

Wayside Christian School

LEARN • LOVE • SERVE

Parent & Student Handbook



2024/2025

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Wayside Christian School

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As administration, faculty and staff, we count it a privilege to be able to partner with parents in the education and development of their children. We believe that education extends beyond the classroom into the hallways and on the ball fields. It is our 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 learn about, love, and serve Jesus Christ.

Good policies and procedures are important in maintaining such an environment. There are many good ways to organize and operate a Christian school and we have attempted to explain one of those ways here in this handbook. Although we prayerfully consider biblical principles in every decision, this handbook itself is not scripture nor a path to spiritual maturity. We understand that your personal positions and preferences may differ from WCS policies. In choosing to partner with us in the education of your child we ask that you support the teachers and administration, including helping your child abide by and graciously respond to school policies and decisions. We, too, will attempt to work with you in this process of normal growth and development of your child by, as needed, giving your child reminders, clarifications, or, on occasion, corrections.

We are excited to have you as a part of the Wayside family. 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 families and churches in equipping students to achieve academic excellence, to make Biblically based decisions, and to exemplify and serve Jesus Christ."

Pastor Donald Helman - WCS Administrator

Forward

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 chartered, non-public school in the state of Ohio and is a member of the American Association of Christian Schools.

Mission Statement

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

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.

For expanded statement of faith please visit the school website. Our Statement of Faith is not exhaustive of all our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior.

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 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.

Ultimately, the responsibility of education belongs to parents. Our local church makes available to 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

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 an 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.

Authority for Administration of the School

Responsibility for the approval of policy and general operations of the school rests with the WCS Administrator and School Board who reports to the Wayside Chapel Pastor and Deacon Board. All administrators, teachers, and other school personnel are employees of Wayside Chapel. The day to day administration of the school is delegated to the school administrator who is subordinate to the pastor and deacons and works in collaboration with the WCS School Board.

The Deacon Board of Wayside Chapel selects the Administrator upon the recommendation of the Pastor. The administrator shall meet regularly with the Pastor and school board. He works under the direct supervision of the Pastor. The administrator is the overseer of the school, both educationally and administratively. He is the chief school administrator to whom all of the school's staff is accountable.

Nondiscrimination Policy

The governing board of Wayside Christian School, located at 2345 Kerstetter Road in Bucyrus, Ohio 44820, has adopted the following racial nondiscriminatory policies.

Wayside Christian School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

Wayside Christian School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

WCS reserves the right to select students and/or staff based on academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with WCS administration and to abide by its policies (Romans 2:11).

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.

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 directions 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.

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.

Christian Service Hours

At Wayside Christian we desire that our students engage within their community, their state, their country, and their world. As our world continues to shrink with global technology and communication advances, Christians must learn how to navigate and interact with people of differing backgrounds, cultures, and experiences. In order to accomplish this, we require each student in 9th-12th grade to perform 15 hours (minimum) of Christian Service during each school year. Christian Service hours are defined as the following: “Time spent glorifying God through acts of service in the church, school, or community.”

Christian Service hours begin June 1st and will be accepted throughout the year

until the second week of May of the following year. Examples of Christian Service hours include: Mission trips, serving at church, serving at a food pantry, serving at a pregnancy center, serving at a rescue mission, various service projects at school, etc.

Christian Service hours will be integrated into the Bible course and count as 10% of the student's 2nd semester Bible grade.

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 3-6	45 Minutes
Grades 7-12	90 Minutes

Each student is to complete all assignments when due. If absent, the student must complete all assignments within the same number of days of absence upon his return to school, unless prior arrangements have been made with the teacher. Students will be expected to study for tests on a continuing basis. We do not recommend "cramming" the night before an exam.

In order to encourage our students to attend a mid-week service at their church no major tests or quizzes will be assigned on Wednesday and due on Thursday.

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

Promotion Policy

Students in 4th-8th who do not pass the second semester in both English and Math and the second semester in at least two of the other core classes (i.e. Bible, Science, History) may be prevented from being promoted. Students who do not meet this requirement may be required to repeat the second semester of the required course(s) in an approved summer school program or receive summer tutoring to become eligible for promotion.

Standardized Testing

WCS administers the IOWA Achievement test to all grade levels each spring. Cognitive testing will be given as determined by the administration. Additional testing will be administered to specific grade levels as required by law.

Attendance

Regular attendance to all classes and for all class days is expected and vital for a successful school year and is a joint responsibility shared by the student and parent/guardian. Because WCS has the legal responsibility to do everything in its power to assure that each student receives maximum potential benefit by school attendance, all students and parents/guardians are asked to comply with the following policies.

Students are expected to arrive on time and remain at school throughout the day. It is the responsibility of the student and parents to develop the habit of being punctual and regular in attendance.

At WCS we recognize that God has given the responsibility to raise and educate children to the parents. Therefore, parents have the final say in where and how a child is educated. We appreciate that our students' parents have chosen to trust WCS to assist in this endeavor. It is with this understanding that we have established this policy regarding excused and unexcused absences.

Absences

An absence that is determined to be excused by the parent will be excused by the school as long as the parent/guardian of the student informs the school of the reason for the absence. If no communication is received, the student's absence will be counted as unexcused.

For an absence that is excused, the student will have 1 day for each day they were absent to make up their work and take tests that were missed. If the absence is unexcused, no make-up work will be accepted and all daily work and tests missed will be given a zero.

If a student is expecting to miss multiple days that is known in advance, parents should contact the office and let us know what days their student(s) will be absent so that teachers can work with the students ahead of their absence with regards to school work that will be missed while gone. JH/SH students should talk to their teachers to find out what work they will miss while gone.

While we recognize the parents are the authority in determining how a student is educated, we are also responsible for the quality of the education we are giving our students. Being in class is an important part of a student being able to learn the material. Excessive absences lead to an inability to truly master the material. With this in mind, if a student accumulates more than 10 total absences, in a semester, that student could lose up to 2% points off of each of their semester grades. Excessive absences may also lead to a student being denied course credit or not being permitted to return to Wayside Christian School for the following semester. We will take into account medical situations or family emergencies that may cause a student to miss extended school time when a decision like this is being made.

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 may be in jeopardy of not being promoted at the end of the year and could be denied re-enrollment.

Tardiness

It is important for the entire classroom that each student be on time to school each morning. Each student is expected to be in the classroom, fully prepared when the day begins. Students will be counted as tardy if they are not in their classroom by the time the bell rings at 8:00 am. A tardy student must check-in at the school office. If your student will be late to school on a specific day because of an appointment, please send a note with your student stating why they were tardy to school that day.

After three unexcused tardies in a quarter, a warning will be issued, and a \$5 fine will be charged to the student account for each additional unexcused tardy in the quarter. Excused tardies will only be those due to a medical or dental appointment, severe weather, family emergency, or those approved ahead of time by the school office. Parents should plan ahead to ensure that they leave home in time to have their students at school by the expected arrival period.

Early Dismissal

Students needing to leave school early must bring a note explaining the reason and signed by a parent or guardian. A phone call from the parent is also an acceptable

form of notification. The notification should be received by the office by 8:15 am. Parents/guardians must sign out students upon leaving and sign back in upon their return if they are planning to return the same day.

Illness

Under no circumstances should a student come to school, or a parent bring a sick student to school, if the student is showing any signs of illness. Sick students have the potential to expose other students and staff members they encounter.

In general, always keep your child home from school if they have an oral temperature over 100.0 degrees (temporal/ear 100.5) without fever-reducing medicine, tightness in chest, difficulty breathing, wheezing, vomiting, diarrhea (generally 3 or more unexplained episodes), eye problems such as crusting, pus, pain, or if they have untreated lice, scabies, impetigo, ringworm, or other communicable diseases. Also, keep them home if they have any new rash accompanied by fever. Consider keeping them home for a severe, persistent cough, pain (e.g., toothache, headache, ear pain), extreme fatigue, really bad cold with a lot of nasal secretions (unable to control secretions), or severe sore throat.

When should a student return to school? They must be without a fever for 24 hours without taking any fever-reducing medications (like Motrin or Tylenol), have had no diarrhea or vomiting in the last 24 hours, and be eating normally. Additionally, after being on antibiotics for a specified length of time, usually 24 hours, they can return to school.

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.

Please check school calendar for dates and times of these events. Failure to attend these required events could incur an academic penalty in a student's Fine Arts grade or a mark 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. Scripture 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.

Bullying

WCS defines bullying as a repeated and purposeful abuse of power or position to intimidate or control another person. Bullying may be verbal, physical, or social and may occur in person or online. We recognize that not all unpleasant experiences or interpersonal conflicts are due to bullying and will communicate with parents to coordinate the appropriate instruction and intervention. Nonetheless, bullying, harassment, or unkindness will not be tolerated at WCS. Depending on its severity, bullying may result in expulsion and referral to appropriate authorities.

Detention

Detentions are issued based upon the accumulation of demerits or other tier 2 or 3 disciplinary offenses. Detentions are served for a 40 minute time period after school has concluded for the day. Detention slips will be sent home to parents and must be signed by the parent/guardian and returned to the school the next day. Failure to show up to detention or showing up without a signed detention slip will result in an additional detention. If students ride in a carpool or play after-school sports, they must make the necessary arrangements to serve their detentions as assigned.

In addition to after-school detention, a student who accumulates a large amount of demerits may also be assigned a Saturday detention. This detention will take place at the school and will last for 1 hour. The school principal and/or assigned teachers

will be present to administer the detention. Parents are expected to make the necessary arrangements to be sure their student is able to serve the detention as assigned. Failure to show for a Saturday detention could result in suspension or expulsion.

Probation

Probation may be academic, disciplinary or both. Probation is a period of time, usually nine weeks, during which the student will be expected to make significant academic or behavioral progress in order to show that he/she has changed sufficiently to allow them to stay at WCS. During this time, the student must demonstrate real change in behavior and personal growth. Probation may include the loss of privileges, such as attending certain extracurricular activities, participation in events held to reward those that maintained low demerit counts and completed homework on time, participating in athletics, or loss of open gym time. Students who successfully complete a period of probation may be restored to full student privileges. If improvement is not shown over a period of nine-weeks the student will remain on academic probation for another 9 weeks. If progress continues to not be shown, the student will no longer be permitted to continue at WCS.

All new students will enter the school on a probationary basis for the first 9 weeks. During this time students will be monitored to make sure they are able to handle the academic load of the school and that they and their families are able to support and follow the policies of the school. The enrollment status of the student will be reviewed after 9 weeks and it will be determined whether the student may continue at WCS.

Suspension

Suspensions could be assigned as in-school or out-of-school. Students given an out of school suspension are not to be on school property at any time during the suspension. Suspensions will be treated as an excused absence for making up missed work but an academic penalty up to 1% may be deducted from all quarter 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 but are not limited to:

- 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 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.

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 (Grades K4-6)
- WCS Life: Secondary (Grades 7-12)

Legal Policies

Drug & Alcohol Policy

Wayside Christian School believes that the consumption, buying, selling, or transfer of drugs and/or alcohol by our students cannot be tolerated and may result in dismissal of the offending student or students. The administration of WCS reserves the right (as per the safety of that student or any other student) to require drug testing upon reasonable suspicion that a student is under the influence or was under the influence of a drug or alcohol while on or off school grounds. The student's parents will be notified prior to any test. If the parents and/or student refuses, then the student's privilege to attend WCS will be revoked.

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 very seriously.

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. Students are also 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 (directed toward particular students or staff), the student will be immediately suspended and a recommendation to expel may be delivered to the school board. For the purposes of this policy, credible means a reasonable belief or suspicion, determined by the administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat.

In circumstances in which the administration determines that the threat is not likely credible, the school may suspend the student pending a parent meeting. These include cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation.

Anti-Harassment Policy

It is the policy of the Wayside Christian School Board to maintain an educational environment which is free from all forms of unlawful harassment, including sexual harassment. Such behavior is inconsistent with the Christian tenets and Biblical philosophy of Wayside Christian School. This policy applies to unlawful and immoral conduct occurring at any time, on or off school property. Students who believe that they have been unlawfully harassed by another student or member of the school community or a third party are entitled to notify the administration of the complaint. Initiating a complaint will not adversely affect the student's participation in educational or extracurricular programs.

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 meet with the student and contact the parents/guardians to advise them of the intent to investigate. The administration will make every reasonable effort to protect the rights of parties and maintain the confidentiality of the investigation. The administration will take immediate steps to impose disciplinary action, which may include dismissal, on any student engaging in any of 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, or purposefully delaying the investigation of allegations of harassment.

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 education 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 have the effect of causing embarrassment, discomfort, or reluctance to participate in school activities.

Students who feel they have been unlawfully harassed should file a formal written complaint with the administrator. 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.

The parents or guardian of the complainant will be contacted immediately. If the alleged harasser is a student, the parents of said student will also be contacted. The investigation may include interviews of witnesses to provide any evidence they believe to be relevant to the situation. 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 from WCS.

Search and Seizure

In order to maintain order and discipline in the school and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials in the search.

- **Personal Searches:** A student and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, book bags, etc. without the parent's permission or the

student's permission. Registration of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings are required (as per the safety of that student or any other student), then the parents will be phoned and must come to the office to perform the search. If the parents fail to come to the school to perform the search within a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend WCS will be revoked.

- **Locker Searches:** Student lockers are WCS property and remain at all times under the control of WCS; however, students are expected to assume full responsibility for the security of their lockers. WCS exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by WCS officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, without parental consent, and without a search warrant.
- **Automobile Searches:** Students are permitted to park on WCS premises as a matter of privilege, not a right. WCS retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student vehicles on campus. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. The same procedures will be followed as in a personal search.
- **Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

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.

Dress

WCS endeavors to promote excellence in all areas of life, including dress. We want the dress of our students to positively reflect our Christian values as well as promote a sharp, positive, and appropriate image to those in our community. Our desire is a dress code that promotes modesty and neatness and recognizes the God-ordained differences between men and woman without excessive restriction on individual expression. We also intend that our 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.

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.

Students are expected to abide by school dress code whenever they are present for normal school days. The dress code for spirit week, dress down days, special programs, field trips, etc., will be announced prior to the event.

Students who wear attire that does not meet the school guidelines 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. The administration reserves the right to determine what is acceptable and unacceptable in matters of appearance as they enforce the dress code.

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

- WCS Life: Elementary (Grades K4-6)
- WCS Life: Secondary (Grades 7-12)

Enrollment Information

Admission Policy

Wayside Christian School is open to families who agree to have their children educated according to the principles of our Philosophy of Education and Statement of Faith, 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, having their kids at school on time each day and helping with any school activities including fundraising, whenever possible.

Enrollment Process

Each new applicant to Wayside Christian School (WCS) must complete and submit a New Family Application form for admission, which can be found on the WCS website. Once the application is received, the school office will contact the new family to schedule an interview with the school administrator. Several procedures will be followed to determine the admission and placement of each student.

Evaluation and Testing

For students applying for 1st through 12th grades, appropriate testing and screening procedures will be used, including a review of report cards, school records, and standardized tests. An evaluation will be completed in the areas of math, reading, and language, which includes the TestPoint Placement test and may involve additional evaluation by a WCS teacher if needed. Students applying for 1st grade must have completed kindergarten previously. Results of the evaluation and other academic criteria will be considered to determine the student's eligibility for acceptance and grade placement. First-grade students must be six years old by September 30th of the current school year.

Kindergarten Assessment

Prospective Kindergarten students will undergo a Kindergarten Assessment performed by the WCS Kindergarten teacher. This assessment will evaluate the child's knowledge and abilities in mathematics, language and literacy, physical well-

being and motor development, and social foundations. If the assessment indicates that a student requires further development, the school administrator may recommend enrolling in the prekindergarten program. Students admitted to Kindergarten must be 5 years old by September 30th of the current school year

Approval for Admission

The school administrator will make a determination to approve or deny enrollment based on several factors, including but not limited to, the purpose of applying to WCS, involvement in a local Bible-believing church, recommendation from a local pastor for students entering 7th grade and above, the parents' and applicants' relationship with Christ, lifestyle compatibility with WCS philosophy, conduct in previous school, academic performance, and other relevant criteria. In certain situations, the decision may be made by an Enrollment Committee consisting of the administrator, pastor, and school board chairman.

Final Steps

Families approved for enrollment will be notified via letter or email. Upon approval, families will receive all necessary information to complete the enrollment process. Enrollment is considered complete when all forms have been received, tuition payment arrangements made, and all student records submitted. All new students are admitted on a probationary basis for the first 9 weeks of school.

Continued Enrollment

Each family shall complete re-enrollment through FACTS annually for admission to WCS. Registration fees must also be submitted. In order for a child to remain at WCS, the student's account must be current or an alternate payment plan must be in place and approved by the administration prior to the start of school. WCS Reserves the right to deny continued enrollment to any student whose actions and/or attitudes demonstrate that it is not in the best interest to allow re-enrollment.

Upon receipt and acceptance of the re-enrollment forms through FACTS, receipt of registration fees, and tuition payment arrangements made, the student's place on the class roster will be secured.

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. Immunization exemption forms are available in the office and on the website. Medical reasons require a doctor's statement and good cause/religious reasons require a brief explanation.

Financial Policy

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. All 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.

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 if no communication is made with the office. After a family becomes more than two months in arrears, the student(s) may 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 attend WCS for the new school year until the account is paid in full.

Parents are responsible for replacement costs of any textbook, library book, or workbook that is lost or destroyed as well as the fees for any checks returned because of insufficient funds.

Custody Policy

The splitting of a family is traumatic not only for parents/guardians but also for students. Consequently, the focus of Wayside Christian School is on the safety and well-being of the student, and our instituted policies are to further those goals.

At the time of enrollment, parents/guardians shall provide all relevant documents

concerning custody or visitation of each student enrolled at Wayside Christian School. Parents/guardians of enrolled students have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to WCS. These documents must be submitted within seven days of the change or at the time of re-enrollment if the school has dismissed for summer break.

A non-custodial parent shall have the right to access school records related to his or her student unless prohibited by a legally binding document.

No student shall be released to any individual other than a custodial parent unless express written permission is first given to WCS by a custodial parent or a valid legally binding document granting release is on file with WCS. All early dismissal requests shall go through the office. A parent/guardian cannot ask the school to withhold release of his or her student to the non-custodial parent or parent's representative without a legally binding document.

It is Wayside Christian School's policy to provide separate parent-teacher meetings if the need arises and if the school is informed in a reasonable time.

It is the custodial parent's duty to communicate with the non-custodial parent regarding school announcements and notes.

Transportation

WCS does not provide transportation to and from school. Some public school districts provide transportation to our school and others provide an "in-lieu-of" reimbursement to parents. Parents/guardians should make arrangements for their children's bus transportation by contacting the school district in which they reside. It is also important to let the WCS office know if you change school districts during the school year.

Standards of behavior expected while at school also apply while waiting for, riding on, or departing from school buses. In addition, each public school district providing bus transportation may have other guidelines. Failure to comply will result in disciplinary action by WCS and may also result in suspension of bus privilege by the providing school district.

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. The High Honors will be for those students with an "A" letter grade in all classes. Honors will be for those students with a combination of both "A" and "B" letter grades. Honorable Mention will be for those students with an "A" or "B" letter grade in all of their classes with the exception of no more than one "C".

Chapel

Students will assemble once a week for chapel. 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. At times throughout the school year we will have guest speakers that will include missionaries, evangelists, local pastors and Christian College representatives.

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

FACTS

Wayside Christian School provides parents with online access to their student's teachers, grades, assignments, school events and more with FACTS. Parents will create an account for FACTS when enrolling their students at WCS. 7th-12th grade students will also have access to FACTS and will receive their login info during the first day of school.

Warrior Report

A regular a newsletter will be posted on the front page of FACTS that highlights important current information, upcoming events, and recent news items. These reports are one of our the primary forms of communication with parents, and we strongly encourage families to make themselves aware of the information found within them.

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

Wayside Christian has developed a Crisis Response Manual that addresses procedures to be followed in the event of an emergency. To further ensure safety, all doors are locked at 8:00 a.m. Visitors to the school are only allowed to enter after being identified by a secretary or administrator.

Safety Drills - Throughout the year, there will be fire, tornado, and/or safety drills. When the signal sounds, teachers and staff will instruct the appropriate action for the particular drill. Students and teachers will remain in the designated area until instructed to return to the classroom/building. Exit charts are posted throughout the building.

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 or delayed due to weather or other emergency, parent alert messages, facebook, and email will be used to notify families. Please ensure that the phone number you wish to be contacted with is accurate in your FACTS account. 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 seniors 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. Students should have their Hot Lunch and Pizza Slips turned into the office by Monday morning if they would like to purchase those two meals 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 or Pizza.

Pledges

Wayside Christian School students regularly participate in reciting pledges to the U.S. Flag, Christian Flag, and the Bible. When this takes place, all students are required to participate and stand with their hand over their heart.

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

Whenever possible, medications should be administered by parents/guardians before or after school. 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 proper paperwork. All prescription medication requires a doctor's authorization. All non-prescription medications require a parent form.

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. These we be given to students only with parent permission.

Visitors and 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. Prospective student visitors should plan to follow the dress regulations of the school.

All visitors must check in at the office and receive a "visitor's badge" before entering the school. All visitors wishing to enter a classroom must receive permission from the office prior to the visit. Visitors are asked to sign in and out, recording the appropriate times on the visitor log sheet at the school office.

Volunteers

WCS is pleased to welcome volunteers. Interested individuals should contact the the school office. Volunteers are required to fill out our volunteer form and obtain a background check when serving on an ongoing basis.

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. Students who do not take care of their textbooks may be asked to cover the cost of a replacement.

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.

*Be sure to see Appendix C for Chromebook use and policies

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 must not reveal underwear, bras, bralette, or boxers. No over-sized, ripped, frayed or worn-out clothes (containing holes).
- Undergarments are required.
- Clothing with writing (other than small "labels") or pictures is not permitted, except school related or student's name.
- Hair should look neat, natural, and styled with emphasis on cleanliness and moderation. Hair coloring must be a natural hair color. Any hairstyle that draws undue attention is unacceptable.
- Should be no visible tattoos or piercings other than in girls' ears.
- Jewelry with pagan religious, occult/new age symbolism, or dangling chains from clothing is unacceptable.

- Hats and/or sunglasses may be worn outside the buildings but not inside.
- A student may wear a sweater, fleece pullover, light jacket 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 with the exception of Wayside apparel on “casual dress days.”

Dress Code: Boys

Class appropriate attire at WCS is intended to communicate that we take academic course work seriously in a manner that is consistent with the value that we put on education. The dress expectation for boys in K-6th grades includes an open collar or polo shirt (tucked in) with jeans, khakis or chinos, or dress pants that do not contain any rips or tears and are well fitting but not tight. A belt should be worn if belt loops are present. Students should also wear socks and athletic or closed-toe casual shoes. Elastic joggers, sweatpants, athletic pants, shorts, bib overalls, shower shoes, hats or hooded sweatshirts are not suitable. WCS T-shirts and hoodies are suitable on days that are deemed “casual dress days.”

Please understand that teachers may require a more professional dress for presentations or other special events like concerts and banquets. In these instances, the dress expectation will be communicated clearly in advance.

Boys Hair:

- Boys’ hair should be neatly cut and distinctly masculine. Hair length must be cut and styled so that the hair does not fall into the eyes. Hair may be no longer than the bottom of the ears on the sides and collar length in the back. Man-buns, ponytails and mullets are not suitable.
- Extreme hairstyles, including an insignia shaved or dyed into hair, or coloring that gives an unnatural appearance are not permitted for boys or girls.
- Clean shaven
- Sideburns no lower than bottom of the ear.

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 Miscellaneous:

- No work boots may be worn for shoes
- Non-marking shoes are required to be worn on the gym floor
- Wristbands and a necklace under the shirt are suitable. No Earrings.

Dress Code: Girls

Class appropriate attire at WCS is intended to communicate that we take academic course work seriously in a manner that is consistent with the value that we put on education. The dress expectations for young ladies in K-6th grades includes a dress or a blouse/top with a well fitting but not tight skirt and athletic or casual style shoes. Hemlines of skirts or dresses should touch the knee or below and slits should be modest. Dresses and tops with sleeves or without sleeves but cover the shoulder bone are acceptable. Shower shoes, hats or hooded sweatshirts are not suitable. WCS T-shirts and hoodies are suitable on days that are deemed "casual dress days."

Please understand that teachers may require a more professional dress for presentations or other special events like concerts and banquets. In these instances, the dress expectation will be communicated clearly in advance.

Girls Miscellaneous:

- Hair should be neat and professional in presentation, a natural color and a distinctly feminine style. Shaved styles are not suitable.
- Earrings are acceptable. No other body piercings are allowed. Earrings may not be excessive; no bars or gauges are permitted.
- Non-marking shoes are required to be worn on the gym floor.

Athletic Events

Elementary students attending games are to be supervised by an adult or a sibling who is at least 16 years of age when they are not actively 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 expected 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.

Recess

Students will go outside for recess unless the wind chill is below 20 degrees or rain/snow prohibits. Please be sure students have boots, warm coats, hats, and gloves or mittens on cold days.

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 marks. 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 marks on an incremental basis.

Tier 1 Examples

Offenses	Number of Marks
Dress Infractions	0,2,2,4,4
Tongue Infraction (Complaining, Arguing, etc.)	0,2,2,4,4
Classroom Infraction (Disruptive, Late, etc.)	0,2,2,4,4
Chromebook Infractions (Not returned to cart, improper use, etc.)	0,2,2,4,4

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 and could result in an automatic detention.

Tier 2 Examples

Offenses	Number of Marks
Damaging Property	5-25
Inappropriate Physical Contact	10-25
Profanity	10-25
Unapproved Technology Use (Cellphones, earbuds, etc.)	10-25
Disrespect of Authority	15-50
Fighting	15-50
Stealing	15-50
Lying	15-50
Intentional Absence	25
Direct Disobedience	25-50

Students that accumulate 15 marks in a semester will receive an after school detention. A letter will also be sent home to the parents informing them of the offenses that have caused the accumulation of marks. A student who has accumulated 25 marks in a semester will receive a Saturday detention and a letter will be sent home informing parents 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, academic probation, suspension, or expulsion.

A student that accumulates 75 marks at any point during the school year will be

expelled from Wayside Christian School.

The **third tier** in the disciplinary system is a list of major offenses. While marks 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

Offenses	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.

Incomplete Homework

As stated previously, 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.

It is expected that a student take the responsibility to complete all homework assignments. Incomplete or missed homework assignments will receive an academic penalty of 1 letter grade off per day late. Once an assignment is 3 days late, the student will receive a zero but the work must still be completed. Each teacher will have the discretion to decide whether any credit will be awarded for work turned in after it is 3 days late. Students may receive a .5% point deduction on unit or section tests for each homework assignment that has not been turned in by the time of the test. A student who consistently accumulates incomplete or missed homework assignments in a quarter may be placed on Academic Probation at the discretion of the administrator.

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 must not reveal underwear, bras, bralette, or boxers. No over-sized, ripped, frayed or worn-out clothes (containing holes).
- Undergarments are required
- Clothing with writing (other than small "labels") or pictures is not permitted, except school related or student's name.
- Hair should look neat, natural, and styled with emphasis on cleanliness and moderation. Hair coloring must be a natural hair color. Any hairstyle that draws undue attention is unacceptable.
- Should be no visible tattoos or piercings other than in girls' ears
- Jewelry with pagan religious, occult/new age symbolism, or dangling chains from clothing is unacceptable.
- Hats and/or sunglasses may be worn outside the buildings but not inside.
- A student may wear a sweater, fleece pullover, light jacket 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 with the exception of Wayside apparel on "casual dress days."

Dress Code: Guys

Class appropriate attire at WCS is intended to communicate that we take academic course work seriously in a manner that is consistent with the value that we put on education. The dress expectation for young men in 7th-12th grades includes an open collar or polo shirt (tucked in) with khakis or chinos, or dress pants that do not contain any rips or tears and are well fitting but not tight. A belt should be worn if belt loops are present. Students should also wear socks and athletic or closed-toe casual shoes. Jeans, elastic joggers, sweatpants, athletic pants, shorts, bib overalls, shower shoes, hats or hooded sweatshirts are not suitable. WCS T-shirts and hoodies are suitable on days that are deemed "casual dress days."

Please understand that a more professional dress for presentations or other special events like concerts and banquets may be required. In these instances, the dress expectation will be communicated clearly in advance.

Guys Hair:

- Boys' hair should be neatly cut and distinctly masculine. Hair length must be cut and styled so that the hair does not fall into the eyes. Hair may be no longer than the bottom of the ears on the sides and collar length in the back. Man-buns, ponytails and mullets are not suitable.
- Extreme hairstyles, including an insignia shaved or dyed into hair, or coloring that gives an unnatural appearance are not permitted for guys or girls.
- All guys should be clean shaven.
- Sideburns no lower than bottom of the ear.

Should a student's hair become an issue, 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.

Guys Miscellaneous:

- No work boots may be worn for shoes
- Non-marking shoes are required to be worn on the gym floor

- Wristbands and a necklace under the shirt are suitable. No Earrings.

Dress Code: Ladies

Class appropriate attire at WCS is intended to communicate that we take academic course work seriously in a manner that is consistent with the value that we put on education. The dress expectations for young ladies in 7th-12th grades includes a dress or a blouse/top with a well fitting but not tight skirt and athletic or casual style shoes. Hemlines of skirts or dresses should approach the knee or below and slits should be modest. Dresses and tops with sleeves or without sleeves but cover the shoulder bone are acceptable. Shower shoes, hats or hooded sweatshirts are not suitable. T-shirts and hoodies are suitable on days that are deemed "casual dress days."

Please understand that a more professional dress for presentations or other special events like concerts and banquets may be required. In these instances, the dress expectation will be communicated clearly in advance.

Girls Miscellaneous:

- Hair should be neat and professional in presentation, a natural color and a distinctly feminine style. Shaved styles are not suitable.
- Earrings are acceptable. No other body piercings are allowed. Earrings may not be excessive; no bars or gauges are permitted.
- Non-marking shoes are required to be worn on the gym floor.

Lockers/Book Bags

A locker is assigned to each student at the beginning of the school year. Students may bring lock for their locker if they desire to do so, but the combination for the lock must be turned in to 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 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. 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 involved in a school drama will not be permitted to miss practices because of work.

Students that desire to have a work schedule during school hours must be either a Junior or Senior in High School and receive permission from the school for a work release. 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.

Student's must submit their weekly work schedule to the office in order to be dismissed early from school. If the work schedule is irregular, than parents must sign a general statement saying the student will be leaving for work as needed. Student's will only be allowed to leave school early enough to make it to work on time. On days that a student is not scheduled to work, they will be expected to remain at school until the dismissal bell.

The school schedule will not able to be adjusted to accommodate a student's desired work schedule.

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

Activities During School Hours

All students are expected to wear school dress 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.

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 any way 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 strives to maintain soccer and basketball teams for guys and volleyball and basketball teams for girls fifth grade and up when there is enough student interest present. We also have a Wee-Warriors Basketball Program for elementary students in the winter.

Students participating in interscholastic sports are, by nature of their activity, in the public eye and are 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.

Details with regard to athletic involvement can be found in the Athletic Handbook.

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. Students who must go home early from school because of sickness will not be eligible to participate in extra-curricular activities that evening.

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 interscholastic school sports. They must pay the current Athletic Fee for that sport before participation will be allowed.

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, and field trips
- Standardized testing

Expectations

- Attendance at registered classes
- Attendance at school events the student may be involved in
- Compliance with handbook regulations and daily announcements

Tuition

Rates are as follows (3 class limit)

- Grade K5-6 – \$300 per semester per class
- Grades 7-12 – \$350 per semester per class
- Other fees, per year
 - Registration fee - \$100 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)
 - Robotics Fee - \$100 (only if students will be involved in robotics)

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 arriving prior to 7:50 should head to the school gymnasium where a teacher will be present. At 7:50 elementary teachers will get students and take them to their classrooms. High school students will be permitted to go to their lockers and homeroom at 7:50.

Elementary Students will be dismissed in an orderly fashion at 3:00 PM. High School Students will be dismissed at 3:05 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 a person previously designated to take that child home.

Traffic Instructions

- 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. Parents with High School students should drive behind the church and wait in front of FLC until 3:05. 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 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.

Parents/guardians/students will be responsible for the entire cost of repairs that are the result of willful or negligent damage to the Chromebook, case, or power supply/cord.

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!

Email

WCS has provided students with a school-owned Google Apps for Education Account. This should be the student's primary account for school-related work and

communication. Please understand that the school has the right to access this account at any time. There is no expectation of privacy for any activity conducted using the school's network or accounts. All student email accounts are blocked from communication with any external email addresses (i.e. outside of the waysidechapelbucyrus.com network) unless approved by administration, and therefore cannot be used for general email communication.

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: Seizure Action Plan

In the event that WCS has a student enrolled who has an active seizure disorder diagnosis, as required by ORC 3313.7117, A Wayside Christian School nurse or another WCS employee as appointed by the administrator shall create an individualized seizure action plan. The plan will include the following components:

- A written request signed by the parent, guardian, or other person having care or charge of the student, as required by division (C)(1) of section 3313.713 of the OHIO Revised Code, to have one or more drugs prescribed for a seizure disorder administered to the student;
- A written statement from the student's treating practitioner providing the drug information as required by division (C)(2) of section 3313.713 of the Ohio Revised Code for each drug prescribed to the student for a seizure disorder.
- Any other component required by the department of education and workforce.

The school nurse or school administrator shall notify a school employee, contractor, and volunteer in writing regarding the existence and content of each seizure action plan in force if the employee, contractor, or volunteer does any of the following:

- Regularly interacts with the student;
- Has legitimate educational interest in the student or is responsible for the direct supervision of the student;
- Is responsible for transportation of the student to and from school.

The school nurse or school administrator shall identify each individual who has received training in the administration of drugs prescribed for seizure disorders. The school nurse or WCS administrator shall coordinate seizure disorder care at that school and ensure that all necessary staff are trained in the care of students with seizure disorders.

A drug prescribed to a student with a seizure disorder shall be provided to the school office based upon the school medication policies listed in the student handbook. The drug shall be provided in the container in which it was dispensed by the prescriber or a licensed pharmacist.

A seizure action plan is effective only for the school year in which the written request described was submitted and must be renewed at the beginning of each school year.

A seizure action plan shall be maintained in the school office.

The Wayside Christian School Board has designated the school administrator and administrative assistant, in addition to any hired school nurse, to be trained on the implementation of seizure action plans every two years. The board shall provide or arrange for the training of the employees. The training must include and be consistent with guidelines and best practices established by a nonprofit organization that supports the welfare of individuals with epilepsy and seizure disorders, such as the Epilepsy Alliance Ohio or Epilepsy Foundation of Ohio or other similar organizations, and address all of the following:

- Recognizing the signs and symptoms of a seizure;
- The appropriate treatment for a student who exhibits the symptoms of a seizure;
- Administering drugs prescribed for seizure disorders, subject to section 3313.713 of the Revised Code.

The Wayside Christian School Board requires each person it employs as an administrator, guidance counselor, teacher, or bus driver to complete a minimum of one hour of self-study training or in-person training on seizure disorders within ninety days of employment.

No officer, director, or employee of Wayside Christian School is liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from providing care or performing duties under this section unless the act or omission constitutes willful or wanton misconduct.

Appendix E: 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, students, and parents/guardians of students enrolled at WCS to 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 F: Physical Privacy & Sexuality Policy

Purpose

In light of Wayside Christian School's statement of faith, statement on marriage and sexuality, and Student Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the Wayside Christian School community of their duties with regard to use of restrooms, locker rooms, showers, and any other WCS facilities where individuals may be undressed in the presence of others.

Definitions

"Sex" means the biological condition of being male or female as determined at birth.

"Member of the WCS community" means any Wayside Christian School employee, volunteer, student, parent, or visitor.

Sincerely-Held Religious Beliefs

See Appendix D

Policy

Notwithstanding any other policy, Wayside Christian School restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.

In any other Wayside Christian School facilities or settings where members of the WCS community may be undressed in the presence of others (e.g. changing costumes during school theatrical productions), Wayside Christian School shall provide separate, private areas designated for use by members of the WCS community based on their sex.

Wayside Christian School recognizes there may be instances where members of the WCS community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word

and His plan for their lives. Wayside Christian School encourages members of the WCS community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.

Wayside Christian School will at all times interact with members of the WCS community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Eph. 4:15).

A member of the WCS community who openly and unrepentantly rejects their sex, either in or out of school, is rejecting the image of God within that person - behavior that dishonors the Lord and the Word of God. Such behavior constitutes a person's failure to adhere to their commitment to abide by the behavioral standards established by Wayside Christian School which is cause for terminating their privilege of membership in the WCS community.

To preserve the function and integrity of Wayside Christian School and to provide a biblical role model to members of the WCS community and the community-at-large, it is imperative that all members of the WCS community agree to and abide by this policy

Appendix G: Statement on the Sanctity of Human Life

We believe that followers of Jesus Christ who are governed by the Bible are ethically obligated to preserve, promote, and defend the sanctity of life.

We believe that whenever there is an ethical dilemma the default position should always be to protect life, including the unborn (Prov. 24:11-12). Jesus teaches this principle of carefulness in the Sermon on the Mount when He instructs His followers not only to avoid killing, but to cease from any activity or passion that increases one's proclivity toward murder (Matt 5.21-22).

We believe that the Bible consistently depicts life in the womb as both personal and human. Therefore, Wayside Chapel and Wayside Christian School affirms the sanctity of life as established by God the Creator and believes that such sanctity extends to the child not yet born. Life is a gift from God. All human life, including life developing in the womb, is created by God in His image and is, therefore, to be nurtured, supported, and protected. From the moment of conception, a child is a human being with all of the developing characteristics of human life, and this life is dependent on the mother for its continued development.

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, 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. (Ps. 139)

Appendix H: 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.

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