

WCS

Wayside Christian School



STUDENT
HANDBOOK

2019-2020



A Letter from the Administrators

As administration, faculty and staff, it is our privilege to partner with parents to train students in a biblical worldview. Education extends beyond the classroom into the hallways and on the ball fields. We desire to provide biblically grounded academics in a safe, clean, wholesome and loving environment where the principles and promises of God’s Word are lived out and students are encouraged to know Jesus Christ. And, we are committed to providing an environment where children can grow educationally, physically, spiritually, and socially.

Good policies and procedures are important in maintaining such an environment. Some of the policies in this handbook are based directly on the commands and principles of the Bible. Others provide order and efficiency within the school. While a student is enrolled at WCS, the administration, faculty and staff ask students to abide within the boundaries of these policies for their own best interest and that of others.

Please pray that God will use the nurturing environment of Wayside Christian School to accomplish His work in the lives of each student and fulfill the school mission.

“Wayside Christian School exists to assist Christian families and their churches in equipping students to achieve academic excellence, to make Biblically based decisions, and to exemplify and serve Christ.”

Pastor Timothy Compton - WCS Administrator

Pastor Donald Helman - WCS Principal

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WAYSIDE CHRISTIAN SCHOOL

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Foreword

History of Wayside Christian School

Wayside Christian School began in the fall of 1973 under the leadership of the pastor and trustee board of Wayside Chapel. The first two years of the school were spent in the Youth Center of Wayside Chapel. The existing elementary building was built during the summer of 1975 and was available for use that fall. The secondary building and gymnasium was completed in the summer of 1988. The continuation of this school stands as testimony to our God of whom we can say, “Great is Thy faithfulness” (Lamentations 3:23).

WCS is a non-chartered, non-tax supported school and is accredited by the American Association of Christian Schools. WCS is also a member of the Buckeye Christian School Organization.

Statement of Faith*

Wayside Christian School affirms and teaches

- The Inspiration of the Bible (both the Old and New Testaments) as the only sufficient and perfect rule of faith and practice
- The existence of one eternal God who created all things in six literal twenty-four hour days
- The deity and virgin birth of Christ
- Christ’s vicarious atonement for the sins of mankind by the shedding of His blood on the cross, and the resurrection of His body from the tomb
- Salvation is by grace through faith alone and can in no way be earned through good works
- All men are by nature and choice sinful and lost and have within themselves no possible means of salvation
- That every believer is called to live soberly, righteously, and godly in this present world.

Mission Statement

Founded to assist Christian families and their churches in equipping students to achieve academic excellence, to make Biblically based decisions, and to exemplify and serve Christ.

* For an expanded statement of faith, please visit our website at waysidechapelbucyrus.com

Christian Philosophy of Education

Christian education must be based upon the inerrant, infallible, Holy Bible, which is verbally inspired by God, and is authoritative for all matters of faith and practice, including education. In Scripture we have the fullest possible revelation of God through the written word and through His unique Son, Jesus Christ, who is the literal Creator and Sustainer of heavenly and earthly realms. "In Christ are hidden all the treasures of wisdom and knowledge" (Colossians 2:3). Thus, any education not built upon Christ as revealed in Scripture, cannot be a complete education.

All mankind is created in the spiritual image of God and thus is all infinite in worth and potential.

Developing this potential necessitates recognizing that since the fall of Adam, all men have been born with a sinful nature and remain spiritually dead and separated from God until spiritual regeneration.

The Christian teacher, under the guidance of the Holy Spirit, must endeavor to win each unregenerate student to Christ, and to rely on the Holy Spirit to train and discipline students academically, physically, spiritually, and socially.

As the name implies, Christian education must be primarily for Christian students and must be taught by committed Christian teachers in a classroom situation where emphasis is placed on relating scriptural principles to each discipline taught, and to extra-curricular activities, as well as to interpersonal relationships at school, home, church, and in the community. The total education program is designed to help the student have the greatest opportunity to learn fundamental blocks of subject material; to learn to reason and express oneself clearly; to critically view academics, contemporary issues, and personal situations from a Christian perspective; and to be able to relate the claims of Christ in every area of life. Such a world and life view develops Christian character, and teaches the value of honest work, patriotism in proper perspective, and good manners.

The responsibility of education belongs to parents, not the government. Our local church makes available to Christian parents a day school to complement the education of the home and church in the work of preparing children to serve and glorify the Lord, both now and in the future, in all aspects of life. The school cannot replace either of these God-given institutions in the child rearing process, nor does it intend to do so. **As a ministry to the home, the school needs and expects the cooperation, prayer, and financial help of all school families.** With the Lord's help, Wayside Christian School will provide a truly Christian education for each student.

Church Attendance

Wayside Christian School's mission is to support and assist the Christian family. A strong, Christ-honoring home and faithful attendance to a Bible-preaching church are vital elements for a Christian education. Families are encouraged to have their children actively involved in a Bible-preaching church each week. Disregarding the need for faithful church attendance may result in the loss of enrollment privileges.

Church Affiliation

Wayside Christian School is the educational arm of Wayside Chapel, which provides the facilities for school use. School board members must be members of Wayside Chapel. We welcome families into the school from a variety of local Bible-believing churches.

Nondiscrimination Policy

Wayside Christian School admits students of any race, color, or national origin to all the rights, privileges, and activities generally made available to the students and families of the school. It does not discriminate on the basis of race, color, or national origin in administration of its educational policies, admission policies, or any school administered programs.

Academics

Curriculum

The curriculum at Wayside Christian School is geared to be college preparatory in that our course work is generally designed for the college bound student. Bible, reading, math, spelling, science, language, social studies, music, and physical education are taught with a strong emphasis on traditional basics.

Official Grading Scale

A+	99-100	A	93-98	A-	91-92	Excellent
B+	89-90	B	84-88	B-	82-83	Above Average
C+	80-81	C	75-79	C-	73-74	Average
D+	71-72	D	66-70	D-	64-65	Unsatisfactory
F	63 and below					No Credit Given
I						Incomplete
P						Passed

Academic Integrity

A key aspect of Christlike character is integrity. In their academic lives, students exhibit integrity by being truthful about their own academic work and properly acknowledging sources of ideas and information.

Grade Cards

Midway through each nine-week period, progress report slips will be sent home to keep students and parents informed of current progress in each subject. At the end of each nine-week period report cards will be sent home. Progress report slips and report cards need to be signed by a parent and returned to the school within three school days from the date of their release.

Graduation Requirements

In order for a student to graduate from WCS, a student must complete the courses shown below. These graduation requirements meet or exceed the requirements of the Ohio Department of Education.

WCS Graduation Requirements	
Courses Required	Credits Needed
English	4
Math	4
Science	3
Social Studies	3
Health	0.5
Physical Education	0.5
Electives	*5
Economics	
Fine Arts	1
Bible	1 per year enrolled
*Foreign language, Business, Career-Technical Education, Family and Consumer Science, English, Mathematics, Science, or Social Study Courses not otherwise required. This could also include dual enrollment courses. Please check with the office to see what specific courses are available to be taken at WCS.	
**Our Seniors are also required to attend the spiritual emphasis Senior Trip at the Wilds Christian Camp and Conference Center	

In addition to these requirements for graduation there are some other requirements that we have for all of our enrolled students. These requirements include the following:

- 1st - 6th Grade students will participate in Elementary Choir
- 3rd - 6th Grade students will participate Elementary Hand Chimes
- 7th - 8th Grade students must participate in Junior High Handbells and Junior High Choir
- 9th - 12th Grade students must participate in one of Senior High Handbells or Senior High Choir
- 7th - 12th Grade students must participate in at least 3 events at the BCSO Fine Arts Competition held annually and one academic test.
- 7th - 10th Grade students must participate in the bi-annual science fair during the years that they are enrolled in WCS

- 10th - 12th Grade students must take at least 1 semester of Speech and participate in the bi-annual school drama.

All of these requirements for those in 9th -12th grade will earn credits that will be able to count toward their 5 elective credits needed to graduate.

Class Conduct

Appropriate behavior in class is a matter of self-control. Students should be attentive in class. Activities which do not pertain to class are inappropriate — such as talking, reading, studying for another class, sleeping or using a Chromebook or other electronic device without permission from the teacher. Students may bring water in closed containers into the classrooms.

Homework

Homework contributes to a student's academic success and is assigned for various purposes, including practice, drill, remediation, enrichment and special projects. In general, if a student has been attentive in class and concentrates while doing homework, the time required for homework should be very reasonable.

Homework assignments will fit each teacher's program, but the following are estimations of the time you should expect your child to spend doing homework on an average evening:

K5	15 minutes
Grades 1-2	30 minutes
Grades 3-4	45 minutes
Grades 5-6	45 to 60 minutes
Grades 7-8	90 minutes
Grades 9-12	90 minutes to 2 hours

In order to encourage our students to attend a mid-week service at their church, no homework will be assigned on Wednesdays that is due on Thursday. Also, no major tests will be given on Thursdays.

If your child is working diligently yet spends an excessive amount of time on homework, please discuss the situation with your child's teacher.

Standardized Testing

Standardized achievement testing will be done once a year as a measure of student progress. Parents will be given the results of these tests. The school will also maintain a copy of the results in the students permanent records.

Attendance

Regular attendance to all classes and for all class days is expected and is vital for a successful school year. Students are expected to arrive on time and remain at school throughout the day. We do recognize there may be instances when a student must be absent. WCS recognizes two types of absences: medical/emergency and preapproved.

Medical/emergency absences include medical or dental appointments, illness and emergencies (car accident, injury or death in the immediate family.) A parent should contact the school office on the day missed or send a note of explanation upon the student's return to school. In the case of a doctor's appointment, **the parent should notify the office in advance**, and the student should check out when leaving and check in upon returning to school.

If a student misses classes due to illness, he or she may not participate in extra-curricular school activities that day.

Preapproved absences include events such as out-of-town trips with a student's own parent, out-of-town activities with his or her church youth group, educational opportunities, court proceedings or other special circumstances.

To obtain permission for a preapproved absence, a student should:

- Secure a "pink slip" from the office
- Have his or her parent complete the form and indicate permission by signing the form.
- Submit the form to the office **at least one week** before he or she will be absent in order to obtain approval.
- Have each of his or her teachers sign the form after it has been approved by the principal.
- Return the form to the office with all necessary signatures.
- Students may decide to do all homework before leaving for a preapproved absence or they may do homework while away and turn it in the first day back to school. All work not turned in the first day back to school will be counted as late, and a full letter grade will be deducted for each day the homework is not turned in.

- **Quizzes and tests should be done before the absence** unless the teacher prefers that the quiz or test be taken after the absence.

Any absence that is not a medical/emergency absence or preapproved absence could be considered an ***unexcused absence*** based on the reason for the absence. Unexcused absences will incur demerit penalties after the first and could also incur academic penalties. ***Deliberate absences*** (such as missing a class to avoid a test/quiz or paper/project deadline) will immediately incur significant demerit penalties and will also incur academic penalties with the assignment being counted as late.

Absence in Excess of 20 Days

The WCS School Board has determined that a student who has more than twenty absences in any school year will be in jeopardy of not being promoted at the end of the year.

Tardiness

Students will be counted as tardy if they are not in their seat by the time the bell rings at 8:00 am. If your student will be late to school on a specific day, please send a note with your student stating why they were tardy to school that day.

Three unexcused tardies in a nine week period may result in a parent-administrative conference being scheduled. After three unexcused tardies, a student will begin to incur demerit penalties.

Illness

Students need to stay home if they have any of the following symptoms: fever over 100 degrees, vomiting, frequent diarrhea, frequent cough, widespread rash, earache or severe headache.

Symptoms should not have been present for at least 24 hours before the student returns to school.

Transportation*

Parents are expected to make their own transportation arrangements. The Ohio public school system does not provide bus transportation to WCS. The office can provide directory information to assist parents in making carpooling arrangements.

* For pickup and drop-off procedures please see Appendix: A in the back of this handbook.

Required Events

Each school year there are certain events that our students are required to attend. The majority of these events are a part of our Fine Arts program and are considered to be a part of the academic curriculum.

The required events include:

August 26 - Parent/Student Orientation (All Students)

December 5 - Pelican House (Students in Bells and Chimes)

December 13 - Christmas Program (All Students)

February 29 - Promotional Banquet (All Students)

March 5-6 - BCSO Fine Arts Competition in Cleveland (7th-12th Grade)

April 24 - Spring Music Concert (All Students)

The dates listed above are tentative and could change after the printing of this handbook. Please check school calendar for any changes. Failure to attend these required events will incur an academic penalty in a student's Fine Arts grade and could also incur a demerit penalty.

Disciplinary System

The ultimate goal of Wayside Christian School is to develop Christlike young people that desire to live their lives in a manner that would glorify their Savior. 1 Corinthians 10:31 says, “Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.” Our process of discipline seeks to help accomplish this goal in each of our student’s lives.

The process of discipline will start with the classroom teacher dealing with any student to see if he/she will respond to reproof. The teacher and/or Administrator shows genuine love and concern for the student by seeking to counsel him/her according to the principles and truths of the Word of God. If the wrong attitude or action persists, parents are contacted and solicited for their help.

Suspension

Suspensions are treated as an excused absence for making up missed work but an academic penalty of 2% is deducted from all semester grades for each school day suspended. Suspensions may result regardless of, or in addition to, any other disciplinary action taken by the school.

Expulsion

Because an edifying atmosphere benefits the entire school family, there are some offenses that may result in expulsion. These offenses include:

- Major moral failure including immorality, hard-core pornography, sensual behavior, or use of alcohol or drugs.
- Stealing or shoplifting
- Possession of a weapon on school grounds
- Committing a crime or not disclosing an arrest occurring before or during enrollment
- Encouraging or aiding another student in an action that results in expulsion.
- An over accumulation of demerits

An expelled student may not return to WCS for one full semester and may not attend any school functions or activities during the time of expulsion. A letter of recommendation from a pastor or youth

pastor will be required before the student will be considered for readmission. A student expelled twice may not return to WCS.

These issues of expulsion also apply during the summer months. If a student is found out to have been involved in any of these offenses during the time off from school, the school has the right to withhold enrollment for the following school year.

Legal Violations

WCS reserves the right, and in some cases has a mandatory responsibility, to alert law enforcement officials of legal violations occurring on or off property.

The administration of discipline will be appropriate to the age and grade level of a student. For specific details, consult the following sections of this handbook:

- WCS Life: Elementary (Grade K3-6)
- WCS Life: Secondary (Grade 7-12)

Dress

The purpose of WCS's dress guidelines is to help students learn principles for dressing appropriately and for modeling biblical modesty in a way that reflects the God-ordained differences between men and women. We also intend that dress guidelines help to teach students to consider the impact of their choices on others, thus living out Jesus' instruction about loving others as ourselves.

Our dress should identify us with Christ, not with the things of this world. Reflecting Christ means focusing on internal beauty that pleases God rather than external fashions that allure people (1 Tim. 2:9-10; 1 Pet. 3:3-4). Modesty is a powerful way for believers to glorify God in a culture filled with sensuality and seduction. By dressing modestly Christians can display in appearance and conduct a heart devoted to Christ.

In establishing a dress code, WCS has chosen guidelines that we believe both meet the above standards and are clearly definable. We recognize that garments that are different than what our dress code allows are not necessarily "unchristian." However, just as it is necessary for most workplaces to have a dress code that must be followed by those that work there, our school has a dress code which is our institutional standard for those who attend here.

The school dress code is in force for **all** school events. This includes normal school days, all special programs, sporting events, field trips, graduation services, etc., on or off the school grounds, and applies to all students, whether participating or observing.

Students who wear inappropriate attire will be asked not to wear it to school again. Repeated dress infractions will incur demerit penalties. In extreme circumstances, parents may be asked to bring a change of clothes for their student to change into that meets school guidelines.

For specific details regarding dress, consult the following sections of this handbook:

- WCS Life: Elementary (Grades K3-6)
- WCS Life: Secondary (Grades 7-12)

2019-2020 Enrollment Information

Admission Policy

Wayside Christian School is open to all families who agree to have their children educated according to the principles of our Philosophy of Education, and agree to support the rules, regulations, and policies set forth in this handbook. **By enrolling their children at WCS, parents enter into a covenant to support the ministry of the school by attending school events, upholding the school in prayer, portraying a positive attitude, and helping with any school activities including fundraising, whenever possible.**

Health Requirements

All present and new students will be required to have the proper immunizations and medical/physical reports as required by state law. Parents are to be sure their child's immunizations are kept up to date. No student may begin school without records to show immunizations are current as required by law.

Financial Policy

Wayside Christian School is supported entirely by student fees, gifts, and a minimum number of special fund-raising projects. All fees and tuition will be charged according to the schedule established each year by the school board. When a student is enrolled in the school, the parents understand that they are responsible for the tuition. Registration and book fees are non-refundable. If a student is withdrawn, or enters the school late, the tuition charge will be prorated to the day and refunds may be made.

Tuition and registration fees are used to pay salaries and school overhead; Book fees cover text and workbooks, both consumable and reusable.

For families on the 10-month payment plan, tuition is due on the fifteenth of each month, beginning in August. After ten days, a \$25.00 late fee will be added to the family's account. **After a family becomes more than two months in arrears, the student(s) will not be permitted to return to class until payment is made.** In the event a student leaves our school, no records, transcripts, or diplomas

will be issued until the student's account is paid in full. **If the student's account is left in arrears through the summer, the student will not be allowed to reregister until it is paid in full.**

In this policy, Wayside does not intend to sound harsh or unkind, but in an effort to keep tuition as low as possible, we are not able to keep a cash reserve to pay bills and expenses when tuition is not paid.

Parents are responsible for replacement costs of any text, library book, or workbook that is lost or destroyed. There is a \$20.00 fee for checks returned because of insufficient funds.

WCS Life: General

Awards

We desire to honor those who have excelled in various areas of the school. Awards will be given out in areas including academics, citizenship, fine arts and athletics. These will be presented at the various awards programs towards the end of each school year.

Honor Roll

The honor roll will include all subjects that are given a letter grade for that grade period and will be calculated using the 4.0 scale. The honor roll will be for those students with a 3.5-4.0 average in all four quarters. Honorable mention will be for those students with a 3.0-3.49 average in all four quarters.

Students with a D or F will not be eligible for the honor roll or honorable mention for that grading period. Grades will be weighted according to the number of times per week that the class meets. Any student with an unacceptable conduct grade will not be eligible for the honor roll.

Chapel

First through sixth grade students will assemble once a week for chapel. Students in grades 7-12 will have a scheduled chapel bi-weekly. The emphasis of our chapel times will be the teaching of God's Word, challenging the lost to accept Christ, spiritual growth, and worshipping and praising our God through song.

Cheating

Cheating in any form is never tolerated. Cheating includes:

- Copying from another student's test or assignment
- Unauthorized provision of, or use of notes or other helps on a test or assignment, such as requesting or accepting answers on a quiz or test from another student who has already taken it; discussing information to any extent with other students; and transmitting quizzes, tests or answers to quizzes or tests electronically to other students via cell phone, email etc.

- Changing answers after a test or assignment has been completed.
- Reporting false information about the completion of an assignment, including turning in someone's work as one's own (another student's, a purchased paper from online source, etc.)
- Consulting (by parents or students) of teacher dictions or test blanks for textbooks that are used in the school.

Another form of cheating is **plagiarism**, the intentional or unintentional use of the ideas or words or source material without proper acknowledgement.

All original works in any media format — including but not limited to print, video or audio, as well as images and materials on the internet — are protected by copyright law regardless of whether a specific copyright statement is attached to the media. Any duplication that does not fall within the guidelines of fair use requires permission from the publishing agent or copyright owner.

Penalties for cheating will typically be academic in nature, but may also be disciplinary. Cheating on a final exam (high school) may result in denial of re-enrollment.

Communication

Wayside Christian School desires to be in communication with families as much as possible. There are multiple ways that we seek to achieve this goal.

www.wcswarriors.com

- Links to MySchoolWorx login page and financial aide information
- Faculty, staff, and administrative photos
- Sports Schedule
- School Calendar

MySchoolWorx

Wayside Christian School provides parents online access to their student's teachers, grades, assignments, school events and more with MySchoolWorx. To log into MySchoolWorx, parents must first provide the school with an active email address. Parents will then receive an invitation via email to create their own log in credentials, and will be able to securely access MySchoolWorx from any computer, smartphone or tablet.

Warrior Report

Each week we email or send home a newsletter that highlights important current information, upcoming events and recent news items. These reports are sent to each family of both our elementary and high school students. These reports are really our primary form of weekly communication with the parents.

Elementary Folders

Each week the elementary students will bring home a folder with the week's graded assignments and other pertinent information. The folders should be signed by a parent and returned on the next school day.

Secondary Student Communication

All of our secondary (7th-12th grade) students receive a school email account and access to the school network and online storage. Each student is expected to check his account daily. Students are accountable for announcements made in chapel or in homeroom.

Parent/Teacher Conferences

We hold Parent/Teacher Conferences in the early parts of each semester. These conferences provide an opportunity for the teachers to update you on the progress of your students, as well as to address any concerns that they may be noticing. The parents are also encouraged to ask the teachers questions and to remain in communication with their student's teachers throughout the school year.

Teachers and Administrators want to hear from the parents of our students! Even in cases where a teacher or administrator does not fully agree with a parent's view or is not able to fully accommodate a request, we want to listen well and to try to create a path forward together.

Emergencies/Severe Weather

Fire Drills — When the fire alarm sounds, students should evacuate the building under the supervision of the teacher, walking quickly and quietly to the designated locations.

Lockdown — If necessary, WCS’s administration will institute a lockdown for the safety of students. During a lockdown students must remain in the designated locations and will not be released to parents until the lockdown is lifted.

Weather Emergencies — When a thunderstorm or other serious weather problem threatens the school, all outdoor activities will cease. Everyone is to come indoors and wait until the “all clear” announcement is given before returning to outdoor activities.

School Closings/Delays — In the event school should be closed due to weather or other emergency, the first announcement will be made on WBCO AM 1540/WQEL FM 92.7, WMRN AM 1490/FM 107, WXML FM 90.1, and some TV stations no later than 7:00 a.m., but a delay may be changed by 8:00 a.m. “Dial my Calls” will also be used to notify families of delays or cancellations. Please notify the office with the phone number you wish to be contacted with. Wayside may close, but will not always (especially for fog), if two of the three local districts, Bucyrus, Colonel Crawford, or Wynford, also close for weather related causes. School closings are not “official” until they are announced on the radio or by phone. Awareness of school closing is the responsibility of each family, and the school cannot be responsible for children left off at school on closed days. Students are excused for being late due to inclement weather. If a parent determines that travel conditions are unsafe, the student is excused from school. Half-day Kindergarten will dismiss at noon on the two hour delay schedule.

Lunch

Parents are asked to provide adequate lunches for their children. There are usually extra lunch items for purchase at school, either from the office or from the senior class. Pop, juice, and water may be purchased from the machines at lunch and after school. Open containers are not permitted in or around lockers but bottles with caps can be stored in lockers. Students should empty and throw out cans, cups, and uncapped bottles.

There will be two days each week that a student may purchase lunch at the school. On Wednesday of each week we will offer a Hot Lunch for sale. Students should have their Hot Lunch Slip turned into the office by Monday morning if they would like to purchase Hot Lunch for that week. If the slip is not turned in by Monday morning we cannot guarantee that the student will be able to eat the Hot Lunch. On Thursday of each week we will offer pizza for sale. If a student would like to order pizza for lunch the office needs to know by first thing Thursday morning so the correct amount of pizza can

be ordered. Again, if the office is not informed in time of the desire to order pizza, we cannot guarantee that there will be enough pizza for the student to participate.

Allergies

It is vital that the school is made aware of any allergies, especially food allergies, that your student may have. Our registration forms have a place for you to make us aware of any allergies. Please keep this information up-to-date with the school office. The office will give each teacher a list of allergies for the students in their class at the beginning of each school year.

Medications

If a prescription or over-the-counter medication needs to be taken during the school day, a parent should bring it to the office in the original container along with a completed form for that medication.

Parents are responsible for knowing the expiration date of any medication brought to school and replacing medication before the expiration date. School personnel do not administer any medication past its expiration date.

The school office stocks Tylenol, Benadryl, Vaseline, calamine lotion, and cough drops. Any other over-the-counter medication your child needs should be provided by the parent.

Prospective Students

We love having our current families invite prospective students to visit the school! Parents and prospective parents are always welcome to visit the school and observe classes in session. A **two-day advance notice** is required for prospective family visitors and student visitors. This assures that the visit can be a profitable time and won't be interrupted by a field trip or special activity. Visitors check in first at the office. All student visitors should plan to follow the dress regulations of the school.

Textbooks

Textbooks, workbooks, and other materials provided to students belong to the school. Textbooks are turned in at the end of each school year and should be kept in good condition.

Technology*

Students are not permitted to have personal cell phones, iPods, tablets, laptops, etc. in their possession. All devices must be turned in to the office at the start of each school day. Failure to turn in devices at the office will result in a disciplinary penalty. Devices may be used by special permission only. Calls will be made for students in emergency situations.

* See Appendix: C for Chromebook use and policies

WCS Life: Elementary

Absences

See the “Attendance” section of this handbook.

Disciplinary System

For general information, see the “Disciplinary System” section.

To help develop and maintain a consistent discipline system for classroom control for all elementary grades K-6, the **tally system** is used. Although not a perfect system, the system uses Biblical principles to bring about proper behavior. The system will be based upon the three Rs — reward, reminder, and remorse.

Reward: Certainly we are taught in God’s Word that good behavior and right living will be rewarded. In this system we desire to help teach the students the same things with regards to their classroom behavior.

Reminder: All of us make mistakes and especially children have a tendency to forget. The reminder tally is used to train students in good behavior. Whenever a violation of the rules occurs, students will be given a reminder tally.

Remorse: Whenever a student has been reminded of poor behavior too many times, further action must be taken. Tally limits have been set by each teacher and students who exceed these limits must be dealt with. This system, although not without fault, does provide a way in which WCS can teach self-discipline and obedience to the students.

The following is a list of disciplinary procedures. Obviously these can be modified according to the severity of the offensive behavior and the age of the child. The purpose of each of the following actions is to bring about a change of behavior and is not simply punitive in nature. These actions are devised and applied so as to discourage continuation of unacceptable conduct.

1. Teacher counsels with student
2. Student is separated from class
3. Student is denied privilege and/or activity time
4. Teacher consults with parent(s)
5. The Administrator counsels with the student and/or parent(s)
6. Student is suspended for 1,2, or 3 days
7. Student is expelled from Wayside Christian School

There are certain behaviors that may require serious disciplinary action such as suspension or expulsion on the first offense.

If a student continues to cause issues in the classroom after meeting with the teacher and administrator, the student's parent(s) will be contacted immediately to have the student picked up and taken home that day where the parent can deal with the child. The student will not be permitted to return to school the next day until a note is sent with the student indicating that the matter was dealt with at home. This places the ultimate responsibility of final discipline on the parent(s) so the parent(s) can exercise their own disciplinary actions.

Dress Code: General Guidelines

For general information about the reason for our Dress Code, see the "Dress" section of this handbook.

Please keep in mind the following general guidelines for all student dress at WCS:

- Neatness and modesty should have a priority in all dress decisions.
- Clothing size should be appropriate for the size of the child.
- Clothing with writing (other than small "labels") or pictures is not permitted, except school related or student's name.
- No flip-flops or "beach shoes" are permitted
- Hair color should look natural, not "faddish" in color or extreme style and should not be distracting.
- No tattoos or piercing other than girl's ears.
- A student may wear a sweater, fleece pullover, or vest in school if cold. Any jackets, sweaters, hoodies, or outerwear with hoods on them will not be allowed to be worn in class.
- Belts are to be worn with pants that are designed with belt loops

Dress Code: Boys

Boys Hair:

- Should be neat and clean
- Should not hang over the collar or the ears
- Should not have sideburns any longer than the middle of the ear
- Should be at least one inch above the eyebrows in the front
- Should not have any extreme colors or styles
- Should have no designs or tufts shaved into the hair

Boys' hair should be cut regularly before it becomes unkempt and shaggy. Should a student's hair become an issue, the student's teacher or administration will send a letter home to the parents requesting that the student's hair be fixed in order to correct the particular issue. If the issue is not resolved in a timely manner, the student will not be permitted to return to school until the issue has been taken care of.

Boys Shirts:

- Should have a collar which turns down
- Should be buttoned except for the top collar button
- Should be tucked in all the way around
- Should have no words or logos except for the small "labels"
- Should not be worn over T-shirts with visible pictures or words

Boys Pants:

- Students in grades K-6 may wear jeans or dress style pants
- Should be neat and clean
- Should not have holes, be excessively baggy or long-crotched
- Should not be tight fitting or low-riding
- Should have no writing except for approved logos
- Should not have any excessive pockets such as cargo pants

Boys Miscellaneous:

- No work boots may be worn for shoes
- Necklaces (except for medic-alert), bracelets, and earrings are not permitted
- Non-marking shoes are required to be worn on the gym floor

Dress Code: Girls

Girls Tops:

- Should have sleeves that cover the shoulders
- Should cover the back
- Should have a neckline that is no more than three-finger widths below the collar bone
- Should not be tight or form-fitting (if in doubt, don't wear it)
- Should be long enough to stay tucked in when the arms are raised, or to overlap the skirt when the arms are raised
- Should not reveal undergarments
- Should not be a men's style T-shirt

Girls Skirts:

- Should come to the bottom of the knee when sitting or standing
- Should not have slits that rise above the knee
- Should not be tight, form-fitting, low-riding or clinging
- Should not reveal undergarments

Girls Miscellaneous:

- Hair should be clean and neat with no extreme styles or coloring
- Hooded attire, sweatshirts, and all other outdoor attire is not permitted in the classrooms
- May wear earrings. No other body piercings are allowed. Earrings may not be excessive; no bars or gauges are permitted.

Athletic Events

Elementary students attending games are to be supervised by an adult or a sibling who is at least 16 years of age unless they are participating on one of the school's athletic teams.

Field Trips

Field trips are tools for enhancing the subjects students are studying during the course of the year. Generally elementary classrooms plan a couple field trips per school year. Student attendance is required on all field trips.

Parties and Birthday Celebrations

All classroom parties must be approved at least two days in advance with the principal. Parties should be limited to special days observed throughout the year, not individual birthdays. Treats for each classmate may be brought in on a student's birthday.

Restricted Items

Students are not to bring the following items to school:

- Gum
- Frisbees, baseballs and footballs
- Rollerblades, scooters, skateboards, skates
- Collectible cards, playing cards, comic books and collector items
- Insects, reptiles, plants and pets
- Electronic and gaming devices, media players, and movies
- Fireworks, laser pointers, lighters, matches
- Any type of gun (including toy, paintball, and air-soft guns) or other weapon (including knives)

WCS Life: High School

Absences

See the “Attendance” section of this handbook.

Disciplinary System

For general information, see the “Disciplinary System” section of the handbook.

It is our desire to see all of our students learn, acquire and exhibit responsibility. This is a very important character quality for all of us to have. To assist in the the teaching process of this character trait, we will promote and honor students who portray responsibility. When irresponsibility is shown, we will also remind and reprimand the student through a discipline system.

In general, students whose behavior or actions appear to be contrary to the established rules of conduct reflecting the school’s philosophy will be assigned demerits. These consequences should be looked upon as loving reminders of what is expected of each student.

We have divided our disciplinary system into three tiers. The **first tier** is a list of common, less serious offenses which will be given demerits on an incremental basis.

Tier 1 Examples

Offense	Number of Demerits
Late	0,0,0,2,2,2,4,4,4
Dress Infraction	0,0,2,2,2,4,4,4
Complaining	0,0,2,2,2,4,4,4
Arguing	0,0,2,2,2,4,4,4
Horseplay	0,0,2,2,2,4,4,4
Disruptive Behavior	0,0,2,2,2,4,4,4
Misc. Classroom Offenses	0,0,2,2,2,4,4,4
Homework	0,0,1,1,1,2,2,2,4,4,4

The **second tier** is a list of more serious offenses that will be given demerits on a case by case scenario. The amount of demerits given will be determined by an administrator based on the seriousness and extent of the offense. These kinds of offenses will also involve a meeting with the administrator to discuss the offense.

Tier 2 Examples

Offense	Number of Demerits
Unexcused Absence (After 1)	5
Damaging Property	5-25
Public Display of Affection	5-25
Profanity	5-25
Unapproved Cell Phone Possession	5-25
Disrespect of Authority	10-50
Fighting	10-50
Stealing	10-50
Lying	10-50
Intentional Absence	25
Direct Disobedience	25-50

WCS's administration will send a letter to the parents of a student who has accumulated 25 or more demerits, informing them of the offenses that have caused the accumulation of demerits and the consequences that can occur if demerits continue to be accumulated. Consequences could include detention, ineligibility, loss of privileges, suspension, or expulsion. At intervals of 25 demerits, additional letters are sent home and additional consequences could be handed out.

By accumulating 50 demerits or more in a semester, a student typically is demonstrating the need for greater self-discipline and, therefore, will receive a conduct warning, and a parent conference will be requested. All students will begin each new semester with a clean demerit record.

The **third tier** in the disciplinary system is a list of major offenses. While demerits may be assigned for these offenses, students will also receive immediate additional consequences. These consequences could include detention, suspension, loss of privileges, academic penalties, ineligibility, or immediate expulsion. Usually these kinds of offenses will also result in immediate contact with the parents of the student in question.

Tier 3 Examples

Offense	Potential Consequences
Cheating/Plagiarism	Detention, Suspension, Loss of Privileges, Academic Penalties, Ineligibility, or Expulsion
Bullying	
Alcohol/Drug Use	
Assault/Threats	
Sexual Immorality	
Insubordination	
Possession of Firearms/ Weapons	

With all of the discipline issues that we must deal with, it is always our desire to not just see the outward action changed, but also to see the heart changed. All of our teachers are encouraged to view each disciplinary issue as an opportunity to disciple and mentor our students using the truth of God's Word. We desire to produce young people that have a heart that desires to glorify Jesus Christ.

WCS believes that consistent and exemplary behavior and good attitude deserves proper recognition and commendation. For this type of action, WCS may reward the student with earned and designated special privileges.

Dress Code: General Guidelines

For general information about the reason for our Dress Code, see the "Dress" section of this handbook.

Please keep in mind the following general guidelines for all student dress at WCS:

- Neatness and modesty should have a priority in all dress decisions.
- Clothing size should be appropriate for the size of the student.
- Clothing with writing (other than small "labels") or pictures is not permitted, except school related or student's name.
- No flip-flops or "beach shoes" are permitted
- Hair color should look natural, not "faddish" in color or extreme style and should not be distracting.
- No tattoos or piercing other than girl's ears.

- A student may wear a sweater, fleece pullover, or vest in school if cold. Any jackets, sweaters, hoodies, or outerwear with hoods on them may not be worn in class.
- Belts are to be worn with pants that are designed with belt loops

Dress Code: Men

Boys Hair:

- Should be neat and clean
- Should not hang over the collar or the ears
- Should not have sideburns any longer than the middle of the ear
- Should be at least one inch above the eyebrows in the front
- Should not have any extreme colors or styles
- Should have no designs or tufts shaved into the hair

Boys' hair should be cut regularly before it becomes unkempt and shaggy. Should a student's hair become an issue, the student's teacher or administration will send a letter home to the parents requesting that the student's hair be fixed in order to correct the particular issue. If the issue is not resolved in a timely manner, the student will not be permitted to return to school until the issue has been taken care of.

Boys Shirts:

- Should have a collar which turns down
- Should be buttoned except for the top collar button
- Should be tucked in all the way around
- Should have no words or logos except for the small "labels"
- Should not be worn over T-shirts with visible pictures or words

Boys Pants:

- Should be dress style pants
- Should be neat and clean
- Should not have holes, be excessively baggy or long-crotched
- Should not be tight fitting or low-riding
- Should have no writing except for approved logos
- Should not have any excessive pockets such as cargo pants

Boys Miscellaneous:

- No work boots may be worn for shoes
- Shoes should fall into the dressy/casual style (If you are unsure what that means then ask)
- Necklaces (except for medic-alert), bracelets, and earrings are not permitted
- Non-marking shoes are required to be worn on the gym floor
- A tie is to be worn on chapel days with the appropriate collared shirt and top button buttoned

Dress Code: Ladies

Girls Tops:

- Should have sleeves that cover the shoulders
- Should cover the back
- Should have a neckline that is no more than three-finger widths below the collar bone
- Should not be tight or form-fitting (if in doubt, don't wear it)
- Should be long enough to stay tucked in when the arms are raised, or to overlap the skirt when the arms are raised
- Should not reveal undergarments
- Should not be a men's style T-shirt

Girls Skirts:

- Should come to the bottom of the knee when sitting or standing
- Should not have slits that rise above the knee
- Should not be tight, form-fitting, low-riding or clinging
- Should not reveal undergarments

Girls Miscellaneous:

- Hair should be clean and neat with no extreme styles or coloring
- Hooded attire, sweatshirts, and all other outdoor attire is not permitted in the classrooms
- May wear earrings. No other body piercings are allowed. Earrings may not be excessive; no bars or gauges are permitted.
- Denim skirts are not permitted on chapel days

Lockers/Book Bags

A locker is assigned to each student at the beginning of the school year. Students may bring a combination lock for their locker if they desire to do so, but the combination for the lock must be turned into the office. Students are responsible for their own lockers and possessions. Students are not to share lockers. The school is not responsible for stolen items. The school reserves the right to search any locker, at any given time.

Students who choose to use book bags may carry them from class to class. Book bags should not be left on the floor in front of lockers or laying in the lobby area of the school. Books, book bags, etc., left in the hall, lobby, locker area, or restrooms will be taken to Lost and Found where it will cost \$.50 per item to retrieve the items.

Mixed Groups

WCS desires that students develop Christ-honoring friendships and enjoy a rich social life that enhances their overall school experience as well as their preparation for college and life.

We want students to have wholesome social opportunities in a setting that provides accountability for biblical requirements of purity. Male and female students should guard their testimonies; they are not to be alone together in a classroom or in an unsupervised area. Romantic physical contact between men and woman students is not allowed.

Vehicles

Students with a valid driver's license are permitted to drive to school. They must adhere to the guidelines and submit the necessary forms before the end of the first week of school or risk losing the privilege of driving to school.

Only those passengers with specific permission from their parents are allowed to ride with student drivers. This permission must be in writing and on file in the school office from the beginning of the year or as soon as the student begins to drive.

Upon arrival, the student's vehicle is to be parked in the designated student parking area. Students should request permission from the office before going to a car during the school day. Students should not loiter in or around their cars before or after school.

Caution and proper driving etiquette are to be followed at all times. The speed limit is 15 M.P.H. in the parking lot. Violations or chronic tardiness will result in demerit penalties, and could eventually result in the loss of driving privileges.

A student may drive his or her vehicle only, and no student is to lend his or her car to another student.

Student Employment

We understand that there may be students enrolled in WCS that desire to be employed by a business. We feel that can be very beneficial for a teenager to be able to learn good work ethic as well as to learn how to manage time. Ultimately, whether a student is employed while enrolled in school is entirely the decision of the parents, but there are some guidelines that we have for those who are enrolled in WCS while also maintaining a job.

All school activities take priority over work. For example, work is not an excusable reason for a student playing sports to miss a scheduled practice or game. If there are going to be consistent issues between athletic involvement and work, the student may have to choose one or the other. These decisions will be left up to each individual coach. Students are also expected to keep work from interfering with studies. Work is not an excuse for incomplete homework. Work is also not a valid excuse for missing a required event.

Students that desire to have a regular work schedule during school hours must be either a Junior or Senior in High School. The student may not miss more than half of the school day for regularly scheduled work nor may he/she miss a class for scheduled work duties. Students must maintain appropriate grades and school behavior or this privilege may be taken away.

Restricted Items

Students are not to bring the following items to school or on school trips:

- Any type of headphones (such as earbuds), except as specifically required for class or with specific permission from an administrator.
- Electronics, gaming devices, media players, and movies
- Fireworks, laser pointers, lighters, matches
- Any type of gun (including paintball and air-soft guns) or other weapons (High School students are permitted to carry a pocket knife)

- Hover-boards, skateboards, etc.
- Gum
- Insects, reptiles, pets

WCS Life: Extra-Curricular Activities

School Activities

All students are expected to wear school dress to all school functions unless instructed otherwise.

Exceptions will be announced by the administrator and will be in keeping with the nature of places being visited, and appropriate for the activity. There will be some events where nicer dress will be required.

No headphones may be used in the school vans while traveling for school functions. No inappropriate music should be played in the vehicles while transporting students.

Students may have their cell phones or tablets in the vans while traveling, but the content for which the phones/tablets are being used must remain appropriate for everyone in the van. Anyone that uses their phones/tablets in anyway that is deemed inappropriate will have their phone/tablet confiscated until we have returned from the trip and may also receive a demerit penalty.

Athletics

WCS maintains soccer and basketball teams for boys and volleyball and basketball teams for girls seventh grade and up. Students in fifth and sixth grades will be allowed to participate in Junior High sports. They may also participate in varsity sports on a limited basis, but may not be able to participate in BCSO varsity tournament games.

Students participating in interscholastic sports are, by nature of their activity, in the public eye and de-facto role models. Because of this, WCS expects its student athletes to display only the highest level of Christian conduct. Any student who cannot maintain a Christian demeanor while executing his or her duties as a team member will be dropped from the squad.

Athletic Attire

Guys participating in athletics must wear a tie on game days in order to be eligible to play. Loose fitting, plain sweat pants may be worn over uniform shorts on the way to games, between games, and

on the way home from games. The pants should have no writing. A Wayside T-shirt or uniform top may also be worn.

Girls may wear their uniform shorts and tops to games, between games, and on the way home from games. They may also wear a Wayside T-shirt. If they do not desire to remain in their uniform then school dress is required.

All practice attire, both guys and girls, should come to the knee and be loose fitting. No leggings or yoga pants are permitted to be worn for practices unless a pair of knee length, loose fitting shorts are worn over top.

Uniforms will be provided to each member of our athletic teams. These uniforms belong to WCS and should be well taken care of throughout the sports season. At the end of the season, uniforms should be washed and returned to the school office ASAP. Any students that do not return their uniform, lose their uniform, or do not properly care for their uniform resulting in damage, may be charged for the cost of a replacement uniform.

Extra-Curricular Requirements

Attendance in school is required for participation in any extra-curricular activity. If a student is absent for more than half of the school day, they will not be eligible to participate in any extra-curricular activities taking place on that day.

The only students eligible for extra-curricular activities at Wayside are those who demonstrate that the extra-curricular activities do not interfere with their academic development. This is done by maintaining a “C” average with no failing grades. At the start of each grading period, the first two weeks will be averaged with the results of the previous report card to determine eligibility. Eligibility will run from Sunday to Sunday. Excessive discipline problems could also result in a period of ineligibility.

Home schooled students that are associated with the ministry of Wayside Chapel and are active in services will be eligible to participate in school sports. They must pay the current Athletic Fee for that sport before participation will be allowed.

Concession Stand Requirements

It is required that the parents of any student that desires to participate in athletics at WCS help in the concession stand during each sport season. The concession stand is the main means by which we are able to continue to offer an athletics program.

Before a student is eligible to play in any games for WCS the parent/parents need to be signed up for a date to serve in the concessions area. If the parent does not show up for the date they are to work in the concession area than the student(s) will no longer be allowed to participate in the athletics program at WCS. If for some reason the date you signed up for will no longer work for you, it is your responsibility to try to find someone who will trade dates or cover your time in the concession stand. It is also expected that you will inform the office about this change.

Appendix A: Part-Time Students

A part-time student is one who is homeschooled and is taking three classes or fewer at WCS. The classes taken at WCS are a supplement to the homeschooling program, so a part-time student would not earn a WCS diploma.

Benefits

- Extracurricular activities (Athletics, Robotics Club)
- Special school events, such as spirit week events, high school banquet, field trips, and Senior trip to the Wilds.
- Standardized testing
- A WCS Yearbook

Expectations

- Attendance at registered classes
- Attendance at all required school events
- Participation in Fine Arts Competition
- Compliance with handbook regulations and daily announcements

Tuition

Rates are as follows (3-class limit)

- Grade K5-6 — \$100 per quarter per class
- Grades 7-12 — \$125 per quarter per class
- Other fees, per year
 - Registration fee — \$75 per child
 - Book Fees — Textbooks may be rented at 1/3 the new book cost. If a new book is required, the student must purchase the book through Wayside Christian School.
 - Athletic Fee — \$100 (only if student will be involved in athletics)

Appendix B: Pick-up/Drop-off

The safety of your children is of utmost importance to us. Therefore, we have established some instructions to help make sure each one of our students remain safe during the pick-up and drop-off times.

Before/After Hours

Students that arrive early should remain outdoors in reasonable weather until 7:55. At 7:55 students will be permitted to go to their lockers and homeroom.

Students will be dismissed in an orderly fashion at 3:00 PM. No student is to be in the classrooms after 3:15 without the supervision of a WCS teacher. At 3:15 all students have the following options: leave the school ground, be with their parents, participate in a coach supervised team practice, or be in the assigned after school care area. Parents that will be unable to pick their children up on time must notify the school office and may be subject to an after-school-care fee.

The school must have a note or phone call from the parent in order for a child to go home with anyone other than the parent or person previously designated to take that child home.

Traffic

Parents dropping off and picking up children at school are asked to follow these traffic instructions to help keep each one of our students safe:

- Do NOT exceed 15 M.P.H. on WCS property
- Please follow the same traffic pattern every day after school. When entering, stay to the right and travel all the way around the island to the front of the appropriate school building. **Please stay in a single-file line.**
- If a parent needs to enter the building or to conduct any kind of business, they are asked to park in the church lot in front of the church building. **Do not leave car parked in front of the sidewalk.**

Appendix C: Chromebook Policy

WCS supplies our 7th-12th grade students with a Chromebook device. This device is the property of Wayside Christian School. The supplied device is meant to provide each student access to educational materials to help them succeed. The Chromebook allows students to access Google Apps for Education, education web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

Chromebook Care

Students are responsible for the general care of the Chromebook they have been issued by the school whenever it is in their possession. Chromebooks that are broken, or fail to work properly, must be taken to the School Office so they can be taken care of properly. Students should not attempt to fix a broken Chromebook on their own.

More specific instructions with regards to the care of the Chromebooks will be given to students on the day that Chromebooks are distributed.

Chromebook Use

A Chromebook is assigned to students for school use throughout the school day. Students are encouraged to use it for classwork when it is appropriate. Each teacher will govern when the Chromebook is needed and can be used in his/her classroom. The Chromebook is a learning tool so it will not be used 100% of the classroom time.

The use of the Chromebook is for academic purposes only!

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school related or personal purposes, other than as specifically provided by law. Wayside Christian School may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the

operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers and school administrators may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Filtering

Each student's Chromebook will be filtered through the filtering software that has been chosen by the WCS administration. Any improper use of the Chromebook will involve disciplinary action.

Appendix D: Position on Marriage & Human Sexuality

Definition of Marriage

The institution of marriage has been valued by every culture and society throughout human history. Wayside Christian School believes marriage is an institution ordained by God and prescribed by the Scripture to be a monogamous relationship between a man and a woman physically created in these respective genders by God. We believe God intended heterosexual marriage to be an enduring covenanted relationship established before Himself and man to propagate the human race, lovingly express healthy relational and sexual intimacy, and picture the covenant relationship He has with all genuine believers.

Statement about Gender Identity

God created man and woman in His image as two distinct but equal genders which He intends to use for His glory (Gen. 1:26-27). Furthermore, individual gender is assigned by God and determined at conception (Ps. 139:13-16). Therefore we believe that to intentionally alter or change one's physical gender or to live as a gender other than the one assigned at conception is to reject God's right as creator to assign gender to His creatures and is a personal rejection of His plan to glorify Himself through the original gender He assigned that individual (1 Cor. 10:31).

Expectations of WCS Staff and Students

Because the positions set forth in this statement are grounded in the biblical, moral and ethical commands clearly taught and demanded by Scripture, WCS expects all employees and students enrolled at WCS to agree with and abide by this statement on marriage, human sexuality and gender identity.

Posture Toward Those Who Disagree with Us

All of us are sinners. We live in a world broken by sin and are called to live out our biblical beliefs among those who may disagree with us. We desire to do so in a way that honors God and points people to Christ (1 Pet. 1:11-12). We also believe every person must be treated with respect and compassion and are committed to living out our commitments to these biblical standards with grace and humility.

We also believe that we are called to speak God's truth in love (Eph. 4:15) as we call all men to recognize that all human sinfulness is an offense to God (Rom. 3:10-11; Rom. 6:23a), and that He offers a full and free forgiveness through Jesus Christ to all who repent and forsake their sin and turn in faith to Him. (Acts 3:19-21; Rom. 6:23; 10:9-10; 1 Cor. 6:9-11; 1 John 1:8-9).

Appendix E: Problem Solving

*Even in the best of relationships, problems occur that create a temporary strain between the parties involved. God has given us His directions for dealing with these kinds of situations within the church in Matthew 18:15-20. This passage also gives us a good framework to emulate in most situations.

If a question or problem arises that involves a teacher or the school, would you please consider implementing the following problem-solving procedures:

1. Pray about it, asking God for wisdom in dealing with the problem. Ask Him to give all involved a heart yielded to His will. Pray for patience and a solution.
2. Avoid talking with others about the problem before speaking with the person(s) involved. More often than not facts that are initially unknown will shed a different light on the situation (Prov. 18:13). Telling others can initiate unfounded and hurtful gossip.
3. Make an appointment to meet with the other person. Go with a servant's spirit and a listening ear. As Proverbs 15:1 says, "A soft answer turneth away wrath: but grievous words stir up anger."
4. Present your perception of the problem to the other person. Avoid seeming to attack the person; instead focus on solving the problem. Listen carefully to the other person's perception of the problem, and listen for new facts that may lead to a solution.
5. Allow God to work in and through the situation — He may have a much bigger and better plan in the situation than anyone involved can imagine. Each party must focus on his or her individual responsibility in the matter and what he or she can do to correct the problem.
6. If the parties cannot reach a solution, contact the administrator to work through the problem.



Wayside Christian School

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