

# Wayside Christian School

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## PARENT & STUDENT HANDBOOK



2025/2026

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# INTRODUCTION

## STUDENT & PARENT/GUARDIAN ACKNOWLEDGEMENT

By enrolling in Wayside Christian School, you acknowledge your responsibility to carefully read and abide by the policies and standards stated in this Parent/Student Handbook. Parents/guardians must sign the handbook agreement included in the enrollment packet annually.

## NOTE TO THE PARENT/GUARDIAN

As administration, faculty, and staff, we count it a privilege to partner with parents in the education and development of their children. We believe that education extends beyond the classroom—into the hallways, on the ball fields, and throughout every aspect of school life. Our desire is 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.

Clear policies and procedures are essential to maintaining such an environment. While there are many effective ways to organize and operate a Christian school, this handbook outlines the approach we have prayerfully adopted at Wayside Christian School. Though we strive to base every decision on biblical principles, this handbook is not Scripture, nor is it a guarantee of spiritual maturity. We recognize that personal positions and preferences may sometimes differ from WCS policies. However, by choosing to partner with us in your child’s education, we ask that you support our teachers and administration—encouraging your child to respectfully follow and respond to school policies and decisions. Likewise, we will seek to work with you throughout your child’s growth and development, offering reminders, clarification, and, when necessary, correction.

The partnership between WCS and our families is built on shared values and a mutual commitment to a biblical lifestyle. When a misalignment arises between the values practiced at home and the biblical principles taught at school, we reserve the right to make admissions and enrollment decisions accordingly. This includes—but is not limited to—situations where a student or their family openly participates in, supports, or promotes behaviors that contradict biblical teachings regarding sexuality and morality. Such behaviors may include sexual immorality, homosexual activity, bisexuality, transgender identity, or any actions that affirm or endorse such practices. In addition, an ongoing inability or unwillingness to support the moral and spiritual values of the school may also result in a discontinuation of enrollment. The scriptural references that form the basis of these principles include Leviticus 20:13, Romans 1:27, 1 Corinthians 6:9–20, and Matthew 19:4–6. These passages help guide our efforts to uphold a Christ-centered environment.

We are excited to have you as part of the Wayside family. Please join us in praying that God will use the nurturing environment of Wayside Christian School to accomplish His work in the life of each student.

## ABOUT WCS

### 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 were completed in the summer of 1988. The continuation of this school stands as a 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 following:

- 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 an 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.

## **NON-DISCRIMINATION 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).

## **ENROLLMENT**

### **ADMISSION POLICY**

Wayside Christian School is open to families who agree to have their children educated according 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 family 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 and reading using a standardized test and may also 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.

## 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 could 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.

## ACADEMICS

### 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 a drink in a closed container 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, community projects, etc.

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

## 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.

## GRADES

Student evaluation is a continuing process for guiding growth in every class. The following guidelines are presented to provide a standard for consistency in evaluation and progress reporting.

The essential purpose of grading is to measure and report educational achievement. Grades should reflect a composite evaluation of a student's progress and mastery of the major educational disciplines. In order to effectively and efficiently mark and report each student's evaluation in grades K - 12, the student and his/her parents/guardians will receive a report card at the end of every nine weeks. Included on the grade card are the student's grades, attendance

records, and teacher's comments. Live grades can also be seen by the parents/guardians on FACTS Family Portal.

Skill grades are given in various subjects where letter grading is inappropriate because of the developmental characteristics of the subject or the inability to form objective criteria for evaluation (e.g. Elementary Art, Music, & PE).

### Official Grade 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

### Skill Grades

E	Excellent
CM	Commendable
S	Satisfactory
I	Improving
NI	Needs Improvement
U	Unsatisfactory

## GENERAL HOMEWORK POLICIES

At Wayside Christian School, we believe that homework is an essential component of the learning process. It supports academic growth and may be assigned for a variety of purposes, including preparation for tests, quizzes, or assessments; reinforcement of skills; completion of special projects; enrichment of learning; remediation; or introduction to new concepts and materials.

Specific homework guidelines for elementary and secondary students can be found in the *Elementary Specific Policies* and *Secondary Specific Policies* sections of this handbook. Some general guidelines are below.

### Wednesday Homework Policy

Wayside Christian School is committed to the spiritual development of students as we partner together with the home and church. We encourage students to engage in community with their peers in a local youth group. Because some local churches host youth group gatherings on Wednesday evenings, we do not want homework to be a barrier to attendance.

Teachers will not assign new homework on Wednesdays that is due the following day. Work can be due on Thursday but should be assigned earlier in the week to allow time outside of Wednesday evening for completion. Tests and quizzes can also be given on Thursdays but will be

announced earlier in the week. Students who are enrolled in dual enrollment courses through universities do not fall under this policy as WCS has no control over those academic schedules.

## Make-Up Work Policy – Following Absence

When a student is absent, the following procedures apply regarding missed work:

- **Responsibility:** It is the responsibility of the student and/or parent(s) to initiate communication with teachers to arrange make-up work.
- **Ongoing Work During Absence:** If the student is able, they should continue working on any work that was assigned prior to the absence. This will help reduce the burden upon returning.
- **Communication During Extended Absences:** For absences lasting more than one day, communication with the teacher should begin during the absence rather than waiting until the student returns.
- **Make-Up Timeline:** Upon returning, students will have the number of days they were absent **plus one additional day** to complete their missed work.
  - Example:
    - Absent 1 day = 2 days to make up work
    - Absent 3 days = 4 days to make up work
    - Absent 5 days = 6 days to make up work
- **Tests and Long-Term Projects:** Extensions for tests and long-term projects are **not automatic** and must be discussed with the teacher as soon as a need is identified.

## 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.

## 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

### Tests by Grade

Kindergarten	MAP GROWTH: Reading and Math
1st Grade	MAP GROWTH: Reading and Math
2nd Grade	MAP GROWTH: Reading, Language Arts, and Math; Bible Assessment

3rd Grade	MAP GROWTH: Reading, Language Arts, and Math
4th Grade	MAP GROWTH: Reading, Language Arts, and Math; Bible Assessment
5th Grade	MAP GROWTH: Reading, Language Arts, Math, and Science
6th Grade	MAP GROWTH: Reading, Language Arts, and Math; Bible Assessment
7th Grade	MAP GROWTH: Reading, Language Arts, and Math; Bible Assessment
8th Grade	MAP GROWTH: Reading, Language Arts, Math, and Science
9th Grade	IOWA Achievement Testing
10th Grade	IOWA Achievement Testing; PreACT
11 Grade	IOWA Achievement Testing; Spring ACT
12 Grade	IOWA Achievement Testing; Optional Fall ACT Retake

In addition to standardized testing, students may be assessed more regularly in areas of reading and math.

## 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. Excessive wear and damage to a textbook or lost textbooks will result in a charge on the parent's FACTS account.

## 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.

## 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 expected to comply with the following policies.

Students are 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.

## ABSENCES

Any time a student is absent, it is the responsibility of the parent/guardian of the student to inform the school of the reason for the absence. The EdChoice Scholarship Program permits the following absences to be excused:

- Illness or injury: Any absence for illness or injury that exceeds three days from school must be verified in writing by a physician or appropriate health professional.
- Illness in the family that necessitates the presence of the child: The parent/guardian must provide documentation stating the nature of the illness and the circumstances that require the presence of the child. Any such absence that exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.
- Death or funeral of a relative or close friend.
- Quarantine of the home
- Medical or dental appointment
- Observance of religious holidays
- College visitation with prior administrative approval and documentation verifying the date of visit.
- Out-of-state enrichment activities or extracurricular activities: A student who is absent from school for the sole purpose of traveling out of state to participate in an enrichment activity approved by the district or school governing body or in an extracurricular activity can have up to four days per school year excused. The parent/guardian must provide documentation to the chartered nonpublic school detailing the dates and reasons for these absences.

All other absences from school must be considered unexcused. To maintain EdChoice Scholarship eligibility for future school years, a scholarship recipient student may not have more than twenty unexcused absences during a single school year.

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.

If a student accumulates more than 10 total absences in a semester, whether excused or unexcused, 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.

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. Only tardies for the following reasons will be considered excused:

- Medical or dental appointment
- Severe weather
- Family emergency
- 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 them back in upon their return if they are planning to return the same day.

## **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 discipline penalty.

## **EXPECTED CODE OF CONDUCT AND DISCIPLINE**

The ultimate goal of Wayside Christian School is to develop Christlike young people who desire to live their lives in a way that brings glory to their Savior. Scripture teaches, "Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God" (1 Corinthians 10:31).

To help accomplish this goal, students must grow in key virtues such as obedience, respect, and responsibility. Obedience to rules and authority is essential for the development of maturity (Luke 2:51; Hebrews 5:8) and leads to true freedom in life (John 8:32). Respect is foundational to healthy and meaningful relationships (Luke 10:36–37; Romans 12:18), while cultivating personal responsibility fosters a sense of accomplishment and self-worth (Ecclesiastes 9:10; Romans 14:1).

As we strive to provide a balanced and disciplined learning environment, we recognize that human wisdom falls short of God's perfect standard. While we do not claim to make every

decision perfectly, our desire is to implement discipline in a manner that is biblical and pleasing to God.

The word discipline comes from the Latin word *disciplina*, meaning “teaching, instruction, education,” and ultimately derives from *discere*, which means “to learn.” The related word *discipulus*—meaning “disciple” or “student”—also stems from the same root. At its core, then, discipline is systematic instruction given to a learner or disciple.

This perspective sheds light on the positive nature of discipline. Yet how often do we view “discipline” primarily as punishment, with all its negative connotations? While discipline may involve consequences for behavior, it must not be confused with punishment in the ultimate sense—especially for those who are in Christ. Because Jesus has taken the punishment for our sins upon Himself, there is no condemnation left for God’s children (Romans 8:1). Therefore, our view of discipline should be redemptive and restorative—not punitive.

At WCS, our goal is to change how we think about discipline. When we use the word, we want it to evoke ideas of teaching, training, and the making of disciples. And because discipling is about shaping the heart, discipline at a Christian school must go beyond simply managing behavior so the teacher can get back to work—it must aim to effect lasting heart change and restore relationships.

WCS is committed to fostering an environment where students are continually encouraged and challenged to reflect godly character in every aspect of the school day and beyond. Our school must be a haven of love, respect, and safety. Words or actions that threaten that environment will be addressed promptly and lovingly, in a manner consistent with our mission to disciple the hearts of young men and women.

The partnership between home and school is vital to this process. Just as we teach students to obey and honor their parents, it is important for parents to uphold and reinforce the values and principles taught at school. Only through united efforts can we effectively instill strong Christian values and moral principles in the lives of our students.

Our shared aim should echo the words of Colossians 3:17: “And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God the Father through Him.” To preserve a joyful and Christ-honoring school community, certain behavioral standards must be followed by all WCS students—both on and off campus.

These general guidelines for student conduct are listed below:

- Practice courtesy and consideration in your association with teachers, school employees, fellow students, and visitors. Respect their person and property. (See Ephesians 4:28-32.)
- Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (See Hebrews 13:17, I Thessalonians 5:12-13, I Peter 5:5-6.)
- Abstain both on and off campus and at all times (24/7/365) from the use or possession of alcoholic beverages, tobacco, drugs, tobacco or drug paraphernalia, vape pipe, and

pornography as well as from gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character. (See I Corinthians 6:19- 20.)

- Abstain from profanity and vulgar or abusive speech and actions. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development. (See Ephesians 4:29.)
- Refrain from a public display of affection on campus and during school-sponsored events. As students, you are expected to conduct yourself in a discreet and Christian manner.
- Do your own work – do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Your record should reflect your effort. Since honesty is a Christian virtue that should be displayed by all students, cheating is considered a serious offense. During a test, a quiz, or an exam, it is your responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. Talking during a quiz or test may be dealt with in the same manner as cheating. (See Proverbs 11:1, 2 Kings 12:15, Colossians 3:9)
- Avoid plagiarism, which is a serious offense. The definition of plagiarism is “the use of another writer’s ideas or words without giving the writer credit for them. (See Proverbs 16:13; 22:21, Matthew 19:18b, Romans 13:9)
- All school rules apply on all field trips and all school-sponsored events, both on the school campus and away from it.

## STUDENT BEHAVIOR AND DISCIPLINE ENFORCEMENT

Students are expected to represent WCS positively even when they are not on school grounds and/or attending school functions or extracurricular activities. Students and parents acknowledge and understand that students are subject to disciplinary action by the school for conduct occurring off campus or during non-school hours, including weekends, holidays, and summers. WCS reserves the right to suspend or dismiss a student for misconduct on or off the school campus 24/7, without regard for whether the form of discipline is identified specifically herein, and without regard for whether it is specified as improper off campus. While WCS has no control over student activity off campus that is not school-sponsored and does not supervise student conduct off campus during an activity that is not school-sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or dismissal.

School property shall be protected. Defacing or damaging school property which is malicious or careless in nature, and which results in destruction or damage will result in both appropriate disciplinary action and the replacement of such property (or fair market value) by the student and/or his parents or legal guardians as deemed by the school.

WCS reserves the right to invite law enforcement to visit at any time during the school year to search for drugs. It also reserves the right to search any property, including automobiles, brought onto WCS premises. Any alcoholic beverages, drugs, or drug paraphernalia found in lockers, cars, or other items under the student’s control will constitute possession.

## 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 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 continues to have behavioral issues 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, participating in athletics, or other loss of privileges. 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 with regard to 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 immediate 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 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.

## DRESS GUIDELINES

Wayside Christian School is privileged to serve families from various churches and backgrounds. This reflects our commitment to being a ministry not only to our home church, Wayside Chapel, but also to the broader community. With this diversity naturally comes differences in personal standards, especially regarding dress. We see this, not as a bad thing, but as an opportunity to reflect the beauty of the body of Christ while we strive for unity, not necessarily uniformity.

Being a Christian academic institution, we desire to maintain an excellent academic environment where young people's hearts are inspired to learn truth, love God, and serve others. To help accomplish this, we recognize the need for guidelines that can help promote this positive, Christ-honoring, and academically focused atmosphere.

We understand that no set of guidelines is perfect. We also recognize that while our standards are not, in and of themselves, Scripture, they are developed with the biblical principles of modesty and excellence in mind. Because of this, our goal is to enforce these guidelines with grace and patience. In return, we ask our school families to partner with us in fostering a spirit of unity, demonstrating the love of Christ to the world around us.

### Regular School Day Guidelines

To assist in accomplishing our goals and maintaining an academic atmosphere during our school days, WCS has chosen business casual dress guidelines. This means that students are not permitted to wear any athletic attire (athletics shorts, t-shirts, sweatshirts, hoodies, sweat pants, etc) during regular class hours.

Appropriate apparel for our young ladies includes dresses and skirts, as well as jeans and dress slacks made of khaki, cotton, or synthetic materials. All bottoms should be well-fitting but not tight, dressy in style, clean, and in good condition. They must be free of rips, frays, holes, excessive fading, or distressing. Pants should be a solid color (e.g., blue, black, khaki) and should not feature excessive embellishments, such as large logos, graphics, or decorative stitching. Hemlines of dresses and skirts should fall near the top of the knee. Pants should be full-length, with the hem no higher than a couple inches above the ankle. Leggings may be worn under a skirt or dress if desired.

A nice blouse, top, sweater, or dressy  $\frac{1}{4}$ -zip sweater would be appropriate for a top. Tops must provide full coverage of the midriff when arms are raised, and necklines should be modest (e.g., no cleavage). Casual or athletic shoes are appropriate.

Appropriate apparel for our young men includes jeans, khakis, chinos, or dress pants. All bottoms should be well-fitting but not tight, dressy in style, clean, and in good condition. They must be free of rips, frays, holes, excessive fading, or distressing. Pants should be a solid color (e.g., blue, black, khaki) and should not feature embellishments, such as large logos, graphics, or decorative stitching.

A top like a polo, button-down shirt, sweater, or dressy  $\frac{1}{4}$ -zip sweater is appropriate. Students in K4 and Kindergarten may wear a plain, solid-colored t-shirt. Casual or athletic closed-toe shoes with a back are appropriate.

All clothing for both young men and young ladies must fit appropriately to ensure that undergarments are not visible due to the cut of the garment or through the fabric due to sheerness or tightness. Clothing should not be oversized, ripped, frayed, worn-out (including holes), or feature large graphics, text, or logos, except for small logos, school-related designs, or the student's name. Dangling chains attached to clothing are not permitted.

Flip-flops, Crocs, beach-style shoes, and work boots are not acceptable footwear during the school day.

Students may wear a light jacket or sweater in the buildings if cold. Official WCS hoodies and sweatshirts will be an exception and are also permitted. Hats, hoods, and sunglasses may not be worn inside the buildings.

Students' hair should be well-groomed, a natural color, and avoid extreme styles. Shaved hairstyles are not suitable for young ladies. For young men, hair should be neatly trimmed and styled so that it does not fall into the eyes. It should not extend past the bottom of the ears on the sides or beyond collar length in the back. Man-buns, ponytails, and mullets are not permitted.

Young men should be clean-shaven. Senior high students (11th-12th grade) may maintain facial hair as long as it is neatly groomed and kept short. No piercings are permitted for young men. Young ladies may have ear piercings but may not wear gauges, bars, or have any other visible body piercings.

Students are expected to adhere to the school's dress guidelines during all normal school days. Any changes to dress expectations for Spirit Week, school programs, field trips, and other events will be communicated in advance. Certain events, such as concerts, speeches, and formal presentations, may require more formal attire. Additionally, some events—such as competitions—may require students to follow dress guidelines that differ from those of our school. In all cases, dress requirements will be clearly communicated ahead of time.

Please understand that if the school administration determines that something is distracting to the student body, disrupts school unity, or hinders an atmosphere of Christlike growth, it will be addressed with the student's family, and an appropriate solution will be worked through together. If a mutually acceptable resolution, as deemed appropriate by the school administration, cannot be reached, the family may be asked to withdraw their student(s) from WCS.

While it is never our desire to request a family's withdrawal, we also recognize the importance of maintaining unity within the bonds of peace.

## **STUDENT HEALTH AND SAFETY**

### **HEALTH REQUIREMENTS**

#### **Immunizations**

Ohio Law requires students to be current with their immunizations by the 14th day of school. Kindergartners must have 5 DTP/Dtap's, 4 Polio's, 3 Hepatitis B's, 2 MMR's and 2 Varicella's. Seventh graders must have an additional Tdap and meningococcal. Twelfth graders must have two doses of meningococcal to be compliant with Ohio Law.

It is the parent/guardian's responsibility to provide the school with documentation their child has had the required immunizations. 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. Please be aware that your child is subject to exclusion from school in the event of any outbreak of the communicable disease(s) that are listed above, and that this exclusion may last for the duration of the outbreak, which could extend over several weeks.

#### **Screenings**

State-mandated screenings are done each year at the following grade levels and all students new to Wayside Christian School:

- Vision: Pre K, K, 1, 3, 5, 7, 9, 11
- Hearing: Pre K, K, 1, 3, 5, 9, 11

## 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.

## 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.

## 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 are given to students only with parent permission.

## 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 other safety drills as required by state law. 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.

On a delay, school begins at 10 a.m. The building opens at 9:40 a.m for drop-off. Half-day Kindergarten will dismiss at noon on the two hour delay schedule.

## 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)

## VIDEO SECURITY

The purpose of cameras at WCS is to create a safe environment for students. Cameras allow WCS-authorized staff to detect trespassers and unauthorized individuals on campus. Cameras give staff the ability to monitor suspicious activity on campus after school hours, as well as, utilizing video surveillance in the event of an emergency. Cameras may be located in any of the following locations: building entrances and exits, administrative office areas, lockers or storage areas, parking lots, playgrounds, athletic fields, hallways, classrooms, and lunch areas. Cameras will not be used in restrooms, athletic locker rooms, or staff offices. Signs will be posted at entrances

informing parents, students, staff, and visitors of video surveillance on campus. Only WCS-authorized staff will be able to access video recordings.

Video recordings are intended to help monitor the health, welfare, and safety of all staff, students, and visitors, and to safeguard facilities and equipment. In the case of a conflict, specifically a violation of local or state law, or school policy, video recordings may be used to investigate a matter. This may include disclosure to law enforcement. All recorded footage is the property of Wayside Christian School and will be limited to the purposes outlined in this policy.

## **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 & SEIZURE POLICY

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.

## PHYSICAL PRIVACY & SEXUALITY POLICY

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 A

### **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.

## 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.

## GENERAL POLICIES AND PROCEDURES

### 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](http://www.wcswarriors.com)**

- Links to FACTS Family Portal login page and financial aide information
- Faculty, staff, and administrative photos
- 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.

### 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.

## CLASS SIZE

WCS seeks to maintain manageable classroom sizes that give students and teachers the best opportunity to succeed. The school has set a maximum of 20 students per classroom; however, the size of each classroom will be monitored by the administration, taking into consideration the composition of students and their learning needs.

## CONTINGENCY DAYS

When determining the need to make up missed school days, the administration will consider the following:

- 1-6 Days: No impact to the school schedule
- 7-11 Days: Utilize technology or send home packets to facilitate student learning
- 12+ Days: The administration will consider using contingency days available on the school calendar

When six calamity days have been used, e-learning or send home packets will begin on day seven. For e-learning, teachers will assign work using email communication to parent and student email addresses. If applicable, work will also be assigned on Google Classroom or in the FACTS LMS. Communication will take place prior to 9 a.m. so that students have ample time to complete assignments. If a closing is not determined until later in the morning, communication may be delayed until 9:30 a.m. Teachers will provide materials and resources electronically and will be available throughout the day to answer parent and student questions.

## FUNDRAISING

Only fundraising which benefits the whole school or individual classes/groups is permitted and fundraisers must be approved through the office. Individual fundraisers for personal use are not allowed.

## LUNCH AND FOOD SERVICE

Parents are expected 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 orders submitted through FACTS Family Portal by Monday

morning if they would like to purchase those two meals for that week. If the order is not submitted by Monday morning we cannot guarantee that the student will be able to eat the Hot Lunch or Pizza.

Each student has an account where funds may be added to pay for lunch expenses. Money can be added online using the FACTS Family Portal.

Lunches must be prepaid. It is expected that your lunch account remains at a positive balance. Students are only permitted to purchase products for themselves on their account.

- If a family account is delinquent by \$50 or more, parents/guardians will be contacted (via email or telephone).
- If an account is delinquent by \$100 or more,, the parent will be notified by the office through e-mail and mail that their account must become current by the next quarter end or they will no longer be able to make lunch purchases.

### **Lunch Room Expectations**

Students are expected to follow proper behavior guidelines during lunch to ensure a clean, safe, and respectful environment. All food should remain in the lunchroom at all times, and students should keep their hands to themselves. To protect those with food allergies, students are not permitted to share food or drinks. Talking voices should be used to maintain a pleasant atmosphere, and students must not throw food or touch food that belongs to others. Students are to remain seated until they are excused. At the end of the lunch period, students are responsible for cleaning up their eating area, including the table, seat, floor, and microwave if it was used.

### **LOST & FOUND**

Please label all belongings with your student's name. Students should not leave money and valuables unattended. Articles found in classrooms, hallways, window sills, or closets will be taken to the Lost and Found. Unclaimed property will be disposed of if not claimed at the end of each quarter. Clothing should not be left in the restrooms. Students who find personal articles should take them to the office. Wayside Christian School is not financially responsible for loss or damage to clothing or personal items brought to school.

### **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.

### **VISITORS & 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 school office. Volunteers are required to fill out our volunteer form and obtain a background check when serving on an ongoing basis.

## **STUDENT TECHNOLOGY & CHROMEBOOK POLICY**

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.

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 wcswarriors.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.

## **Cyberbullying**

Cyberbullying is a form of harassment over the Internet or through the use of technology. Cyberbullying includes but is not limited to, the following misuses of technology: harassing, teasing, intimidating, digital pictures or images, website postings (including blogs), or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, or text messages. This type of behavior should be brought to the attention of administrators as soon as possible.

## **Chromebook Accessories**

Students may use earbuds/headphones or an external mouse with their Chromebook if necessary for their coursework. These items will not be furnished by WCS and are at the expense of the student/parent.

## **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.

### **School Trips**

WCS has three vans that are used for various school trips including field trips and athletic events. When the vans are unavailable or do not provide sufficient space, parents and private vehicles may be used to transport students. The following policy is to ensure the safety of students at all times in these situations:

**Trip Approval:** Trips will be approved by the administrator and the trip coordinator will obtain written parental permission for transportation.

**Approved Drivers:** To be an approved driver for WCS field trips and school-sponsored events, an individual must be a minimum of 21 years old and provide a copy of their valid driver's license, proof of automobile insurance, and complete a background check through Protect My Ministry or provide a copy of a current BCI/FBI background check. Documentation for approved drivers shall be kept on file in the school office. If an approved driver is convicted of a disqualifying criminal offense, driving violation (exceeds two points on license), or receives any suspension or revocation of operating privileges after the background and driver's license record checks are completed, he/she shall report the offense, suspension, or revocation to the office within five calendar days of occurrence.

**Seating:** There must be one seatbelt per student. Students under the age of twelve shall be transported in the back seat of the vehicle if the vehicle is equipped with a passenger airbag without an "off" switch. WCS adheres to the State of Ohio Car and Booster Seat laws as applicable at the time of the field trip or school-sponsored trip. At the adoption of this policy, the current Ohio law provides the following:

- Children less than 4 years old or 40 pounds must use a child safety seat meeting federal motor vehicle safety standards.
- Children less than 8 years old, unless they are at least 4 feet, and 9 inches tall must use a booster seat.
- Children ages 8-15 must use a child safety seat or safety belt.

**Supervision:** Approved drivers are responsible for the students they transport to field trips and school-sponsored events. All school rules apply on field trips and for school-sponsored events, both on the school campus and away from it. Student misconduct should be reported to the trip coordinator immediately. Drivers must go directly from the point of departure to the point of destination. In the case of transportation to athletic events, food stops are at the discretion and direction of the coach.

**Rule of Three:** The composition of students and drivers in a vehicle will follow a rule of three which ensures that a minimum of three people will be riding in a vehicle together. This prohibits a situation where a student is in a vehicle with only one adult unless that adult is the parent/guardian of the child.

## PICK-UP/DROP-OFF PROCEDURES

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**

Student drop-off may begin at 7:40 AM. Students should be dropped off at the multi-purpose room entrance. At 7:50 AM elementary teachers will get students and take them to their classrooms and secondary students will be permitted to go to their lockers and homeroom.

Elementary Students will be dismissed in an orderly fashion at 3:00 PM from the multi-purpose room. Secondary students will be dismissed at 3:05 PM. No student is to be in the classrooms after 3:20 PM without the supervision of a WCS teacher. At 3:20 PM 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 in the enrollment packet.

### **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 lot in front of the main office building. Do not leave a car parked in front of the sidewalk.

## ADULT CONFLICT RESOLUTION

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:

- 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.
- 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.

- 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.”
- 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.
- 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.
- If the parties cannot reach a solution, contact the administrator to work through the problem.

## ELEMENTARY SPECIFIC POLICIES

### ELEMENTARY HOMEWORK

Elementary students will be given time in class for students to complete practice assignments and for teachers to give guidance. If students use this time well, they should have a limited amount of homework to complete when they get home outside of preparation for tests, quizzes, and special projects. The memorization of Bible verses and spelling words may also be assigned as outside-of-class assignments.

Students are expected to regularly complete and turn in any homework assignments on time.

**Note:** If a student is struggling with the material, it is expected that the student and/or parents communicate regularly with the instructor to seek assistance or make arrangements for additional support.

### 3RD GRADE READING GUARANTEE

Ohio’s Third Grade Reading Guarantee is a program to identify students from kindergarten through third grade who are behind in reading. WCS uses yearly diagnostic assessments to identify and monitor the progress of students who are behind in reading. WCS seeks provide help and support to make sure students are on track for reading success by the end of third grade.

WCS students who receive the Ed Choice Expansion Scholarship are required to take and pass the third grade reading test. The Ohio Department of Education allows for some exemptions from the requirement. Students who do not pass the test or an ODE-approved alternate assessment may be retained in third grade. Believing that it is in all students’ best interest to be well-equipped with strong reading skills, WCS students who do not receive the Scholarship are still required to pass the third grade reading test or an ODE-approved alternate assessment. The same ODE-approved exemptions will be applied to non-EdChoice Scholarship students.

WCS administrators will take into consideration all relevant data and teacher recommendations before determining if the student will be promoted to fourth grade. The administrator's decision about student placement is final.

## DISCIPLINARY SYSTEM

As stated in an early section, WCS believes that discipline is an important component in the discipleship and spiritual development of our students. As the Lord disciplines those He loves, we too are committed to demonstrating our love for students through God-honoring and appropriate discipline.

To help develop and maintain a consistent discipline system for all elementary grades, a tally system is used. Although not a perfect system, the system uses Biblical principles. 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. A 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 will be 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. Variations and specifics of this system will be set by each classroom teacher based on the age group they are working with.

The following is a list of disciplinary procedures. 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 spiritual growth that can produce a change in behavior and are 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 denied privilege and/or activity time (Could be a loss of recess time)
3. Teacher consults with parent(s)
4. The Administrator counsels with the student and/or parent(s)
5. Student is suspended for 1, 2, or 3 days
6. 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.

## **RECESS**

Students in Kindergarten through 6th grade will receive at least 20–25 minutes of recess each day. While our teachers make every effort to protect this time, students may occasionally lose a portion of their recess due to behavioral issues. Recess will be held outdoors unless the wind chill is below 20 degrees or weather conditions such as rain or snow make it impractical. Please ensure that students come to school with boots, warm coats, hats, and gloves or mittens on cold days.

## **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.

## **ATTENDANCE AT ATHLETIC EVENTS**

We love having our elementary students attend WCS athletic events! However, all students must be supervised by an adult at all times unless they are actively participating as a member of a school athletic team. Non-participating student-athletes and non-student athletes are not permitted in locker rooms or classrooms during athletic events and may not use the basketball court until all games for the evening have concluded.

## **SECONDARY SPECIFIC POLICIES**

### **SECONDARY HOMEWORK**

Students are expected to regularly complete and turn in their homework on time. In general, if a student has been attentive in class, uses study hall time wisely, and concentrates while doing homework, the time required for homework should be very reasonable.

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. Teachers may also choose to give 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.

**Note:** If a student is struggling with the material, it is expected that the student and/or parents communicate regularly with the instructor to seek assistance or make arrangements for additional support.

## DISCIPLINARY SYSTEM

As students enter the secondary grades, the importance of self-discipline, personal responsibility, and heart-level growth becomes increasingly significant. At WCS, we view discipline as a vital part of the discipleship process and spiritual development of our students. Our desire is to train students to discern right from wrong, pursue Christlike character, and take ownership of their actions in a way that honors God.

To help foster consistency and clarity in our secondary discipline practices, WCS utilizes the behavior management flow chart seen in Appendix C. This tool outlines a structured, step-by-step process for addressing behavioral concerns while maintaining a redemptive, relationship-focused approach. It is designed to help students understand the consequences of their actions, recognize opportunities for restoration, and grow in maturity and wisdom.

## LOCKERS/BOOK BAGS

A locker is assigned to each student at the beginning of the school year. Students may bring a 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/employers 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.

**Work Permit**

State law requires that every student under the age of 18 who obtains a job must first get a work permit application form from the school office.

## **APPENDIX A - POSITION ON MARRIAGE AND 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).

### **Expectation 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 B - 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 C - SECONDARY BEHAVIOR MANAGEMENT FLOW CHART

## Wayside Christian School Behavior Management Flow Chart

### TEACHER MANAGED

- Minor Offense #1**
- Address behavior in the moment.
  - Provide correction w/ grace and truth (Ephesians 4:15)
  - Offer a reminder of expectations and biblical principles.
  - **Document event**

- Minor Offense #2**
- Meet privately with student (Prov. 27:17)
  - Ask reflective questions: What happened? Why? What could be done differently?
  - Identify biblical principles related to behavior.
  - Pray with student
  - **Document event**

- Minor Offense #3**
- Communicate with parents in a spirit of partnership (Ephesians 6:4)
  - Develop an accountability plan
  - Inform student and parent of consequences if the same offense happens again.
  - **Document event**

Minor Offenses	Major Offenses
<b>Dress Infractions</b>	<b>Abusive Language</b>
<b>Tongue Infractions</b>	<b>Damaging Property</b>
<ul style="list-style-type: none"> <li>• Complaining</li> <li>• Arguing</li> <li>• Talking back</li> <li>• Dishonesty</li> <li>• Etc</li> </ul>	<b>Fighting</b>
<b>Classroom Infractions</b>	<b>Overt Defiance/Disrespect</b>
<ul style="list-style-type: none"> <li>• Disruptive</li> <li>• Late</li> <li>• Unprepared</li> <li>• Etc</li> </ul>	<b>Harassment/Bullying</b>
<b>Device Infractions</b>	<b>Possession/Use of Drugs, alcohol, tobacco, vaping</b>
<ul style="list-style-type: none"> <li>• Improper use of Chromebook</li> <li>• Chromebook not returned to cart</li> <li>• In possession of cell phone</li> <li>• Unapproved use of earbuds/headphones</li> <li>• etc</li> </ul>	<b>Possession of Weapons</b>
<b>Minor Physical Contact Infractions</b>	<b>Theft/Plagiarism</b>
	<b>Inappropriate Physical Contact/Sexual Immorality</b>
	<b>Repeated Minor Infractions</b>

- Minor Offense #4**
- Consequence given by teacher with documentation
  - Office referral is made with documentation
  - A 5<sup>th</sup> offense becomes office managed

### OFFICE MANAGED

- Major Offense #1**
- Teacher submits office referral form
  - Student is sent to office
  - Parent is contacted
  - Biblical counseling session with administrator (Galatians 6:1)
  - Clear spiritual and behavioral goals are established
  - Consequences are implemented with the goal of restoration in mind.

- Major Offense #2**
- Teacher submits office referral form
  - Student is sent to office
  - Teacher, student, and Administrator meet with parents
  - Possible suspension or probation w/ a continued discipline plan
  - Student assigned mentor for ongoing discipleship
  - Parents and students made aware that future issues could lead to loss of re-enrollment privilege or expulsion.