promote the highest academic standards possible within the potential of the individual as uniquely created by God, and to help the student realize his or her full academic potential.
- Help each student gain a thorough comprehension and command of the fundamental processes necessary to communicate effectively with the world around them.
- Teach and encourage the use of good study habits.
- Develop creative and critical thinking and proper use of Biblical criteria for evaluation.
- Cultivate an appreciation of the fine arts through the development of the student's understanding and personal expression in these areas.
- Prepare students academically to successfully pursue future educational or vocational goals.

## GENERAL INFORMATION

### **Admission Age Requirement**

Children entering PreK must turn 4 years old before September 1 of the school year they are beginning. Children entering Kindergarten must turn 5 years old before September 1 of the school year beginning. The same standard will be used for all other grades. Exceptions may be made for 1<sup>st</sup> grade and up if the child has previously attended an accredited school.

### **School Operating Hours**

The school buildings open at 7:30am. Middle School and High School students may wait by their first classroom in the hallway, however they will not be supervised until 7:45. Middle School classes begin at 8:00am. Elementary classes begin at 8:15am. Any elementary students on campus before 8am will be sent to Extended care. Athletics or band students arriving before 8am should go directly to their destinations.

Students in Pre-K, Kindergarten, and 1<sup>st</sup> grade will be dismissed at 3:00pm. Elementary students in 2<sup>nd</sup>-5<sup>th</sup> grades will be dismissed at 3:15pm. Middle School and High School students will be dismissed at 3:30pm.

Elementary students who have not been picked up within 15 minutes of dismissal will be sent to Extended Care.

Middle school and high school students must exit the campus by 3:45pm unless they are attending a school sponsored activity or have an appointment with a teacher or administrator.

Students remaining after school for any reason must stay with their sponsor or supervisor until dismissed. Students are not allowed to use the classrooms or the gymnasium including the weight room before or after school unless they are under direct supervision of a staff member.

### **Extended Care**

Extended care hours for PK-5<sup>th</sup> Grades are from 7:30-8:00am and 3:15-5:30pm.

Because students must be supervised at all times on campus, students arriving in the morning between 7:30-8:00am must go to the Extended Care room until 8:00am. Students arriving early for athletics or band should go directly to their destinations.

After school, PreK-1<sup>st</sup> grade students not picked up by 3:15pm and 2<sup>nd</sup>-5<sup>th</sup> grade students not picked up by 3:30pm will go to extended care.

Extended Care will be billed to your FACTS account. Fee amounts are indicated on the Tuition & Fees Schedule.

### **Chapel**

At WCS, chapel is an important part of every student's spiritual development. Faculty and students worship and praise God together. Student attendance is required. Elementary students attend chapel every Wednesday in the Church Sanctuary from 8:30-9:00am. High School students attend chapel every Wednesday in the Youth Chapel from 11:00-11:40am. Middle School students attend chapel every Wednesday from 11:45-12:25. Parents are always welcome to attend chapel and worship with us.

### **Communication**

WCS communications are electronic. ParentsWeb, email, newsletters, and the school website are used to share information about classes, school events, school closings, etc. Text messages and email will be used to communicate school closings or emergencies through Parent Alert. It is vitally important that parents keep their contact information current and correct. Parents can verify contact information by logging in to ParentsWeb.

Parents are asked to use email to contact teachers with questions or requests. A full listing of staff emails is available through ParentsWeb. Login instructions for ParentsWeb are located in Appendix A.

### **Leaving School**

Students leaving school during the school day for any reason must have their parent or guardian check them out through the school office. All students are to be checked out through the Main office. Students should check-in at the Main office if they return before school is out. Due to safety and security concerns, no one is allowed to pick up a student other than those designated on the emergency contact form.

### **Leaving Class**

Students should plan to get water, go to the restroom, go to their lockers, or tend to any other matters during the time between classes.

### **Personal Possessions**

Any items not for the sole purpose of school use may be confiscated. They will remain in the teacher's possession until the end of the school day or until the parent comes to reclaim the item. Continued violations may result in the student's suspension from school. The school is not responsible for the loss or theft of any confiscated item.

### **Student Money**

Students should not carry an excessive amount of cash. The school is not responsible for cash that is lost or stolen.

### **Lost & Found**

Students should immediately take found items to the Lost & Found located by the south elevator. Valuable items should be taken to the office (jewelry, phone, keys, computer, etc.) Lost articles that are not claimed within a reasonable time will be donated. The school will not accept responsibility for articles placed in the lost and found area. Parents should write their child's name on backpacks, clothing, etc. for easy identification.

### **Parent/Guardian Volunteer Hours**

WCS is a partner with parents/guardians in the process of raising young adults with academic excellence and Christian worldview and behaviors. Parent/guardian involvement with their child(ren)'s education is critical to this partnership and the ability of WCS to provide a wide range of classroom and extra-curricular activities.

Parents/guardians will be required to volunteer at least 10 hours/family at activities specified by the school. Hours will be tracked and monitored on ParentsWeb. Volunteer opportunities will include daytime, evening, weekend, and work from home activities.

### **Party Foods/Snacks**

Due to safety concerns and allergy restrictions, we ask foods and snacks brought to school for parties and snack times not be homemade.

### **Water Bottles**

Students are encouraged to bring water bottles to school with them. Please make sure the bottle contains only water. Secondary students (6<sup>th</sup>-12<sup>th</sup>) will need to have a clear water bottle.

### **Records Ownership**

All records, forms, and information obtained as a result of the enrollment process or created during a student's enrollment become property of WCS. WCS reserves the right to charge appropriate fees when complying with legal requirements to produce copies for official purposes.

### **Respect & Privacy**

Our staff's family time is precious, as is your family time. We respectfully ask you to refrain from calling, texting, visiting our staff at home unless they have given specific permission to do so.

### **Media Release**

WCS may photograph, interview, or video students and/or display their work. The photographs, interviews, videos, student work or portions thereof may be used for public viewing (Including but not exclusive to: yearbook, slide shows, presentations, video productions, website, social media, printed media, local newspaper, etc.) No student's full name will be placed with the picture, on the site, etc., except for the yearbook. There will be no financial remuneration and the photographer/interviewer will be released from further claims, as well as any liability arising from the use of said picture, interview, video, etc. or portions thereof used for public viewing. (There is an opt-out option on the enrollment form).

### **Fundraising**

Wesleyan Christian School understands that a relationship of trust must exist between the organization and a donor before any financial support can be expected. Wesleyan Christian School is committed to developing and maintaining that trust through transparency and commitment to honest and ethical treatment of our donors. Therefore, we commit to our donors the following rights and expectations that will govern the mutual respect in our relationship.

**Solicitation:** Employees and volunteers who solicit or receive funds on behalf of Wesleyan Christian School shall:

- Act with fairness, integrity, openness, and professionalism in accordance with applicable laws.
- Have no vested interest in a donor's gift that could result in personal gain.
- Will not provide any coercion or undue pressure to provide gifts or make commitments for donations.
- Be truthful in fundraising solicitations and accurately reflect the intended use of the funds. Neither exaggerate past achievements nor promise unrealistic results.

## Use of Funds

- All donations will be used to further the mission and charitable objectives of Wesleyan Christian School. Unless designated in advance, all donations are considered general unrestricted donations.
- All designated donations will be used for the purposes for which they are given. Wesleyan Christian School retains the right to refuse donations that do not correspond to the mission. If there are program or organizational changes after receipt of a designated donation that require a change in the usage of the funds, Wesleyan Christian School will negotiate alternative uses with the donor or return the funds at the donor's request.
- Our accounting system tracks funds that are restricted or designated for a specific purpose.
- A charitable donation tax receipt and appropriate recognition of the gift will be provided, according to the policy in effect for tax receipting.
- Our financial affairs will be conducted in an effective and responsible manner, including following the provisions of stated Wesleyan Christian School policies and procedures.
- For "quid pro quo" contributions (such as fundraising tickets), receipts will disclose the amount deductible as a charitable donation.
- Our administrative and fundraising costs are kept to a minimum necessary to meet our objectives.

## Gifts-in-Kind

- The prime focus of Wesleyan Christian School is providing excellent services to our students and their families. We appreciate offers of Gifts-in-Kind and the benefit they may provide. However, we are not able to accept every offer of Gifts-in-Kind.
- It is suggested that any items we are unable to accept be converted by the giver into cash which can be donated and used directly. Any exceptions to this rule must be negotiated in advance with the Superintendent.
- A receipt will be provided without a valuation for Gifts-in-Kind.

## Planned Gifts

- WCS welcomes planned gifts, knowing that they provide a legacy for the donor and long term support for our mission to students. Donors and prospective donors will be encouraged to seek independent advice concerning any proposed estate planning or deferred instrument annuity or donation.

**Violations and Complaints:** Wesleyan Christian School considers the integrity of our organization and the relationship with our donors of the highest importance and violations could open the individual to legal action or disciplinary action up to and including termination of the relationship with Wesleyan Christian School.

Donors have the right to register a complaint with the Superintendent, the development office, or the person soliciting the gift. This complaint can be in writing or given verbally, as long as it is identified as a formal complaint. Donor complaints are recorded and sent to the Superintendent within 1 business day.

## CONDUCT

WCS was founded to be, and is committed to being, a Christian ministry that models a lifestyle of commitment to Jesus Christ. Those attending WCS make a personal commitment to approach the

school and its programs with a positive Christian attitude and to consciously seek to develop a lifestyle that will honor Jesus.

- Please note that security videos will be watched by several admins when needed.

### **Student Conduct Expectations**

All students will be expected to:

- Spend time with God through Bible reading and prayer. (John 1:8)
- Spend time with others praising and worshipping God. (Ephesians 5:19)
- Be responsible, and always do their best in their work at school. (2 Timothy 2:15)
- Be kind and courteous to others and respect their property at all times. (Philippians 2:2-4) □ Tell the truth (Colossians 3:9-10) and speak words that uplift and encourage others. (Ephesians 4:29)
- Obey their teachers and all others who are in authority over them. (Romans 13:1-5) Follow the will of God for their lives and to exemplify Christ-like character through daily personal prayer, consistent study of the Word of God, and faithful group worship both at school and in their local church.

Faithfully give heed to the call of God in their lives and develop the gifts and abilities God has given them. Students are expected to apply themselves to their studies and try to develop the full powers of their mind in Christ. Students will do their own work and refrain from cheating or inappropriately working together with other students on assignments.

Develop good social relationships with others and to seek to love others as they love themselves. Students are expected to speak in a way that is uplifting to their peers and the adults in their lives. Lying, stealing, cursing or gossiping will not be tolerated.

Care for their bodies by developing sound health habits and participating in wholesome physical activities. This includes refraining from a lifestyle of sexual immorality, drunkenness and the possession, use, sale/distribution of alcohol, tobacco, illegal substances or misuse of any drugs.

Preserve their personal purity and observe biblical morality in all relationships.

Submit themselves to the leadership of Wesleyan Christian School and respect those in authority. Attendance at WCS is a privilege and not a right.

Give their best and prayerfully support the school, its staff, and its philosophy of providing a quality education without compromising the Word of God.

- Be courteous, respectful, and obedient to instructors and all other school employees.
- Do everything possible to live harmoniously in a group situation and respect the rights of fellow students.
- Address adults by Mr., Mrs., or Miss.

We recognize that every subject area, every teaching method, every attitude, and every action of student or teacher is a means of training character. Character training is taking place throughout the day, no matter what else is being taught. Teachers maintain an orderly, structured classroom and expect the students to work hard to learn content and, in the process, teach them to:

- Respect authority
- Pay attention
- Obey willingly and immediately
- Apply themselves to the task at hand

- Learn rules and apply them
- Do their best
- Learn to love hard work
- Understand how things work together
- Finish the job
- Do right because it's right to do right
- Work hard to get the right answer
- Know that there is a right answer
- Love wisdom
- Choose things that are excellent
- Develop habits of orderliness, carefulness, alertness, obedience, persistence, honesty, accomplishment, cooperation, faithfulness, accuracy, industry, perseverance, self-control, attentiveness, fairness, thoroughness, confidence, responsibility, decisiveness, effort, steadfastness, discipline, endurance, helpfulness, reasonableness, neatness, patience, judgment, loyalty courage, resourcefulness, diligence and respect

### **Conflict Resolution**

Conflict is bound to occur in any given relationship. "[F]or all have sinned and fall short of the glory of God" (Romans 3:23). Differences of opinion, misconduct, hurtful words and violations of trust are found in the Christian community as well as the world. The presence of such conflict is common to both; however, the manner in which the Christian deals with conflict is to be different than the typical approach of the unbeliever. This is a testimony of the transformed life (Romans 12:1-2).

In a school setting, we understand conflicts may arise between a student and student, parent and teacher, parent and administrator, or parent and parent. If conflict arises, please prayerfully follow the guidelines set forth by God in His Word. It is all too easy to fall prey to Satan and begin "gossip sessions" with others instead of dealing with the problem in the correct manner. This starts rumors and, instead of solving the problem, compounds it.

In His Word, God gave us specific guidelines regarding the resolution of conflict.

"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector." (Matthew 18:15-17).

The practical application of this truth at Wesleyan Christian School is as follows:

- A. Talk to God about the matter before speaking to anyone else. Give Him opportunity to calm your spirit, grant perspective, and focus your eyes upon Him instead of the circumstances. (Psalm 139:23-24).
- B. Do not talk to others about the individual(s) involved in the conflict. Do not sow seeds of discord among the WCS family (Proverbs 6:16-19). If counsel needs to be sought, do so while protecting the identity of the parties involved.
- C. Make an appointment to speak privately with the individual who is directly involved in the conflict. There is an appropriate time and place to discuss such issues. Give the other individual an opportunity to reflect upon his/her actions or words, seek God's perspective of the matter, and prepare for the conversation. It is expected that these conversations will take place face-to-face. D. This means:

- a. When students have conflicts with other students, teachers encourage students to first communicate with the other person/student instead of tattle-tailing, gossiping to other students, or letting issues go unresolved. If students cannot resolve conflict between the offenders, then the teacher gets involved to help mediate the issue, discipline if necessary, and encourage forgiveness with the offended.
  - b. A classroom issue must first be discussed with the teacher in a discreet manner.
  - c. An athletic issue must first be discussed with the coach.
  - d. An administrative issue (e.g. school policy or procedure) must first be discussed with the appropriate administrator.
  - e. Parent-to-parent problems related to WCS should be solved between the persons involved, without the involvement of teachers, administrators, or other parents.
- E. If a positive outcome cannot be achieved in the initial meeting, a meeting needs to be scheduled with the original parties and the next level of administration.
- F. This process continues as long as necessary with the ultimate resolution resting in the hands of the Wesleyan Christian School Board. If the prior steps do not lead to a resolution, the Administrator will explain the conflict to the WCS Board Chairman. The Chairman will determine if the matter should be presented to the Board or be resolved by the Administrator.

In following this God-given process of conflict resolution, we are being obedient to the Scripture, protecting the unity and integrity of the school's ministry, growing in our spiritual maturity, and giving a positive testimony to others.

### **WCS Security Camera Use and Viewing Policy**

Wesleyan Christian School (WCS) recognizes that ensuring the safety and security of students, staff, and school property requires a multifaceted approach. One component of this approach includes the use of video surveillance on campus.

Video recordings may be used as evidence when a student, staff member, or other individual is suspected of behavior that violates state law, board policy, or school rules.

Authorized Access – Viewing of live or recorded security footage is limited to the Principal, the Security Team, and if necessary, the Superintendent. Cameras located both inside and outside the WCS campus are used for this purpose.

Parent/Guardian Viewing Requests – Parents, guardians, or students may be permitted to view a relevant video clip only under warranted circumstances, such as:

- \*When conflicting accounts of an incident exist and clarification is needed.
- \*When there is a potential danger to a student or disciplinary action may be required.

If a viewing is deemed appropriate:

- \*The Security Team will save the relevant footage on a flash drive.
- \*Faces of students or staff not involved in the incident will be blurred or obscured before viewing.

### **Procedures for Reviewing Security Footage**

1. **Initial Review**  
The Principal, Security Team, and, if necessary, the Superintendent will review the footage.
2. **Assessment**  
The reviewing group will watch the video at least three times to determine the nature of the behavior observed.

3. Documentation

The incident and findings will be documented in the student's Behavior Record within Renweb. A summary of the findings will also be emailed to the student's parents and teacher.

4. Editing of Footage

The flash drive containing the footage will be given to the I.T. Supervisor to blur or mask the faces of individuals not involved in the incident.

5. Parent Notification and Request Process

\*The principal or Superintendent will contact the parents to inform them of the incident and offer the opportunity to view the video clip.

\*Parents wishing to view the footage must submit a written request to the

### **Developing Christian Character, Discipline, and Consequences**

Godly discipline is the responsibility of every parent. At WCS, we fully support parents in developing Christian character in their children. Discipline challenges are opportunities to redirect unwanted behavior and "train a child in the way he should go." (Proverbs 22:6) Teachers and administrators, as part of their calling and ministry, take upon themselves the responsibility of assisting parents in this process. When a discipline challenge arises, the administration reserves the right to administer any of the following consequences:

- Warning
- Natural Consequences (ex: vandalism- student will clean up vandalism)
- Detention
- Work Detail
- In-School Suspension
- Out-of-school Suspension
- Expulsion

### **Demerits for Infractions**

As administrators deem necessary, demerits will be issued to students who violate school rules or policies. A pattern of repeated wrongdoing may result in more demerits being assigned for similar offenses. Demerit totals will accrue by semester. Disciplinary actions will be instituted according to the following schedule of accrued demerits:

#### **Step 1 – Three (3) accrued demerits**

- Detention

#### **Step 2 – Six (6) accrued demerits**

- Parent Conference w/Principal
- Detention

#### **Step 3 – Nine (9) accrued demerits**

- One day "In School" Suspension

#### **Step 4 – Twelve (12) accrued demerits**

- Parent Conference w/Principal
- Conduct Probation
- Two days "Out of School" Suspension

#### **Step 5 – Fifteen (15) accrued demerits**

- Three days "Out of School" Suspension

#### **Step 6 – Eighteen (18) accrued demerits**

- Parent Conference w/Principal
- Final Conduct Warning
- Five days "Out of School" Suspension

#### **Final Step – Twenty (20) accrued demerits**

- Expulsion

The following categories represent examples of offenses that require disciplinary action and demerits.

### **Category One - The first offense in this category may result in a warning, but multiple offenses will result in stronger consequences. Results in one (1) demerit.**

- Five tardies to any one class per quarter
- Continuous Failure to be prepared for class
- Continuous talking or disrupting class
- Minor use of unwholesome language (not swearing)
- Food, candy, gum or drink in the classrooms
- Tampering with another student's property
- Inappropriate use of cell phones, smartwatches, or any other electronic device
- Dress code violations
- Failure to sign-out or sign-in of the office
- Violation of student parking privileges
- Fines not paid on the due date
- Use or possession of laser pointers or lighters of any kind

**Category Two - The first offense in this category may result in strong disciplinary consequences.**

**Repetitive offenses may lead to a student's dismissal. Results in two (2) demerits.**

- More than one violation of any Category One offense
- Cheating or contributing to cheating (a zero will be received on the assignment)
- Skipping class or school
- Leaving school grounds without permission
- Minor damage of school property
- Minor purposeful damage to another person's property
- Minor physical altercation
- Public displays of affection
- Use or possession of fireworks on campus or buses
- Reckless operation of a motor vehicle on or near school property – student may also lose driving privileges on campus

**Category Three - The first offense in this category may result in strong disciplinary consequences.**

**Repetitive offenses may lead to a student's dismissal. Results in three (3) demerits.**

- More than one violation of any Category Two.
- Defiant or disrespectful attitudes toward any school personnel
- Direct disobedience
- Lying or planned deceit
- Possession or viewing of unwholesome materials
- Profanity, obscene language or gestures, off color jokes
- Texting, writing, or drawing obscene words or pictures
- Use or possession of "look alike" guns or paint ball guns on campus
- Plagiarism (which includes the use of Artificial Intelligence programs)

**Category Four – Any Violations in this category may lead to immediate suspension and possible expulsion. Results in five (5) or more demerits depending on severity.**

- More than one violation of any Category Three.
- Severe disrespect
- Assault and/or battery
- Pranks that damage property or bring harm to an individual
- Stealing
- Taking another person's electronic device
- Malicious vandalism
- Actions requiring outside law enforcement or civil charges
- Bullying behavior, as defined in the Anti-Bullying Policy
- Sexual immorality (premarital sex, perverse sexual behavior, etc.)
- Vaping or possession of vaping products
- Drinking or possession of alcoholic beverages\*
- Smoking or possession of tobacco\*
- Use, sale or possession of illegal drugs\*

**Category Five – Any Violations in this category will lead to probable expulsion.**

- More than one violation of any Category Four.
- Arson or false reporting of
- Possession or use of a weapon at school, as defined in the Non-Violence Policy

Talking or joking about, threatening, or planning to commit an act of violence toward anyone at WCS, as defined in this handbook

- Sexual harassment, as defined in the Anti-Harassment Policy

\*A student shall not possess, use, transmit, conceal, or be under the influence of tobacco, narcotics, alcoholic beverages, drugs, or other "mood modifying" substances, other than prescribed medicines. A student shall not make, sell or possess drugs and related tools. If reasonable suspicion exists that a student is in violation of this policy, a drug test will be administered to them. *Also, random drug testing may be done on any student, at any time, at the discretion of the administration.*

**A student may be suspended (in or out of school) or expelled for any individual incident that is deemed severe in nature.**

**Please note:** Off campus actions may affect a student's enrollment status. Students are accountable to the school for behavior occurring on or off campus. Students that engage in behavior outside of school that brings discredit to themselves and/or the school will receive consequences from the school administration. Although the school's intent is not to monitor student behavior off campus, WCS students are expected at all times to act in a manner that brings credit to our Lord, themselves, their family, and the school.

### **Plagiarism**

It is important that all students understand the guidelines surrounding academic honesty. Plagiarism is a serious offense and any work submitted that has been plagiarized, intentionally or not, will be returned to the student with a grade of 0. This includes any AI generated work in part or in whole. The student retains the right to provide proof of his/her unique work. Once the proper documentation has been presented, the assignment will be accepted for evaluation; if the student cannot verify his work, the grade will stand.

If a senior plagiarizes an assignment that is part or the entire final exam for the year, the student may be required to complete additional corrective work before becoming eligible to receive a diploma.

If new information is uncovered during the study, cite the information's source. When in doubt, cite. **Any work included in an assignment that is not created by the student is considered plagiarism.**

### **Drugs, Alcohol, and Contraband Searches**

Searches of school property and grounds will be conducted during periodic unannounced visits during school hours or non-school hours at the discretion of the administration. A student shall have no reasonable expectation of privacy in the contents of student lockers, student vehicles parked on school property, or any objects left on school grounds.

### **Disciplinary Action for Possession and Use of Alcohol, Drugs, and Drug Paraphernalia:**

Any student found to be possessing, selling, using, or distributing alcoholic or intoxicating beverages, any controlled dangerous substance or other mood-altering chemicals, including any illegal or illicit drugs or medicines, inhalants, or drug paraphernalia will be subject to a minimum of a two-week suspension. A longer suspension or expulsion may be the result.

If suspension is the disciplinary action taken, the student will be allowed to return back to WCS with agreement from the student and parents to operate under the following stipulations that are intended to help monitor and rehabilitate the student.

Random drug testing will be conducted on a monthly basis at the families' expense for a set time period that will not exceed one calendar year.

- An alcohol and drug evaluation will be required of the student with follow up counseling as recommended by the evaluator. Permission would need to be signed over to the school to correspond with the counselor.
- A probationary period will be set up where the student will be suspended from participating in any leadership positions at the school. Leadership positions could include, but are not limited to some of the following examples: NHS, STUCO, Mentoring Program, Praise and Worship Team, and any athletic team.

If the substance or paraphernalia is illegal, legal authorities will be notified.

Any student who violates the possession and use of alcohol, drugs, and drug paraphernalia policy a second time will be immediately expelled from school. All confiscated drugs, alcohol, inhalants, or drug paraphernalia will be turned over to the appropriate law enforcement agencies.

### **Non-Violence Policy**

WCS has a no tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility seriously. Because of the nature of this threat, all students and parents are advised that lockers, cars, backpacks and all items brought onto campus are subject to search.

Students are not allowed to talk about committing an act of violence, threaten to commit an act of violence, or joke about committing an act of violence toward anyone at WCS. Likewise, students are not allowed to possess any instructions on how to commit an act of violence.

If the administration determines that a threat of violence is credible and specific, the student will be immediately suspended. Readmission will be considered after an administrative review. In those circumstances where the administration determines that the threat is not likely or credible, the school will suspend the student pending a parent meeting (including cases where the student was "just joking.") The school may require students in this circumstance to obtain counseling from a Christian counselor or other professional until the counselor advises that the student does not represent a threat of danger.

### **Guns, Knives, and Weapons**

Students using or possessing a firearm at school, any school sponsored event, in or upon any school property including school transportation or school-sponsored transportation will be suspended from school for a period to be determined by the administrative team or possibly expelled.

Firearms are defined in Title 18 of the United States Code, Section 921, as:

- any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any such weapon;

- any firearm muffler or silencer; or
- any destructive device including any explosive, incendiary, poison gas, bomb, grenade, or rocket having a propellant charge of more than four (4) ounces, a missile having an explosive or incendiary charge of more than one-quarter ( $\frac{1}{4}$ ) ounce, mine, or any device similar to the above.

Any such firearm or weapon will be confiscated and released only to the legal authorities

Oklahoma Statutes, Title 21, section, 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapons defined below:

*"...Any pistol, revolver, dagger, Bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, other device in the handle of the knife, blackjack, loaded cane, hand chain, metal knuckles, or any other offensive weapon."*

Firearms are allowed on school property and deemed not in violation to the "Guns, Knives, and Weapons" section **ONLY** as follows:

- A gun designated by the school superintendent, principal, or athletic director for the purposes of participating in a team shooting program or competition, or living history reenactment, provided the course or event is approved in advance to possession. The weapon must be properly displayed or stored as required by law pending participation in the event or competition.

### **Anti-Bullying Policy**

All school personnel are committed to making WCS a safe and caring place for all students and employees. Bullying is not tolerated in any form. Examples of bullying include, but are not limited to repeated actions of:

- Malicious intent to cause physical or emotional harm
- Ganging up on someone
- Teasing, humiliating or intimidating actions/language
- Insulting someone's race, family status, culture, gender, size or appearance □  
Degradation through the use of technology, social media, etc.

Students who have been determined to have bullied others will be subject to immediate suspension or expulsion. Students at WCS will be taught to:

- Refuse to bully others or to let others be bullied.
- Refuse to join in when another is bullied.
- Report bullying to an adult. Parents who suspect bullying may be taking place should report it to the principal.
- Understand that bullying is a behavior that is inconsistent with the biblical philosophy of WCS.

### **Anti-Harassment Policy**

It is the policy of the WCS Board to maintain an educational environment that is free from all forms of unlawful harassment, including sexual harassment. Such behavior is inconsistent with the Christian tenets and biblical philosophy of WCS. This policy applies to unlawful and immoral conduct occurring at any time, on or off school property. Students are encouraged to promptly report incidents of harassing conduct to a supervisor, teacher, or administrator, so that the administration may address the conduct before it becomes severe, pervasive, or persistent.

The administration will take immediate steps to impose disciplinary action, which may include suspension or expulsion, on any student engaging in the following prohibited acts:

- Retaliating against a person who has reported alleged harassment, or has participated as a witness.

- Reporting a malicious or knowingly false account or complaint of harassment.
- Purposefully delaying the investigation of allegations of harassment.

Students who feel they have been unlawfully harassed should file a formal written complaint with an administrator or counselor. All complaints should be in writing and signed by the complainant. Once the formal complaint process is begun, the investigation will be completed within 30 calendar days of the complaint being received, unless a greater amount of time is deemed necessary due to extenuating circumstances. A written report will be prepared by the administration, summarizing the evidence gathered and providing recommendations, and presented to the school board at the conclusion of the investigation. The school board and administration will determine if the offense warrants immediate dismissal. If the complainant or student accused of harassing conduct is dissatisfied with the decision, an appeal may be made to the administrator who will review it with the board.

### **Sexual Harassment Defined**

Sexual harassment between students is defined as “any unwelcome sexual conduct by any other student that is severe, persistent, or pervasive enough to limit a student's ability to participate in or benefit from an educational program or activity, or that creates a hostile or abusive educational environment.” This conduct can be nonverbal, verbal, or physical, and the behavior in question does not necessarily have to be aimed at the student who is complaining of harassment.

Prohibited acts that constitute sexual harassment may take a variety of forms. The administration will determine if the offense constitutes sexual harassment. Sexual harassment does not include legitimate non-sexual touching or conduct, and simple horseplay, childish vulgarities, adolescent flirting or other simple childish behavior.

Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- Sexual advances including propositions, invitations, flirtations, or obscene gestures.
- Physical assault or unwelcome physical contact
- Using words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that causes embarrassment and discomfort to another.

## **TECHNOLOGY**

Network and internet access are granted for educational purposes only. The school reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all student usage of the computer network and Internet access, as well as all information transmitted or received with such usage.

### **Netiquette**

- Be polite.
- Be safe. Do not reveal personal information such as your name, home address, or telephone number.
- Respect the privacy of others.

Any student who misuses internet privileges or any electronic device will be subject to disciplinary action which may include suspension from computer classes, from access to electronic devices, or from school. The following are prohibited:

- Violating the law or encouraging others to violate the law.
- Transmitting offensive or harassing messages.
- Causing harm to others or damage to their property.
- Jeopardizing the security of student access and of the computer network or other networks on the Internet
- Sharing your password with others.
- Accessing controversial, offensive, or unwholesome materials.
- Performing commercial transactions. Students may not sell/buy anything on the Internet.
- Harassing, teasing or spreading harmful or illegal statements or materials about students, staff, parents, or others.
- Bringing disrepute upon the school, its students, parents, faculty or administration.
- Posting sexually explicit or provocative materials.
- Sending, forwarding, participating in online scamming.

When using Electronic devices and/or the Internet off campus, students are expected to maintain proper Christian conduct. Parents are advised to closely monitor all electronic device usage of their children, including the Internet sites their children are visiting.

### **Personal Electronic Devices (Cell Phones, Smart Watches, and Electronic Devices)**

**WCS** has a Bell-to-Bell policy stating that no personal electronic devices will be used on campus from the start of school or the student's first class (first hour bell) to the end of school or the student's last class (last hour bell).

- Personal electronic device means a personal device capable of connecting to the internet or a cellular or Wi-Fi network. These devices include smartphones, smart watches, personal laptops or any other device that will connect to the internet.
- Personal electronic devices can be kept in their vehicles, lockers, or in their backpacks. They are not allowed to have it on their person at any time.
- School-approved or school-issued electronic devices are not included in this restriction.
- Exceptions to this policy include:
  - Devices used to save lives or monitor health issues.

The following policies apply:

- Cell phones and smart watches must be turned off or set on silent during school hours.
  - Students who use a cell phone or smart watch without permission will have it confiscated (in addition to consequences of category offense). ◦ 1st offense: \$25 fine, and 3 demerits; 7 am detention, parent is to reclaim the phone
  - 2nd offense: \$50 fine and 6 demerits; requires a parent meeting, 2 detentions, and the parent must reclaim the phone.
  - 3rd offense: \$75 fine and 9 demerits, requires a parent meeting, the parent must reclaim the phone. Additionally, the student will receive the loss of their phone privilege for a designated time, and a conference with the parent(s) will be required.
- If a personal electronic device is borrowed by another student and it is confiscated, both students will be disciplined.
- Elementary students who have a cell phone must keep it in their backpacks. It cannot be seen or heard at any point during the school day. ◻ Lifesaving devices are exempt from this policy.

Any WCS student who uses a personal electric device to harass, tease, or spread harmful or illegal statements or materials about other students, staff, or parents, will be subject to disciplinary action

which may include being prohibited from bringing a personal electronic device on campus or suspension from school.

If a personal electronic device is confiscated, WCS reserves the right to access any and all information on it. Students are subject to disciplinary actions, suspension, or expulsion, depending on the nature of the material found.

Personal electronic devices will be kept in a locked container during school sponsored off-campus activities, regardless of the time of day. The locked container will be controlled by the school representative.

## STUDENT DRESS CODE

Students and parents should select clothing that is appropriate for an academic and Christian atmosphere. Each student is expected to dress in a manner that is neat, clean, and modest.

Students are expected to observe the dress code guidelines. Parents are expected to give their children guidance. The administration and teachers will maintain and enforce the dress code from the time a student arrives on campus until the student leaves campus.

- **Shorts** for boys and girls must be no higher than their fingertips when holding their arms down to their sides. If shorts have an immodest appearance when sitting, bending, kneeling, etc. they will be required to change. All students may wear shorts year-round, however your child should dress for the appropriate weather, as he/she will not stay in from recess because of poor dress choice. Athletic shorts, track pants, or sweats may be worn.
- **Shirts (or other clothing)** displaying suggestive or offensive phrases or symbols, secular music groups, alcohol or tobacco products, or vaping products are not permitted. Spaghetti straps, tank tops, tube tops, bare midriff tops, halter tops, or any similar attire are not permitted.
- **Skirts/Dresses** must be no higher than their fingertips when holding their arms down to their sides. If skirt/dress has an immodest appearance when sitting, bending, kneeling, etc. they will be required to change.
- **Hats, visors, or other head coverings** are not allowed to be worn in the building except during special school functions. Hoods on hoodies are not to be worn up while inside the building.
- **Pants** must be worn around the waist and not drag the floor. No skin or undergarments should be seen through your pants above the knee.
- **Leggings/Yoga Pants** are not pants and must be covered by clothing that has a hemline no higher than their fingertips when holding their arms down to their sides.
- **All clothing** should be neat and clean. If clothing has an immodest appearance when sitting, bending, kneeling, etc. they will be required to change.
- **Body piercings** other than girls' ears are not permitted.
- **Fingernail polish** may be worn by girls only.
- **Hair** is to be clean, neatly trimmed, and out of the eyes. Hairstyles such as mohawks or those that are dyed unnatural or multiple colors are not permitted. Facial hair for young men must be kept neatly trimmed.
- **Shoes** should be appropriate and safe for school activities. No Flip-Flops are to be worn.

Special dress for activities will be regulated by the instructor with the approval of the administration.

When attending WCS activities after hours, students are expected to honor the same standard of modesty. Parents are asked to monitor students' dress before they leave home.

### **Physical Education/Athletics Dress Code**

The dress code will be established by the P.E. instructor for each activity **but will conform to our school dress code**. Students are required to wear clean, non-marking athletic shoes while on the gym floor.

### **Consequences for Dress Code Violations**

If a student's attire violates the dress code, the parents will be required to bring appropriate clothing items. The student will sit in the office until appropriate clothing can be obtained. After the first violation, the consequences of violating the dress code will progress to further disciplinary actions.

## **ACADEMICS**

Instruction at Wesleyan Christian School focuses on blending academics with biblical principles in all subject areas, emphasizing that God is the center of a Christian's life. Language structure, mathematical concepts and precision, scientific reasoning, and historical truths are taught to students in a way that reveals God as the Creator and Controller of mankind's existence.

### **Curriculum**

Textbooks and other materials are carefully selected to ensure the integration of spiritual truth in the instructional process. Regardless of textbooks selected, all classes are taught from a biblical worldview.

### **Honors Courses**

WCS offers students the opportunity to take Honors Courses beginning in their freshmen year. These honors courses are provided in the four core subject areas of English, Math, Science, and Social Studies.

All honors classes are based on a 5 point GPA scale as opposed to the standard 4 point scale. Students must maintain at least a B average in their honors classes to continue for the next semester.

### **Grading Scale**

The grading scale for all classes will be as follows:

90-100	A	4.00
80-89	B	3.00
70-79	C	2.00
60-69	D	1.00
Below 60	F	0.00

### **Honors Classes Grading Scale**

90-100	A	5.00
80-89	B	4.00
70-79	C	3.00
Below 69	F	0.00

I=Incomplete    S=Satisfactory    U=Unsatisfactory

### **Late Work Policy**

Work is due at the time designated by the teacher. Students will receive the following consequences for work turned in late:

- Elementary School
  - 1<sup>st</sup> day late – 5-point reduction in grade
  - 2<sup>nd</sup> day late – 10-point reduction in grade
  - 3<sup>rd</sup> day late and beyond – 0% earned for the assignment
- Middle School
  - 1<sup>st</sup> day late – 15-point reduction in grade
  - 2<sup>nd</sup> day late – 30-point reduction in grade
  - 3<sup>rd</sup> day late and beyond – 0% earned for the assignment
- High School
  - 1<sup>st</sup> day late – 30% grade reduction
  - 2<sup>nd</sup> day late – 50% point grade reduction
  - 3<sup>rd</sup> day late and beyond – 0% earned for the assignment

### **Semester Tests**

Semester tests are taken in 7<sup>th</sup>-12<sup>th</sup> grades in Bible, English, Math, Science, and Social Studies classes. Final exams must be taken at the regularly scheduled time. In the case of extreme circumstances, special permission must be received from the appropriate Principal to take an exam early. All students must take finals- NO exceptions

### **Report Cards**

For all elementary students, report cards will be emailed one week after the end of every 9-week period. Students in PreK and Kindergarten will receive a paper report card.

For all secondary students, progress reports will be emailed weekly. Report cards will be emailed at the end of each semester.

### **Honor Roll**

Students in 2<sup>nd</sup> Grade and above earning honors will be recognized in Honors Chapel once a semester. To be eligible for High Honors, a student must earn all A's for the semester. To be eligible for Honors, a student must earn all A's and B's.

### **Retention**

The school administration reserves the right to make the final decision in circumstances regarding promotion and retention. The teacher's professional judgement will be a major factor, as will careful communications with the students' parents.

- **Elementary (Kdg-5<sup>th</sup>)** – Students may be retained when he/she is performing significantly below grade level or has a failing grade as an average in two or more of the following major content areas: Math, Language Arts, Reading.
- **Middle School** – Students that fail two or more academic courses will be retained.
- **High School** – Students that fail a required class for graduation will be required to complete credit recovery.

### **Achievement Tests**

An Achievement Test will be administered annually in the spring to students in 2<sup>nd</sup>-11<sup>th</sup> grades. All high school students are encouraged to participate in the Pre-ACT, PSAT, ACT, and SAT tests.

**Academic Track Graduation Requirements:**

Bible	4 credits
English	4 credits
Math	3 credits
Lab Science	3 credits
History (US History)	3 credits
Personal Finance	0.5 credit
Foreign Language or Computer	2 credits
Fine Arts	1 credit
Electives	5.5 credits
<hr/>	
Total	26 credits PLUS 120 Service Hours (30/year)

**Scholar Track Graduation Requirements (Required for Valedictorian and Salutatorian beginning with Class of 2025):**

Bible	4 credits
English	4 credits
Math	4 credits
Lab Science	4 credits
History (US History)	4 credits
Personal Finance	0.5 credit
Foreign Language or Computer	2 credits
Fine Arts	1 credit
Electives	2.5 credits
<hr/>	
Total	26 credits PLUS 120 Service Hours (30/year)

**Service Hours**

As Matthew 5:16 says, "Let your light shine before others, that they may see your good deeds and glorify your Father in heaven." Students at WCS are taught to serve others and be part of a larger community.

All high school students will be required to log a minimum of 120 service hours in the 4 years they attend school. Transfer students in high school will have their service hours prorated.

- Each quarter students are responsible for accumulating at least 7.5 service hours even if they have accumulated more overall hours. The goal is to be in a habit to serve always, not just in a few long settings.
- All hours will be logged toward an overall Service Award.
- Up to half of each semester's service hours may be earned on campus.
- Any school fundraising event for STUCO, NHS, or athletics for the sole purpose of raising money for their own organization will not count.
- Any school fundraising event that is done for another organization will count (i.e. STUCO and NHS Christmas Project, Canned Drive for the Lighthouse Mission).
- Any service hours that are done to meet NHS requirements may also be used towards this requirement.
- All service hours will be logged on a Service Hours Sheet (available in High School office) and turned in to the High School office.

- If service hours are not met in a particular semester, it will result in a 10% reduction in their Bible grade for the semester, and the service hours will still need to be completed.

**Oklahoma’s Promise (Oklahoma Higher Learning Access Program)**

Subject to the availability of funds, Oklahoma’s Promise will help pay college tuition for students. To enroll in the program, students must:

- be an Oklahoma resident;
- enroll in the 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade in an Oklahoma high school;
- be a student whose parents’ federal adjusted gross income does not exceed o \$60,000 with 1 or 2 dependent children or o \$70,000 with 3 or 4 dependent children or o \$80,000 with 5 or more dependent children.
- must meet additional requirements as defined by the Oklahoma State Regents for Higher Education. Curricular requirements are as follows:

English	4 credits
Math	3 credits
Lab Science	3 credits
History/Citizenship	3 credits
Foreign Language <u>or</u> Computer Technology	2 credits
Addition Credit of Subjects Listed Above	1 credit
Fine Arts or Speech	1 credit
<hr/> Total	<hr/> 17 credits

Note: The 17 credits are included among the total of 26 credits required for graduation according to state laws and regulations. For more information, detailed requirements and additional scholarship opportunities, contact the Oklahoma State Regents for Higher Education at (800) 8581840, or go to the Oklahoma’s Promise Web site at [www.okpromise.org](http://www.okpromise.org).

**Add/Drop Policy**

Middle school and high school students will be allowed to change class schedules during the first ten class days of each semester. Students may get Add/Drop Forms from the High School office. The form must be signed by the parent, school counselor, and principal/administrator before it is turned in to the high school office.

**Dual Credit Enrollment**

WCS Juniors and Seniors who qualify academically are encouraged to take Dual Credit courses. These courses will receive high school credits as well as college credits. Dual credit courses will be graded on a 5.00 scale. Parents are responsible for a portion of the cost of the class, and WCS will pay the remainder. These are college level courses, and students must meet the college level expectations. Dual credit courses may still have work during typical WCS breaks. Students not receiving an A or B in a Dual Credit course may be excluded from Dual Credit courses the following semester. Additionally, any student that makes lower than a B in a Dual Credit course must pay the school portion of the tuition, as well. Also, any student that drops a course where the tuition is not refunded must also pay the school portion. Dual Credit courses are not eligible for semester test exemption.

**Concurrent Enrollment**

WCS junior and senior class students who qualify academically are welcome to participate in concurrent enrollment at area colleges and universities. Minimum ACT scores and GPA's may be

required. Credits earned through concurrent enrollment are not counted toward the calculation of the WCS GPA.

### **Credit Transfer Guidelines**

Credits from transfer students are considered on a case by case basis. WCS will accept credits from accredited high school programs. Specific transfer courses that meet WCS requirements will be credited as such. Other miscellaneous transfer credits will be acknowledged as elective credits. Weighted courses taken at another school will only transfer as weighted if that course is offered and weighted at WCS.

### **Valedictorians and Salutatorians Beginning with the Class of 2025**

To be considered for the Valedictorian or Salutatorian, students must follow the Scholar Track. Additionally, the student must be enrolled in WCS by the Fall semester of their Sophomore year. The student with the highest Grade Point Average (GPA) to the hundredth place after the first semester of Senior year will be the Valedictorian. If there is a tie, then the Calculated Numeric Average (CNA) will be calculated between those that tied. The student with the highest CNA between those that tied will be the Valedictorian. In this case, the student with the second highest CNA would be the Salutatorian. If there is still a tie, then we will honor them as Co-Valedictorians. The Salutatorian will be the second highest GPA. If there is a tie, the same process will be used. Seniors with a GPA of 3.75 or greater will graduate with Honors.

### **Academic Eligibility**

Students must remain academically eligible to participate in extracurricular activities. This includes all events outside the school day but is not limited to: cheerleading, athletics, band, drama, choir, etc. Eligibility will be checked for all students in 6th-12th grades on a weekly basis (Monday morning), beginning the 3<sup>rd</sup> week of each semester and each succeeding week thereafter. Deficiency slips will be emailed for students with D's and/or F's. An ineligible student will not be able to miss class for events and cannot travel for events. They must attend class.

A student receiving an F in any subject or more than two D's in the enrolled subject areas will be placed on probation for the following week. At the end of his/her probationary week, if a student is still failing one or more classes or has more than two D's, he/she will be ineligible for the period beginning on Monday and ending on Sunday of the week following the probationary week. They will remain ineligible until they regain passing grades: no F's and less than three D's.

Missing assignments will be entered as 0 points. Incomplete assignments will be counted as F's. Students on probation may continue to practice and participate in events. Students that are ineligible may not participate in events, but may continue to practice.

**At the end of the semester, if a student has not met the minimum scholastic standard\*, he/she will not be eligible to participate in extracurricular activities during the first six (6) weeks of the next semester. The student may regain eligibility by achieving passing grades in all subject areas in which they are enrolled by the end of the 6-week period.**

**\*The "minimum scholastic standard" for high school students is defined as: a passing grade in 5 subjects mandated for graduation in which the student was enrolled during the previous semester which was attended fifteen 15 or more days. This requirement is 5 credits for middle school students.**

### **ACADEMIC PROBATION (Grades 5-12)**

A student may be put on academic probation after receiving low or failing grades during the previous semester. If sufficient progress is not made during the next semester, WCS may deem the student ineligible to return for the following semester. Parents will be notified when a student has been placed on probation.

### **Academic Credit Recovery**

If a student has to retake a class due to a failing grade, we will average the re-take class along with the first class for the transcript with the exception of any high school credit class taken during the middle school years.

### **Guidance Counseling**

The guidance program at Wesleyan Christian School recognizes that parents are the primary counselors in the lives of their children. WCS counselors, administration, and teachers work closely with the parents in several areas of guidance. The program will seek to develop consultations between the school, parents, and students in the following areas:

- Academic counseling, which will include problems in scheduling, determining proper levels of performance, identifying and treating learning problems and promotion concerns.
- College preparatory counseling involving aiding students with course selection to meet college entrance requirements, providing information about colleges, appropriate entrance testing, and the college application process.
- Career counseling including listening to the interests of the students and helping provide information to assist them in finding answers to their questions.
- General counseling to help meet the spiritual, behavioral, emotional and social needs of the student.

## **ATTENDANCE**

Every effort should be taken to reduce the number of student absences. Students who are absent lose an opportunity to learn. Too many missed opportunities can result in grades being lowered and eventual failure of a course. Regular attendance exposes students to a greater amount of academic content and instruction. **Family vacations should be avoided that would take place during school days.**

### **Maximum Absences**

If a Middle School or High School student is absent more than ten (10) days per semester, their grade will be lowered a letter grade or they may not receive credit for that semester. Students with a serious illness/injury may request an exemption to this policy by making a written request to the WCS administrator, and providing proper medical documentation. Any student at any grade level PreK-12 absent (excused or unexcused) 40 days or more cannot pass the school year, and will be retained in their current grade. If a student has missed more than three consecutive days, a doctor's note will be required to return.

When an elementary student arrives after 10:00am or departs before 1:30pm, it is recorded as a ½ day absence. Middle School and High School absences are recorded per class period.

### **Excused Absences**

For an absence to be excused, a parent is required to notify the school office before 9:00am stating one of the following reasons for the student's absence:

- student illness
- illness or death in the family
- doctor/dentist appointment (Note required)

A parent calling the school office does not automatically constitute an excused absence.

### **Pre-Approved Absences**

Other types of absences may be approved by the administration based on the information received from the parent concerning the nature of the absence. Parents must fill out an absence request form in the office **one week** in advance and should list the reason for the absence.

**Vacations and trips taken during the school year are considered unexcused absences.**

### **Activity Absences**

Missing class due to participation in an official school activity is not considered an absence. Students are allowed 10 activity absences per semester. Students who miss more than ½ day of school may not participate in extracurricular athletic or fine art activities during the same school day. If a student leaves school for sickness, he/she is unable to participate in extracurricular activities that day.

All students must notify teachers and then complete and submit any class work upon the date of their return.

### **College Visitation Days**

Students are allowed three college visitation days per year for their Sophomore, Junior, and Senior years. College visitation days should be pre-approved by the High School principal using the preapproved absence form.

### **Unexcused Absences**

Absences for shopping, hair appointments, recreation, personal errands, vacations, etc. are unexcused. High School students will be unable to make up the work missed when missing school for an unexcused absence. Other consequences will be determined on an individual basis. Out of school suspensions are considered unexcused absences. Students receiving in-school suspension are not considered absent.

### **Make-Up Work**

Students with excused absences will be permitted the number of days absent (including weekends and holidays) plus 1 day to make-up work excluding pre-approved absences and activity absences.

- EXAMPLE 1: A student absent on Monday and Tuesday would have Wednesday, Thursday, and Friday to make-up work missed. The work would be due at the start of class on Monday.
- EXAMPLE 2: A student absent on Tuesday, Wednesday, and Thursday would have Friday, Saturday, Sunday, and Monday to make-up the work missed. The work would be due at the start of class on Tuesday.

### **Tardies**

Any Elementary student arriving at school after 8:15am is counted as tardy. All Elementary students may enter their classrooms beginning at 8:00am. Secondary students arriving to any class after the bell rings is tardy.

If a student is tardy 5 times during a 9-week period, they will receive a demerit.

Middle school and high school students who are late to any class will be counted as tardy.

### **Signing Students Out**

To pick up a student leaving early, the parent should sign the student out in the Main school office. Students who have their own transportation must report to the office before leaving.

If time permits, students who are excused for medical or dental appointments are expected to return to school, and are to check in at the Main office immediately upon their return to school.

## **TRANSPORTATION**

### **Driving Pattern**

Please drive carefully and slowly when entering school property. Exercise caution when approaching loading areas and walkways. The speed limit in the parking lot is 10 mph. A driving pattern diagram is located in Appendix B.

### **Drop-off/Pick-up**

At the elementary building, parents need to pull up to porch as far forward as possible. The key phrase to remember is "Stop, Load, Move" or "Stop, Unload, Move."

- When loading, if your child is not on the porch, please drive around the circle and get in line again.
- Parking is not allowed in the loading zone in front of the elementary school. Do not park or get out of your vehicle in the loading zone during loading/unloading times.
- The lane closest to the elementary school building is the only loading lane. The outside lane is open for cars to pull through and park north of the loading zone. Children will not be allowed to walk out to the outside lane.
- Parents may park in any of the designated parking areas and walk to the porch to collect children. Students may not cross traffic alone to get to a parked vehicle.
- Middle School students should be dropped off at the gym's main entrance (East entrance) unless they are tardy or being dropped off with an Elementary sibling.
- High School parents may drop off students in front of the High School building or in one of the lower parking lots and have them use the crosswalk. They may also be dropped off in front of the Main building if their 1<sup>st</sup> period class meets there.

### **High School Driving and Parking**

Students who drive to school must observe safe driving practices. A 10 mph speed limit is to be observed on the property. Seniors may park in Lot G closest to the High School. Junior and Sophomore drivers may park in the lower parking Lot D, in front of the High School building. The parking lot in front of the elementary school is reserved for faculty and visitors. Student drivers who park a vehicle on campus must complete an information sheet; these may be obtained from and returned to the High School office. Additionally, students will be given a parking sticker to be placed on their car.

Students are not allowed to sit in and hang out in their cars during the school day. They may go to their cars for the purpose of:

- Seniors with off-campus lunch privileges
- Students attending college classes or Tri-County Tech
- Off campus practicums/Internships
- WCS work programs
- Dropping off/Picking up items

## **LUNCH**

### **Lunch Time**

WCS maintains a closed campus during the lunch period. Only seniors are allowed off campus lunch privileges. If the privilege is abused it may be suspended. Seniors must sign out before leaving, and they must sign in when arriving and/or returning.

### **Lunch Accounts**

Parents must deposit money in the lunch account before lunch purchases can be made. Payment should be made through the family FACTS account.

### **Lunch Guests**

Only immediate family members over the age of 18 or minors accompanied by a parent or guardian may visit their children during the lunch period unless otherwise approved by the administration.

### **Lunch Deliveries**

If you or your child have food delivered for lunch, or if you bring their lunch late, they are responsible to pick it up from the office.

## **HEALTH AND SAFETY**

### **Fire/Tornado/Lockdown/Intruder Alert Drills**

All drills are done in compliance with ACSI regulations and are done throughout each semester.

### **Visitors**

Parents are welcome to visit the school. However, we have a locked facility and visitors will need to buzz in and state their name prior to entrance. All visitors must report to the office upon arrival. Authorized visitors are issued a visitor's badge to be worn during his/her stay at school. Any unauthorized visitors will be asked to leave the building. All parents will be required to fill out a background check authorization upon enrollment or reenrollment of a student at WCS. The background check will be completed on anyone that may possibly be left alone with children.

### **Accident Insurance**

Wesleyan Christian School carries supplemental coverage on its students. This policy will cover only those items not covered by the family's insurance. Accident reports will be made and kept on file in the school office.

### **Snow/Inclement Weather**

If school closes due to weather or some other emergency, parents will be contacted through the Parent Alert system. It is essential that all student and parent contact information be kept current.

The system will contact parents at the phone number and email address they have provided to the school.

### **Communicable Disease/Illness**

Parents are urged to contact the school if their child contracts a communicable disease to help stop the spread of these conditions. Students must be kept home from school if they have any of the following:

- Any communicable disease
- Fever of 100° F or above at any time during the previous 24 hours. Student must be free of fever without the use of medication for 24 hrs.
- Strep throat
- Contagious skin rash
- Pink eye/inflammation of the eyes or eyelids must be treated for 24 hours with drops or have a Doctor's release.
- Vomiting/diarrhea. Student must be symptom free for 24 hours before returning to school.
- Head lice or nits, scabies, bed bugs
- For any symptoms not covered above, students must be symptom free for 24 hours before returning to school.

### **Lice**

Students found with live nymphs or adult head lice will be assessed by the school nurse and sent home for treatment, siblings (if applicable) will be assessed for infestation and will be sent home if infestation is discovered. Either at home or professional treatments are acceptable.

The student and siblings (if applicable) will need a head lice assessment completed by the school nurse before they return to their class. You will need to contact the school to make this appointment or be prepared to wait until availability. If nits persist after treatment a head lice check will need to be performed by the school nurse for 6 school days after initial return date.

It is understood that every single nit may not be able to be removed during treatment due to the nit being cemented onto the hair follicle. If treated correctly those nits should be dead, however the assessment daily as stated in the paragraph above will ensure that those nits have not hatched in the 6 days following. If it is discovered that those nits have hatched, then the policy restarts and the student will need to be retreated.

The effected rooms will be treated per maintenance/janitorial service.

### **Medications at School**

In accordance with Oklahoma State Law, a school nurse or other designated school employee may administer a prescription or non-prescription medication to a student during the school day.

Every effort should be made to give medicines at home. If, however, your physician does order medication to be taken during regular school hours, please comply with the following instructions:

- A prescription medication must be in its original container. Do not send medication in an envelope, wrapped in foil or tissue, in a zip lock bag, miscellaneous bottle, or any other improper container. No medication will be given unless it is in its proper container.
- All medications must be brought to the office by the student's parent/guardian. The nurse will count the medication and record the amount on a sign in medication record. The parent will be required to complete and sign a medication distribution form.

- Send only enough medication to be given at school. Keep any excess medication at home.
- The container will be returned when empty.
- Student medication should be picked up by the parent after its use is discontinued.
- All medications will be destroyed one (1) week after the last day of school.

### **Playground Rules**

The playground offers a wonderful opportunity for socialization and recreation. As with our overall philosophy, students should adhere to the Golden Rule (Matthew 7:12) when interacting on the playground. In order to keep our students safe, we have implemented the following guidelines:

- Students must obey teachers and supervisors at all times using respect and courtesy.
- Students should exercise caution when playing on or around all playground equipment. Any misuse of playground equipment may result in disciplinary action.
- Any form of rough play is prohibited.
- A “no tolerance” policy will be observed regarding bullying.

Repeated disobedience, disrespect, or serious infractions of the playground guidelines will be documented in a student incident log and will be subject to disciplinary action.

### **Playground Temperatures**

Recess will be held on the playground when at all possible. Students will go outside for recess unless the heat index is over 100 or the temperature/wind chill is below 32. Temperature and wind chill are determined shortly before each recess time. Parents should be aware of the forecast before sending children to school. Please dress children appropriately for outside play.

### **Non-Custodial Parents**

The school will not resist or interfere with a non-custodial parent's involvement in school related affairs or access to their child or their child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.

A non-custodial parent may not take custody of a child or remove the child from school unless the parent presents either a written court order or written authorization signed by the custodial parent.

If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents.

Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order or a comparable legal document.

By law, both parents, whether married, separated or divorced have access to the records of a student who is a minor or dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records or the school if the school has been given a copy of the court order terminating these rights.

No employee of the school will testify in any legal proceeding without the provision in advance of a legal subpoena ordering such testimony.

### **Reporting Child Abuse**

We believe that God has clearly instructed that we treat each person with loving kindness, particularly children. We believe any form of child abuse, including physical abuse, neglect, sexual abuse or exploitation, and emotional abuse, is sinful and offensive to God. It is also against the law in the state of Oklahoma, which mandates that any person having reason to believe a child is a victim of abuse must report the suspicion of abuse promptly to Department of Health Services (see below).

Our teachers and staff are compelled by their Christian duty and required by law to immediately report any suspected child abuse and we encourage you to support our efforts to ensure our students remain safe inside and outside of school. If you have any reason to believe child abuse is occurring, please:

- Please report to the DHS hotline as indicated below.
- If you observe the child abuse occurring on school property or at off-site school events, please inform the school superintendent.

Oklahoma Human Services 340:2-3-33. Procedure for reporting suspected abuse, neglect, verbal abuse, caretaker misconduct, and exploitation. Revised 9-15-15

(a) Reporting abuse or neglect of a child under 18 years of age. Persons having reason to believe that a child under 18 years of age is a victim of abuse or neglect are required per Section 1-2-101 of Title 10A of the Oklahoma Statutes (10A O.S. § 1-2-101) to promptly report it to the Oklahoma Department of Human Services (DHS) Abuse and Neglect Hotline (Hotline) at 1-800-522-3511. Any allegation of abuse or neglect reported in any manner to a DHS county office is immediately referred to the Hotline, per Section 10A O.S. § 1-2-101.

<https://oklahoma.gov/okdhs/library/policy/current/oac-340/chapter-2/subchapter-3/parts3/procedure-for-reporting-suspected-abuse-neglect-verbal-abuse-caretaker-misconduct-andexploitation.html>

## **ADDITIONAL EARLY EDUCATION SPECIFIC POLICIES & PROCEDURES (PK)**

### **Child Guidance**

General PK Guidelines

- Classrooms should be arranged in an inviting, interesting, encouraging and comfortable way, creating a positive environment for learning.
- Teachers should model Christ-like behavior in the classroom.
- Classroom expectations should be well defined, fair, and reasonable, and should be published/posted.
- Positive reinforcement and redirection should be used as often as possible.
- Strategies should be taught for developing problem solving, compromising, and empathy skills.

### **Early Education Transitions**

Planning a strategic daily schedule that minimizes transitions, helps to create a positive environment with less disruptions, minimizes frustration and anxiety, and maximizes fun and learning.

WCS EE classroom schedules reflect a commitment to minimizing daily transitions, both inside and outside the classroom. Schedules and routines are established early in the school year. Approaching transition times are well communicated to students. Buddy systems, songs, rhymes, or physical actions (claps, snaps, etc.) are used to make transitioning enjoyable.

Our EE staff assist in transitions by modeling positive transition skills and assisting individual students with the transition process as needed to ensure smooth transitions.

### **Digital Media Use in EE**

Digital media may be used in the early education classroom to engage children in the learning process. Media selections should meet the following guidelines:

- All selections must be previewed for appropriate content.
- All selections should be educational in nature or be directly connected to an in-class lesson.
- Student age and attention span should be taken into consideration.
- Media should be considered as an enhancement to a lesson, and not the lesson itself. Viewing of materials should be followed up by a conclusion lesson.

### **WCS Nutrition**

The WCS nutrition program carefully follows the nutritional and staff requirements set by the Oklahoma Department of Human Services (OKDHS). OKDHS only requires food to be cut into ½ inch pieces for students one year of age and under. The WCS EE program only serves students 48 months of age and older.

Oklahoma Department of Human Services:

340:110-3-298. Nutrition

Revised 6-1-22

- (9) Chokeable, unsafe, and new foods. For safety:
- (A) the program works closely with parents to introduce new foods;
  - (B) infants are not fed honey or peanut butter;
  - (C) 1-year-olds are fed thinly spread peanut butter, if served; and (D) 1-year-olds and younger are:
    - (i) not fed foods that may cause choking, such as candies, gum, marshmallows, raw carrots, raw peas, celery, whole grapes, nuts, seeds, popcorn, rice cakes, and chips; and
    - (ii) fed other foods cut into small pieces no larger than: (I) 1/4 inch cubes for infants; and (II) 1/2 inch cubes for 1-year-olds.

OKDHS monitors and mandates balanced nutritious meals for students enrolled in our program.

A school menu is designed and published to all staff and parents.

PK lunch is served daily from 11:00-11:30.

A healthy snack is provided at 2:15.

### **Wellness Management**

WCS is blessed with a full time school nurse to assist our students and staff in times of illness or accident. At the beginning of each school year, our teachers are trained on our handbook policies for wellness management. All topics found in the "HEALTH AND SAFETY" portion of this handbook are covered in training.

## **SCHOOL LOGO & REPRESENTATION POLICY**

WCS welcomes the support and enthusiasm of parents, staff and the community in promoting the school and our wonderful students. In this process, it is necessary to protect the students, families, staff, supporters and WCS and comply with ownership and privacy regulations.

No group or organization has permission to represent WCS without signing a written agreement with the WCS Superintendent or designated representative. This includes students, parents, staff and outside community groups. These guidelines describe the process related to use of the logos, images, pictures and other data related to WCS. Provisions of this agreement include:

- WCS is given administrative access to all social media sites representing the school.
- WCS is provided with images of all print material in a format accessible for editing at the school before the images are printed/published.
- Logo images must be provided by the school to ensure the current and correct logo and is used, and it may not be altered.
- Pictures of school activities or students must be approved by the WCS superintendent or designee before publication (including print and social media) to ensure compliance with privacy protections and honor code standards.
- WCS has authority to discontinue an agreement at any time and remove a site at its discretion after consultation/notification with the group/individual originating the site.

## **STUDENT ACCOUNT INFORMATION**

A student's attendance at WCS is considered an expression of acceptance of the financial obligations incurred.

### **Tuition Statements**

Tuition statements are available on the students FACTS account. A \$25.00 late charge is applied to accounts not paid by the 18th of the month.

### **Extended Care Charges**

Extended Care charges are posted at the end of each calendar month and are due when billed.

### **Enrollment, Curriculum, Athletics, and Fine Arts Fees**

Enrollment fees are due at the time of enrollment. Students may attend classes after the enrollment fee is paid.

Curriculum fees are due by June 30. Transferring families will pay book fees before their student attends the first day of classes.

Activity fees must be paid before a student participates in athletics, fine arts, field trips, etc.

School fees are non-refundable and non-transferrable unless a family withdraws from school and moves out of the area.

### **Tuition Assistance**

WCS offers tuition assistance on a first come, first served basis. Families must reapply for assistance every year they have a student enrolled at WCS. Application information is available through the main office. Tuition assistance will only be considered for families that have applied for the Parent Choice Tax Credit.

### **Delinquent Accounts and Penalties**

- 1. Payments received after the due date of each month may accrue a late penalty of at least \$25.**
- 2. A fee will be assessed to all NSF checks returned from the bank of at least \$25.**
- 3. Dismissal will result if payment arrangements have not been made within thirty (30) days of the account becoming delinquent. Furthermore, the delinquent account may be submitted for collection assistance and the student(s) will not be allowed to return to School until the delinquent account has been satisfied.**
- 4. Any fees, incurred for the collection on delinquent accounts, including attorney fees, shall be borne by the financially responsible parent/guardian.**
- 5. Returning families must be current in all financial accounts prior to re-enrollment.**
- 6. When an account becomes sixty (60) days overdue, the parents will be notified that their account will be submitted to the WCS Board for review as to further disposition, which may include a referral to a collection agency. In the event the Board resolves to turn the account over to a collection agency, the parents will be informed that they have fifteen (15) days to bring the account current to avert the Board action. If no response from the parents is received after fifteen (15) days, the account is to be turned over to a collection agency.**

Students will not be allowed to register or attend classes in the fall if there is an outstanding balance from the previous academic year.

### **Change of Information**

Please update RenWeb immediately of any changes concerning your child, including address, phone numbers, etc.

### **Withdrawal from School**

An official withdrawal form must be completed when a student withdraws from school. Once a student has enrolled and attended class during a given quarter, the family is financially responsible for that quarter. Students may withdraw at the end of each quarter without any additional financial responsibility if they have given at least a two (2) week notice.

**Before student records are released, all charges must be paid in full, and all uniforms and books must be returned. Parents will be billed for missing uniforms and books. Failure to meet the terms of the financial agreement may result in the withholding by WCS of report cards, transcripts, and diplomas, as well as the dismissal of the student if the required payments are not made.**

A two (2) week notice is required when withdrawing a student. Parents will continue to be billed for two (2) weeks from the date the official notice is received.

## **APPENDIX A**

### ParentsWeb Login Instructions

Setting up your account:

- Go to [www.FACTSmgmt.com](http://www.FACTSmgmt.com)
- Click **Logins** in the top right corner of the screen.
- In the next screen, type WCS in the **District Code** box.
- Click **Create New ParentsWeb Account**.
- Type the email address that the school has on file in FACTS for your family.
- Click **Create Account**. An email will be sent to the email address we have on file in FACTS for you.
- Access your email account. Open the FACTS email, and click the link to create your user name and password.
- Type a **User Name** and **Password**.
- Click **Save User Name and/or Password**.

Logging in to ParentsWeb:

- Go to [www.FACTSmgmt.com](http://www.FACTSmgmt.com)
- Click **Logins** in the top right corner of the screen.
- In the next screen, type WCS in the **District Code** box.
- Type your **User Name**.
- Type your **Password**.
- Click **Login**. The **ParentsWeb** displays.

Please call the school office if you need help accessing ParentsWeb or have questions. **APPENDIX**

**B**

