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INTRODUCTION

The Bible teaches clearly that parents - not schools, governments, or even churches - have the right and responsibility to control the rearing and educating of their children. This handbook is addressed primarily to parents.

Parents, therefore, will want to read it and be familiar with its contents. When a question arises regarding the school, it will save everyone's time if parents will check the handbook before calling the school office.

PHILOSOPHY OF EDUCATION

Christianity affirms that God is the source of all truth and His glory, the end of all learning; therefore, Wayne Christian School "the school" believes that education is experiencing knowledge through the prism of this divine truth. As an educational institution, we accept the responsibility of providing a quality education through qualified instructors and a viable curriculum. As a Christian institution, our educational objectives are founded upon the biblical themes of inspiration, creation, God, redemption, man, wisdom and knowledge, reality and life, and parental accountability.

Wayne Christian School believes that God is and is Creator of all, the single source of all things-the premise upon which all reality is determined and education is centered. The learners, the learning, the learning environment, all are meaningful as means and ends to the glory of God. Therefore, the ultimate objective of education is to know God and please Him in knowledge, thought, and experience.

The Bible, God's Word, is the indisputable revelation of God. It reveals and explains the person and purposes of God. It is the foundation of education: an indispensable source of knowledge and wisdom. Therefore, the understanding of Scripture is a primary educational purpose.

God revealed Himself not only in creation and the Bible, but in the persons of Jesus Christ and the Holy Spirit. Through His Son Jesus Christ, God the Father redeems those who believe from sin and death which are the consequences of the fall. Believers are new creations restored to God's order through His Spirit. The Holy Spirit as divine Teacher, enables the Christian to understand truth and to live an obedient life in submission to the Lordship of Jesus Christ. None can boast of a complete educational program when deprived of this understanding.

Our motto is "in pursuit of wisdom and knowledge." To Wayne Christian School, knowledge is the understanding and unity of information. Information is the particulars of how creation works and consists. This information brings an awe and respect for God and His purposes; therefore, "The fear of the Lord is the beginning of knowledge..." (Proverbs 1:7).

Along with knowledge, Wayne Christian School pursues wisdom as an underlying objective in education. Wisdom is the skill needed to make life's decisions, develop character, and practically apply God's Word to life. In other words, instruction and learning must be relevant to the concerns of our times and the issues of life.

Wayne Christian School is an extension of the Christian family. We share in the parent's divine obligation to nurture children in the truth, to protect them from the error of relativism, the evil of anarchy, and the spirit of secularism. Therefore, we *in loco parentis*, serve as teachers to our students.

As a Christian educational institution, we acknowledge our responsibility to provide for our students a safe, nondiscriminatory environment which is conducive to learning; and a curriculum that acknowledges the varied phases of human learning and development. To accomplish these objectives, we strive to maintain a capable faculty who serve as role models for their students by maintaining personal and spiritual balance in their lives. We also enjoy the benefits of strong parental involvement.

Wayne Christian School is committed to this philosophy of education on behalf of those children and young people entrusted to us.

STATEMENT OF PURPOSE

Wayne Christian School exists to assist Christian families in the God-given responsibility of rearing their children in the discovery of the wonders of God's world and the wisdom in God's Word. WCS will facilitate each child's spiritual, academic, social, moral, and physical development through an educational experience in which the Lordship of Jesus Christ and the authority of the Bible are applied to all areas of the curriculum.

The school's motto is "In pursuit of wisdom and knowledge". The motto conveys the school's dual focus of teaching students about Christ and the world He created and preparing them for a life of service to Him. By the grace of God, Wayne Christian School will fulfill the following responsibilities:

1. Provide a quality education through a quality curriculum.
2. Lead children into a personal and saving relationship with God the Father through faith in the Lord Jesus Christ.
3. Foster trust in and obedience to the Word of God.
4. Teach the implications of Biblical truth to every area of life.
5. Develop in the students the proper attitudes toward God, themselves, family members, others, the local church, and their country.

MISSION STATEMENT

Wayne Christian School is a Christ-centered community school whose mission is to assist parents in the education of their children by promoting Biblical principles and the pursuit of integrity, moral character, spiritual growth, and academic excellence to develop champions for Christ.

VISION STATEMENT

Wayne Christian School is committed to developing in its students a proficiency in each subject while establishing a Biblical worldview that teaches students how to pursue and maintain a personal relationship with Jesus Christ.

CORE VALUES

1. Accountability

As created beings we are accountable to God, our creator. The Bible teaches us that the saved will all stand and give an account of their faithfulness as servants. (2Cor 5:9-10) The unsaved, will receive eternal punishment for their rejection of Jesus Christ. (Rev 20:12) We are accountable to God. As our ultimate authority, God has delegated authority to the home, the government, and the Church. God expects us to submit to these authorities as unto Himself. (Rom 13:1)

2. Integrity

The manner in which we live our lives is testimony to our Lord and Savior Jesus Christ. We must be an example of the believer in every thing we say and everything we do. Integrity is a vital part of our Christian witness. (1Tim 4:12)

3. Purity of Heart

The Scriptures teach that though man looks on the outward appearance, God looks upon the heart. (1Sam 16:7) God does not judge us by our behavior alone but by the heart motive behind our actions (Matt 15:17-20). God honors clean hands and a pure heart. (Ps 24:3-5)

4. Progressive Sanctification

Christ-likeness is not a one-time event or something that happens overnight. (2Cor 5:17) Christ-likeness is progressive and comes through a lifestyle of submission to the Holy Spirit and consistently hearing and doing God's Word. (James 1:22-25)

5. Servanthood

Jesus Christ left us an example of servant love for one another. (Jn 13:12-17) We are to sacrificially serve others out of a heart motivated by love, denying self, which is an earmark of those who truly follow Christ. (Jn 13:35) True servanthood can not be manufactured in the flesh but is a byproduct of a life lived in submission to the Holy Spirit.

STATEMENT OF FAITH

The BIBLE is the ONLY verbally inspired Word of God, inerrant in the original writings and the final authority in faith and life.

GOD is one God, eternally existing in three persons: Father, Son, and the Holy Spirit.

JESUS CHRIST is the unique Son of the Father, virgin born, sinless, died an atoning death, physically resurrected, ascended, exalted, presently the believer's High Priest, coming to receive His own, the church, and coming again literally and personally to establish the millennial kingdom.

The HOLY SPIRIT indwells every believer, and instructs, corrects, and guides them in all truth and the Christian life. It is His *office* work not to direct attention to Himself, but to the Lord Jesus Christ. He fills, controls, and empowers those yielded to Jesus Christ as Lord of their lives, the evidence being the fruit of the Spirit.

MAN is sinful through and through and everlastingly separated from God apart from personal faith in the gospel of Jesus Christ for salvation.

The CHURCH is the Body of Christ that manifests itself locally through believers united for mutual edification and propagation of the gospel while awaiting God's Son from heaven. There are two ordinances: baptism and the Lord's Table. The Lord's Table is celebrated as a memorial until He comes, and baptism by immersion is a public confession of the believer's identification with Jesus Christ.

SALVATION provided through the gospel of Jesus Christ as a gift is by grace through faith. All who receive Jesus Christ as Savior are born again into the family of God, sealed by the Holy Spirit and thereby possess eternal life.

The RESURRECTION of the body will be physical: the saved unto eternal fellowship with God and the unsaved unto everlasting punishment and separation from God in the lake of fire.

ADMISSIONS

Wayne Christian School admits students of any race, color or national or ethnic origin and makes available to them all rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic or other school administered programs.

PROCEDURE FOR ENROLLMENT

1. Obtain an enrollment package.
2. Complete application forms and attach the non-refundable registration fee. Acceptance of new students will begin in March..
3. Students may be given an admissions test.
4. An interview with parents and the appropriate principal will be required. Students older than third grade will also be interviewed.
5. Parents will receive a confirmation by phone of their child's acceptance.
6. Complete and sign a request for transfer of records. If records from the previous school have not been received within 3 months of enrollment, the administration will evaluate continued enrollment and grade placement.

ADMISSIONS POLICY

1. Previous Expulsion from Another School: Generally, the school does not enroll students who have been expelled from other schools or who have been in serious disciplinary trouble in a former school.
2. Students and families must support and, where applicable, abide by Wayne Christian School's Biblical standards and teachings and satisfy all other criteria for enrollment.
3. Students must be enrolled before the start of the semester.
4. Birth Certificate: A copy of the child's birth certificate must be in the school records.
5. Immunization Records: Immunization must be up to date by North Carolina law.
6. Waiting List: A waiting list of prospective students is kept in the office. It indicates the date admission was sought and the grade for admission. Parents will be notified as soon as space is available.
7. Kindergarten Admittance Age: A Kindergarten student must be five by August 30.

STUDENT WITHDRAWAL

A student is not considered withdrawn until the school office has been notified by the parent. In the case of dismissal, the parent will be notified and the parents will have an exit interview with the principal.

RE-ENROLLMENT

Students attending Wayne Christian School will be given the opportunity to re-enroll for the following year during the month of January.

PARENT COOPERATION

Wayne Christian School's educational mission involves working closely with the home in the overall Christian education of students. Wayne Christian School views itself as partnering with parents in the educational process. As a result, parents enrolling their children or in order to maintain enrollment agree to support and cooperate with the School in the education of their child and also agree to support the School's religious educational philosophy. This is founded upon the Biblical principle articulated in Amos 3:3, "Can two walk together, except they be agreed." Parents also agree to support the School with prayers and a positive attitude. Complaints or negative comments will be shared with the teacher, administrator or person involved, in accordance with Matthew 18 Principles. Parents agree that if at any time, parents/guardians act in a manner that demonstrate a lack of support for the School or its religious educational philosophy, or otherwise reflect a lack of cooperation and commitment to the home and School working together, Wayne Christian School has the right, in its sole discretion, to remove any student or to discontinue further enrollment of any student. Parents/guardians acknowledge and agree that their conduct can jeopardize the enrollment status and/or continued enrollment of their child.

LIFESTYLE POLICY

Wayne Christian School's Biblical role is to work in conjunction with the home to provide an education grounded upon spiritual truth and to mold students to be Christ like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the School teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the School. The School expects parents/guardians to refrain from conduct actions or a lifestyle which would undermine the religious, Christian beliefs and values taught by the School and to cooperate and support the School's religious educational philosophy. In such circumstances Wayne Christian School, predicated upon religious reasons, cannot effectively partner with the parent/guardian because of the divergence between the religious teachings of the School, which permeates the entire educational experience and philosophy of the School, and the beliefs, attitude, lifestyle or conduct of the parent/guardian. In such circumstances, the School reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student

ACADEMICS

“Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.” II Timothy 2:15

ATHLETES

Students participating in sports will receive an Athletic Handbook which contains information concerning academic standards, attendance and eligibility requirements.

EDUCATIONAL GOALS

1. Academic excellence in a Christ centered environment
2. Spiritual/character development in a caring, loving environment
3. Enrichment of lives emphasizing creativity

CHAPEL

Chapel is included in our schedule to provide for a time of information, challenge, and spiritual blessing from the Word of God. **Chapel programs will be held once a week and must be attended by all students.** Classes will be using the assigned chapel area on a scheduled basis. Students will be required to wear a designated type of clothing on chapel days. (See Dress Code). **Students are required to bring Bibles to chapel.** Chapel programs by assigned classes will be presented during the year. The Authorized King James Version is the standard Bible translation used for all school related functions: therefore, the King James Version and/or the New King James Version are used for reading and study in school and classroom assignments.

CLASSROOM CAPACITY

Classroom capacity is determined by the Administration. Capacity for a given classroom will be based upon evaluation of classroom variables and other relevant factors. However, the maximum enrollment for Kindergarten through 6th grades classes is 23 students per classroom. The maximum enrollment for 7th -12th grade classes is 28 students per classroom.

HOMEWORK AND TESTS

General guidelines for homework are available from individual teachers. Time spent on assignments may vary depending upon the student’s academic strengths and motivational level. Many families attend mid-week services at their churches. Tests generally are not scheduled for Thursdays unless students have a scheduled study hall. Quizzes may be given on any school day. Homework modifications are usually made on days when special school functions are scheduled for the evening. Elementary teachers may provide class calendars to facilitate communication regarding assignments, tests, quizzes, and special school functions.

A **HOMEWORK ORGANIZER** will be provided to students. The student’s responsibility toward homework and study habits is outlined in the Homework Organizer as well as homework tips. These tools help students organize their daily assignments and provide teachers and parents with a “Checking System” to review student progress and effort during the course of the school year.

EXAMS

Exams are given in grades **7-12**. Seniors will be exempt from second semester exams if they have a 93 cumulative average or above for the subject for both semesters.

ASSESSMENT OF STUDENT PERFORMANCE

Kindergarten: Students in Kindergarten receive progress report cards , starting with the second nine weeks.

Grades 1 – 12: The academic performance of students in grades 1–12 in core subjects (e.g., language arts, math, science, Bible, etc.) are assessed using the following scale:

<u>Letter Grade</u>		<u>Percentage of Achievement</u>
A	Excellent	100-93
B	Good	85-92
C	Average	77-84
D	Below Average	76-70
F	Poor	≤ 69

Performance of students (grades 1-8) in enrichment courses (e.g., art, choir, etc.) is assessed using the following scale: Satisfactory (S), Unsatisfactory (U), and N (Needs Improvement). Conduct of elementary/middle school students is assessed in several areas, including work habits and interpersonal behavior.

INCOMPLETE WORK

Students must complete any assignments that are missed due to excused absences within time frames established by the school. Teachers will work with students to establish acceptable due dates. Make up tests for grades 7-12 will be given in the Academic Skills Center. Submitting late assignments may result in a deduction of points from the assignment grade. Failure to complete assignments will result in a grade of 0. Course work that is incomplete at the end of a semester may receive a grade of “I” for Incomplete. All such grades must be converted to a regular grade during the first week of the new reporting period or within one week of the end of the school year. Grades not converted will automatically be recorded as “F”. The administration may grant exceptions in extenuating circumstances.

PROGRESS UPDATES

Parents are informed of their students’ progress in a variety of ways. This includes: (1) weekly folder, (2) daily assignment pads, (3) weekly Edline reports, and (4) parent-teacher conferences. In kindergarten through sixth grade, students’ quizzes, tests, and any correspondence from the office are sent home in folders. This procedure enables parents to receive continual feedback concerning progress of their student and /or areas needing improvement. Parents are asked to review all work with their student and to acknowledge that they have done this by signing, dating, and returning the folders. Classes which are reported on the Edline system will be updated by 5:00 on Thursday of each week. Parents may track their students’ progress following the Edline procedures. If a parent wishes to have a conference with a teacher, this may be noted on the folder and the teacher will call to schedule an appointment. Parents may also request a conference with the teacher by calling the school office.

REPORT CARDS

Report cards are issued to students at the end of each quarter. All outstanding tuition and fees must be paid before a student's final report card is issued. Report cards may be held if accounts are outstanding at the end of the 1st, 2nd, and 3rd quarters at the discretion of the administration. Students leaving the school during the school year for any reason must have all tuition, fees, and fines paid through the month they withdraw prior to report cards being distributed or having permanent records transferred to another institution.

HONOR ROLLS

Principal's List – 93 or above on all subjects

“A” Honor Roll – averaging 93 or above on all subjects with no grades less than 85

“B” Honor Roll – 85 or above on all subjects

These lists are published on the WCS website and posted on the office bulletin board.

HONOR SOCIETIES

National Junior Beta Club: NJBC is a junior organization of the National Beta Club. It exists to promote character, develop leadership skills, encourage service involvement and recognize achievement. The Junior Beta Club involves seventh, eighth, and ninth grade students who have a cumulative GPA of 93 or higher.

National Honor Society: WCS offers tenth, eleventh and twelfth grade students the opportunity to strive toward becoming members of the National Honor Society by meeting the guidelines established by the society. The areas of consideration and procedure for induction are as follows:

1. To be eligible for membership in NHS, a candidate must be a member of the sophomore, junior or senior classes.
2. Candidates must have been in attendance at the school the equivalent of one semester.
3. Candidates must have a cumulative GPA of 90 percent in core academic courses.
4. Leadership is based on the students' participation in two or more community or school activities, or elected to an office.
5. Service involves having been active in three or more service projects in the school and community.
6. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty; therefore, a student must not have participated in an action that resulted in suspension or have accumulated more than 20 demerits/referrals for the current school year.

Inductions are held after the third nine weeks of the school year.

Graduation Honors: Valedictorian, Salutatorian, Marshals, and Flagbearers are chosen by the administration and faculty based on cumulative grade point averages.

REMOVAL FROM HONOR SOCIETIES

1. Any student whose GPA falls below the standard after induction will be placed on a nine week probation. Failure to bring GPA up to the standard will result in dismissal from the honor society.
2. Any student who willingly participates in an episode of cheating and/or plagiarism will be dismissed from the honor society.
3. Any student who has participated in an action that resulted in suspension or has accumulated more than 20 demerits/referrals for the current school year will be dismissed from the honor society.

PROMOTION GUIDELINES

The following are general promotion guidelines which are typically followed. If the School has concerns regarding student promotion, the School will consult with the parents within a reasonable time after the concerns are discovered. Usually, the School will reach a decision in conjunction with the parent regarding student promotion and placement. However, the School reserves the right based upon the specific facts and circumstances to refrain from promoting a student when the School reasonably believes it to be in the best interest of the student, School or other factors merit retention.

Grades K-2: Student must perform at satisfactory levels in both academic and social development.

Grades 3–8: Students must pass all major academic subjects before being promoted to the next grade level. Major subjects include English, math, science, literature, and social studies. No more than 2 subjects that are failed may be made up in a summer school program. If a student makes more than 2 F's or 3 D's in major subjects for the yearly average, the student will be retained.

Grades 9-12: A student must have 6 units of credit to be classified as a sophomore, 12 units to be classified as junior and 18 units to be classified as a senior. A minimum of 24 credits are necessary to graduate in the Vocational/Tech Track and College Preparatory Track. Students in the Dual Enrollment program are encouraged to work with the Academic Dean concerning High School graduation requirements.

ACADEMIC RECOGNITION

WCS students are encouraged to strive to do their very best academically, fully utilizing their God-given talents and abilities. WCS realizes the importance of giving recognition to those who excel academically. Therefore, students are given the opportunity to earn recognition through their grades and to participate in various state and national competitions.

DUKE TALENT IDENTIFICATION PROGRAM (TIP): Seventh grade students who score at or above the 97th percentile on a national standardized achievement test qualify to participate in TIP. This honor affords opportunities for summer enrichment courses at Duke University as well as being placed on college mailing lists.

FOURTH/FIFTH GRADE TALENT SEARCH: Qualifying students must have scored in the 90th percentile or above on a national standardized achievement test in either math or language. The Duke University Talent Search is dedicated to the cultivation and education of talented youth. The Talent Search strives to provide recognition and information on educational opportunities to the qualifying students who choose to participate.

ACSI DISTINGUISHED HIGH SCHOOL STUDENTS: These awards are for special recognition of students who have outstanding achievements in areas such as academics, fine arts, and leadership and are chosen by teacher recommendation.

HONOR GRADUATES: Any graduating senior with a GPA of 3.7 or higher will be recognized as an honor graduate.

CHRISTIAN ACTION SERVICE PROJECTS (CASP)

Since one of WCS's primary goals is to prepare students for life, WCS believes that students should be involved in their communities and learn to be responsible citizens. WCS requires students in grades 9-12 to provide community service.

WCS students in grades 9-12 are expected to be actively involved in serving their school, church, and community through a program which we call CASP (Christian Action Service Projects). Service performed for a relative does not qualify for volunteer hours. This program falls within the Bible curriculum and is a part of the Bible grade. Every nine weeks each student is to submit a description of three hours of service on a CASP form provided by Bible teachers. Each CASP form that is complete and on time according to the specifications and deadlines given will be evaluated as a major test grade. Parents or responsible adults will sign each service description to verify the information rendered.

Students should strive to reach a personal goal of twenty-five hours of service per school year in order to be recognized at our annual awards ceremony. These service projects will be recorded and maintained in the student's permanent school record.

Each **junior high homeroom** will also be involved in community service projects each semester.

COMPUTER/INTERNET

All students will have the opportunity to use the computers at WCS. Elementary classes in grades 3 - 6 have a weekly computer elective. Middle and high school usage is for computer classes and research in academic classes. All students using the computers must abide by guidelines of this policy. Any student who uses the computer in an unauthorized manner will be referred to the Dean of Students. WCS utilizes Internet blocking software to restrict access to inappropriate Internet sites. However, it is understood that no filtering system can provide 100% security. Only WCS approved, licensed, and properly installed software is permitted. (This does include free public domain software).

Guidelines concerning the use of the Internet at WCS include the following:

- The Internet is provided for school-related purposes only.
- No user of the Internet, including electronic communications may engage in creating or transmitting defamatory, pornographic or harassing images or documents.
- Use of the Internet for personal commercial gain or profit is not allowed.
- All students will receive, as a part of the curriculum, information regarding appropriate and safe use of the Internet.
- School Administrators and the WCS Board will make the final determination as to what constitutes unacceptable use.

The technology program at Wayne Christian School provides the students with many opportunities to use a variety of exciting resources including the use of computers and the Internet. It is understood that computer use and Internet access for students is a privilege, not a right. Computer misuse while on campus, consists of the inappropriate use of a computer including, but not limited to, accessing or breaking into restricted accounts or networks, modifying or destroying files without permission, sending inappropriate messages, illegally copying software, use for commercial gain or profit, entering, accessing, viewing, distributing inappropriate/unauthorized files or programs on or off campus, using iPods and cell phones.

The Communications services and equipment at the School (including, but not limited to, telephone, fax, photocopy machines, email, computer network, computer files, and internet access or use) are School property and should be used only for appropriate purposes. Accordingly, the School may intercept, monitor review, or disclose any use of communication systems at the School, as it may select. Messages sent or received, materials or websites viewed, files created, or any use of the School's communications system or equipment is not a student's

private property and a student has no ownership rights in such materials or expectation of privacy in the use of the School's communications services and equipment. Students do not have any expectation of privacy in any communications or files created, stored, sent, viewed or received upon the School's communication services and equipment, regardless of whether the materials, files, or communications are intended or designated as private.

The School reserves the right to monitor at any time, without notice, any student's use of any of the School's communication service or equipment. This includes, but is not limited to, installing programs that monitor a student's use of the internet and electronic communications, and to take disciplinary action based upon any violation of expected conduct standards discovered.

Students should keep their username and password to the School's network confidential, and they will be held accountable for any action associated with their account.

CURRICULUM

KINDERGARTEN: The academic curriculum utilized in the Kindergarten Program consists primarily of A Beka curriculum materials. Primary focus is placed on: (1) math and (2) learning to read through the use of phonics and leveled readers. Other important subjects are Bible, science, and social studies. Additional enrichment opportunities are available through music, art, poetry, story time, and educational field trips.

ELEMENTARY & MIDDLE SCHOOL (Grade 1 – 6): The academic curriculum in the elementary grades, grades 1-6, consists of the following courses: language arts (consisting of reading, spelling, and language), math, Bible, science, social studies, and health. Elementary students are provided with several enrichment courses including music, art, physical education, computer, and library.

JUNIOR HIGH SCHOOL (Grade 7 – 8): The curricula for Grades 7 and 8, primarily consists of grammar and composition, math, literature, history, and science, and other supplemental materials. The following courses of study are offered: language arts (consisting of reading, spelling, and a language) math, Bible, science, social studies, Spanish and PE. Enrichment classes are offered in computer and art.

HIGH SCHOOL (Grades 9 – 12): WCS offers two curriculum tracks for high school students. The College Preparatory Track is academically demanding and students are prepared for acceptance into four-year colleges. The General Track is designed to meet the needs of students who plan to attend technical, junior or community colleges.

College Prep:

- 4 credits English
- 3 credits Math
- 3 credits Science
- 3 credits Social Studies*
- 2 credits Foreign Language
- 1 credit Health/PE
- 4 credits Bible
- 4 credits Electives

General:

- 4 credits English
- 3 credits Math (Alg I or Alg I A/IB)
- 3 credits Science (Biol. & Earth Sci.)
- 3 credits Social Studies*
- 1 credit Health/PE
- 4 credits Bible
- 6 credits Electives

*Change effective with the Class of 2013.

Prior to registration, a listing of courses to be offered (by grade) is distributed to students and their parents for review and selection. The Dean of Academics is available to answer questions regarding class content and to give guidance regarding courses of study.

DIPLOMAS

College Prep Diploma – completion of college prep track.

General Diploma – completion of general track.

Certificate of Attendance

TRANSCRIPTS

Five (5) transcripts will be provided and mailed at no charge. Additional transcripts for seniors and all alumni transcripts, will incur a charge of three dollars (\$3) per transcript.

DUAL ENROLLMENT COURSES:

Students may earn credit for a course not offered by taking a course through Wayne Community College. It is the student's responsibility to complete and submit an application to the administration for review and approval before enrolling in a course. Students who enroll in classes at WCC must obtain administrative approval prior to enrollment. The subject(s) taken in dual enrollment cannot be a class offered at WCS. Classes taken at local colleges may receive honors credit. A transcript from WCS and WCC should be requested for college administration. Twenty-four units of high school courses are required for graduation; for students in dual enrollment programs, twenty-two units plus two semesters of dual enrollment will satisfy the requirement.

ADDING AND DROPPING COURSES

A course may be dropped without penalty up to 2 weeks into the first quarter of the course with administrative approval. In extenuating circumstances, a course may be dropped with administrative approval, through the first quarter of the course.

TESTING Students in grades 1-11 test yearly with the **Stanford Achievement Series, Tenth Edition**. Tests are scored by Harcourt Assessment Services. These scores are used to evaluate individual student performance, as well as evaluate curriculum completeness and classroom performance. Percentiles are reported based on both national norms and ACSI norms.

Students in grades 1,3,5,7, and 10 also take the **Otis-Lennon Scholastic Aptitude Test**, offered by Harcourt Assessment.

College Board testing is presented on the following schedule:

In grade 10, students take the **PLAN**, designed to determine college readiness and career interests.

In grade 11, students take the **PSAT** to prepare for college boards and determine national percentile rankings.

Beginning in the spring of the junior year, students schedule testing for the **ACT** and/or the **SAT**. They may register for multiple sittings of these college board tests.

FINANCES

REGISTRATION FEE

\$200.00 per student due at the time of registration. This is a non-refundable fee unless the student has not been accepted.

LATE REGISTRATION FEE

\$100.00 per student due at the time of re-enrollment once deadline has past.

NEW STUDENT PROCESSING FEE

\$100.00 per new student due at the time of registration. This fee is also non-refundable unless the student has not been accepted.

BOOK FEES

\$400.00 per student due by July 15.

PAYMENT PLANS

One-payment option: Payment is due in full by August 1. A late fee of \$30.00 will be applied if not received by 6:00 pm on August 5th.

Two-payment option: First payment is due by August 1 with a second payment due January 1. A late fee of \$30.00 will be applied to the first payment if not received by 6:00 pm on August 5th. The second payment must be received by 6:00 pm on January 5 to avoid a \$30.00 late fee.

Ten-payment option: First payment is due on August 1. Monthly payments are due the 1st of each month. If not received by 6:00 pm on the 5th of each month, a late fee of \$30.00 will be applied each month

One statement of your account will be mailed at the beginning of the school year to notify you of your monthly payment. For your convenience, a drop box for payments is located in the hallway outside the office in the elementary building. Payments may also be made in the office or by a tuition draft. (Forms are in the finance office for tuition draft.)

Once your payment plan has been established, a \$30.00 fee will be charged to make changes.

EXTENDED CARE

Grades K5 – 12th

The annual fee for extended care (morning and afternoon) is **\$1400.00** and may be paid in an authorized payment plan. The daily extended care fee for mornings (7:00 - 7:45) is **\$7.00**, while the daily rate for afternoons (3:15 - 6:00) is \$12.00. Children in extended care that are not picked up by 3:15 will be charged the daily rate. (**Supervision is available from normal school dismissal time until 3:15 for those parents who occasionally run late or have unexpected delays. Parents are asked to follow regular dismissal times and not abuse this service.**) A late fee of **\$1.00 per minute** will be charged if a student is picked up late from after school care.

LATE FEES

A \$30.00 late fee will be assessed each month if accounts are not brought current by the 5th of the month. This late fee will accrue until the account is paid in full.

OUTSTANDING BALANCES

Students with outstanding balances will not be allowed to attend class until the account has been brought up to date. **High school students will not be allowed to take semester exams if their account is not paid through December or final exams if their account is not paid through May.** Student records (diploma, transcript, etc.) will be released when the balance is paid in full. The account will be referred to the Finance Committee.

RETURN CHECK POLICY

A **\$30.00** charge will be added for all returned checks.

WITHDRAWAL

If a student is withdrawn once classes have begun, the tuition will be due through the end of that month. Also, the school will exercise its prerogative by not releasing any records or report card if the account is not current.

SPECIAL EVENT FEE

This fee of **\$50.00** is required of all students in grades 9-12. The school may provide at least one major fund raiser to help students to obtain the fee. This fee and any extra money are non-refundable under any condition. However, extra money raised during the fund raiser will be kept in an individual account that can be used only for school expenses or school sponsored trips.

DISCIPLINE

“These people honor me with their lips. But their hearts are far from me.” Mark 7:6

“... Discipline yourself for the purpose of godliness. . . .” I Tim. 4:7

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Heb. 12:11

CLASSROOM DISCIPLINARY GUIDELINES

1. No talking in class without being recognized (raise your hand).
2. Do not leave your seat without permission.
3. Keep your hands, feet, and other things to yourself.
4. Be kind in what you say to others and to your teacher.
5. Accept and obey any instruction or discipline from a teacher.

DISCIPLINARY GOALS

1. Respect authority - Someone has said, “Consequently, he who rebels against authority is rebelling against what God has instituted and those who do will bring judgment on themselves.”
2. Use their time wisely- “Teach us to number our days aright, that we may gain a heart of wisdom.” Psalm 90:12
3. Be considerate of others- “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.” Eph. 4:29, 32

STUDENT BEHAVIOR

As a Christ-centered school, Wayne Christian School desires that every school employee and student reflect a lifestyle pleasing to Jesus Christ. Because of this, who we are and what we do, both on and off campus are extremely important. Realizing that students are representatives of the School and that the expectations of Biblical behavior are not limited to a specific time or location, expected conduct standards apply to students both in and out of school and whether on campus or away from campus. Although the majority of student conduct standards address behavior at School or School related functions, parents understand and agree that a student’s conduct away from campus and outside of school hours can result in disciplinary action.

To accomplish the School’s disciplinary goals, certain behavior by students cannot be tolerated and will result in action by the administration and /or the teacher. Students are expected to:

- Strive for excellence as a student in all that I say and do.
- Obey Biblical principles with regard to speech and conduct.
- Show respect and cooperate with those in authority at the school. Students are to listen and obey to school authorities (i.e. teachers, staff and administrators). Defiance or insubordination of authority is not permitted.
- Refrain from the use or possession of alcohol, illegal drugs and tobacco.
- Dress in accordance with the guidelines set forth by the School’s dress code policy.
- Comply with the discipline policy of the School.

- Use appropriate, non-violent means to resolve any conflict. Students should keep their hands off other students at all times. Any form of aggressive behavior, such as bullying, insults, threats, inappropriate teasing, and harassment are demeaning to other students, disruptive to the educational environment and are not tolerated.
- Strive to complete all assignments on time and to the best of their abilities and demonstrate academic integrity in all assignments and course work.
- Engage in conversation which is appropriate and honoring to God. Profanity, course joking, inappropriate language or innuendoes are not acceptable
- Respect the personal property of others. Students should leave the property of others alone. Destruction, damaging, tampering with or the theft of another individuals or the School's property is not tolerated.
- View other students as brothers and sisters in Christ.
- Refrain from engaging in any actions that compromise the safety of other persons or the School
- Abide by the other policies set forth herein, including, but not limited to the policies prohibiting harassment, prohibiting threats of violence and prohibiting possession of any weapons at the School or its related activities.
- Be courteous, cooperative, and accepting of instruction and discipline.
- Refrain from leaving School property without permission.
- Avoid any other conduct which brings discredit to the School, its standards, or violates its biblical teachings or standards. Such conduct may, based upon the facts and circumstances, result in discipline.

DISCIPLINE GUIDELINES

Although the School follows the general guidelines below, all consequences are at the discretion of the teacher and Principal as to the proper level of the offense. The School reserves the right, based upon the specific facts and circumstances, nature of the offense, history of prior misconduct, student attitude, and other factors, in its sole discretion, to by-pass any general discipline procedure and proceed to more severe discipline, up to and including, suspension or expulsion.

ELEMENTARY (Kindergarten – 4th)

Discipline will be based on careful evaluation of the circumstances for each case. Factors that will be considered will include seriousness of the infraction, the student's age, frequency of misbehavior, and the student's attitude. Such infractions may include but not be limited to: Cheating, lying, property damage, disrespect/rebellious attitude, fighting, tardiness, profanity/obscene or suggestive language or gestures, dress code violation, bullying and stealing.

Teacher Initiated Consequences

The following list of consequences may be used.

1. Warning issued
2. Name on the board
3. Apology
4. Time out
5. Writing assignment
6. Loss of recess
7. Pick up litter
8. Work related task for the teacher
9. Silent lunch detention
10. Time made up after school
11. Loss of PE time

Repeated infractions may carry additional consequences resulting **in being sent to the Principal's office**. The principal may choose to exercise one of the above options and/or additional options such as:

1. Discussion with student
2. Parent conference
3. Special duty assigned
4. Loss of privilege
5. Temporary isolation
6. Detention
7. Immediate removal from school
8. **In School Suspension - \$45.00** (Any student receiving ISS will be reviewed by administration at the end of the school year.)

FIGHTING

- | | |
|-------------------------|--|
| 1st Offense | No PE or recess for one week |
| 2 nd Offense | 1 hour detention and a call to parents |
| 3 rd Offense | Parent conference with appropriate disciplinary action |

MIDDLE SCHOOL (Grade 5 - 6)

Students are considered in middle school and will use a modified demerit system. This is another way in which we hope to make the eventual transition to jr/sr high less stressful. Certain infractions will carry an automatic receipt of 1 demerit. These would include but not be limited to the following:

1. Lack of homework assignment
2. Failure to follow instructions
3. Disorderly conduct
4. Class disturbance
5. Writing notes or doing other work in class
6. Writing on desks
7. Level 1 disrespect exhibited after correction such as:
 - a. Rolling of the eyes and/or general poor attitude
 - b. Talking under one's breath
 - c. Slamming books
 - d. Saying, "whatever" etc.
 - e. Improper voice tone when responding
 - f. Questioning attitude

Teachers may use other methods of discipline either in conjunction with or separate from the demerit system. They might include but not be limited to the following:

- a. Loss of recess time
- b. Silent lunch detention
- c. Writing assignments
- d. Time made up after class or school

Repeat infractions may carry additional penalties. (See next page for discipline chart)

An accumulation of demerits will result in the following consequences:

5 demerits	a note sent home to the parents
8 demerits	conference with principal
12 demerits	1 hour detention (\$5 fee)
16 demerits	2 hour detention (\$10 fee)
20 demerits	ISS - 1 day In School Suspension (\$45 fee)

PROBATION

Students who accumulate 50 documented infractions for the year or who have served ISS will be reviewed by the administration at the end of the year. At this time, the administration will determine the appropriate option for the student that will best benefit the school and the student. The options could include advisement, behavioral contract, withdrawal, etc. The administration will exercise its prerogative to evaluate and discipline any questionable or unacceptable behavior.

MIDDLE SCHOOL DISCIPLINE CHART

INFRACTIONS	FIRST	SECOND	THIRD
Disrespect			
Level I	1 demerit	2 demerits	1 hour detention
Level II	1 hour detention	2 hour detention	3 hour detention
Fighting			
Level I	No PE / Recess	1 hour detention	TBD
Level II	2 hour detention	3 hour detention	1 day ISS
Miscellaneous			
Chapel Misconduct	1 demerit	2 demerits	1 hour detention
Cheating (homework, quizzes, tests)	2 demerits	1 hour detention	2 hour detention
Gum	1 demerit	1 demerit	1 demerit
Improper Attire	1 demerit	2 demerits / change	1 hour detention / change
Lying	2 demerits	1 hour detention	2 hour detention
Skipping School	3 hour detention	1 day ISS	2 days ISS
Use of <u>Unauthorized Items</u> During school hours (8:00 – 3:00)			
Cell Phones - must be turned off & in back pack.	2 demerits & parents must pick up	1 hour detention & Parents must pick up	2 hour detention & Parents must pick up
Pagers – must be turned off & in back pack.	2 demerits & parents must pick up	1 hour detention & parents must pick up	2 hour detention & Parents must pick up
Possession and / or Use of <u>Restricted Items</u> Restricted Items include but are not limited to the following: Matches, lighters, radios, tape players, iPods, MP3 players, inappropriate photographs, posters, pictures, magazines, etc., explosives of any kind, water guns, and items associated with celebrities or the drug culture. The administration reserves the right to determine what an acceptable or unacceptable item is.			
Restricted Items	1 demerit	2 demerits	1 hour detention
Profanity			
Level I	1 demerit	2 demerits	1 hour detention
Level II	2 demerits	1 hour detention	2 hour detention
Property Damage			
Level I (equipment)	1 demerit / replacement cost	2 demerits / replacement cost	1 hour detention / replacement cost
Level II (building)	1 hour detention / replacement cost	2 hour detention / replacement cost	3 hour detention
Sexual Misconduct			
Level I	2 demerits	1 hour detention	2 hour detention
Level II	Expulsion		
Tardy to School (Unexcused)	1 hour detention after 5 tardies	1 hour detention after 5 tardies	1 hour detention
Threats / Bullying			
Level I	1 hour detention	2 hour detention	1-3 days ISS
Level II	1-3 days ISS	Expulsion	

JUNIOR HIGH & HIGH SCHOOL (GRADE 7 -12)

MERIT AWARDS (Grades 7-12)

Included in the discipline plan are ways to positively reinforce students who behave appropriately. Well- behaved students will be recognized in various ways and will earn rewards according to the following system. We feel strongly that students need to know we appreciate their faithfulness and wish to reward their responsible efforts. They contribute much to our teaching/learning atmosphere.

A student will receive rewards for the following accomplishments every nine weeks. (See chart)

Number of Referrals/Demerits	Grading Period	Reward Date
Fewer than 5 referrals/demerits	First 9 weeks	October 19, 2011
Fewer than 5 referrals/demerits	Second 9 weeks	January 11, 2012
Fewer than 5 referrals/demerits	Third 9 weeks	March 14, 2012

DEMERIT SYSTEM

Students will be primarily disciplined by use of the demerit system and/or other methods of discipline which may be deemed more appropriate in dealing with individual cases.

Certain infractions will receive immediate consequences. A general framework is listed on the *Discipline Chart*. See page 21.

Other areas of misconduct will receive demerits as listed on the *Discipline Chart*. See page 21.

Repeat infractions may carry additional penalties. (See next page for Discipline Chart)

An accumulation of demerits per nine weeks will typically result in the following consequences:

<u>Junior High</u>	<u>Consequence</u>	<u>Senior High</u>
5 demerits	a note sent home to the parents	3 demerits
10 demerits	1 hour detention (\$5 fee)	7 demerits
15 demerits	2 hour detention (\$10 fee)	10 demerits
20 demerits	3 hour detention (\$15 fee)	15 demerits
25 demerits	1 day In School Suspension (\$45 fee)	20 demerits

JUNIOR AND SENIOR HIGH DISCIPLINE CHART

INFRACTIONS	FIRST	SECOND	THIRD
Disrespect			
Level I *	2 demerits	1 hour detention	2 hour detention
Level II	2 hour detention	3 hour detention	1-3 days ISS
* Level I Disrespect exhibited after correction, such as rolling of the eyes, poor attitude, talking under the breath, slamming books, saying "whatever", etc. improper voice tone, questioning attitude.			
Fighting			
Level I	2 demerits	1 hour detention	2 hour detention
Level II	1-2 days ISS	3-4 days ISS	Expulsion
Property Damage			
Level I (equipment)	2 demerits / replacement cost	1 hour detention / replacement cost	2 hour detention / replacement cost
Level II (building)	2 hour detention / replacement cost	3 hour detention / replacement cost	1 day ISS / replacement cost
Miscellaneous			
Chapel Misconduct	2 demerits	1 hour detention	2 hour detention
Cheating (homework/classwork)	2 demerits	1 hour detention	2 hour detention
Cheating (quizzes / tests)	1 hour detention / 0 test / 0 quiz grade	2 hour detention / 0 test / 0 quiz grade	3 hour detention / 0 test / 0 quiz grade
Driving Misconduct	Lose privilege 1 week	Lose privilege 2 weeks	Lose privilege Semester
Gum	Silent lunch	1 hour detention	2 hour detention
Horseplay	2 demerits	1 hour detention	2 hour detention
Improper Attire	1 demerit / change	1 hour detention / change	2 hour detention / change
Lying	1 hour detention	2 hour detention	3 hour detention
Skipping Class	1 hour detention	2 hour detention	3 hour detention
Skipping School	1 day ISS	2 days ISS	3 days ISS
Violation of Computer Policy / Usage Rules	2 demerits	1 hour detention	2 hour detention
Use of Unauthorized Items during school hours (School Hours: 8:00 a.m. – 3:00 p.m.)			
Cell Phones & Pagers	2 demerits & 10 day turn in	2 demerits & 20 day turn in	2 demerits & 30 day turn in
Possession and / or Use of Restricted Items			
Restricted Items include but are not limited to the following:			
Matches, lighters, radios, tape players, iPods, MP3 players, inappropriate photographs, posters, pictures, lasers, magazines, etc., explosives of any kind, electronic games, water guns, and items associated with celebrities or the drug culture. The administration reserves the right to determine the acceptability of an item.			
Restricted Items	2 demerits	1 hour detention	2 hour detention
Profanity			
Level I (crude language)	2 demerits	1 hour detention	2 hour detention
Level II (Lord's name in vain)	1 hour detention	2 hour detention	3 hour detention
Sexually Inappropriate Language / Gestures			
Level I	2 demerits	1 hour detention	2 hour detention
Level II	1 hour detention	2 hour detention	3 hour detention
Sexual Misconduct			
Level I	1 hour detention	2 hour detention	3 hour detention
Level II	Expulsion		
Sexually explicit comments (written or spoken) will be considered a Level II offense.			
Tardy to School (Unexcused-Rider)	1 hour detention after 5 tardies	1 hour detention after each 5 additional tardies	
Tardy to School (Unexcused-Driver)	1 hour detention after 5 tardies	Lose privilege for 1 week after next 5	Loser privilege for 2 weeks after next 5
Threats / Bullying			
Level I	2 hour detention	1-3 days ISS	Expulsion
Level II	Expulsion		
Theft			
Level I	1 hour detention	2 hour detention	ISS
Level II	2 days ISS	3 days ISS	Expulsion

The guidelines in the Handbook provide a general framework in which disciplinary matters will be handled. The School reserves the right, at any time, based upon the specific facts and circumstances, nature of the offense, history of prior misconduct, student attitude, and other factors, in its sole discretion, to by-pass any general discipline procedure and proceed to more severe discipline, up to and including, suspension or expulsion. In addition, the School reserves the right to discontinue enrollment or implement other discipline for any other conduct which, in the discretion of the School, indicates an unwillingness to support or abide by its conduct standards and religious educational mission.

DISCIPLINE TERMINOLOGY & GUIDELINES

Detention – a student is detained after normal school hours (4th – 6th - 2:40–3:40 or 7th – 12th - 3:00 – 5:00) as a result of rules’ infractions. They will be assigned tasks to perform for the school and/or faculty. A \$5 per hour fee is charged. Please note: Detention may be assigned for discipline at the discretion of the administration. Detentions must be served on the Wednesday afternoon after it is assigned. Failure to serve on the assigned date will result in an assignment of an additional hour.

***In School Suspension (ISS)** – a student is placed in a designated, supervised area (the conference room) apart from other students during the regular school day. ISS time will be used for academics and behavioral correction. Any school work missed during ISS, as well as homework assignments, must be completed and turned into teachers the following day. A \$45 staffing fee must be paid the morning of ISS.

***Out of School Suspension (OSS)** - a student is not allowed on the school campus during the suspension. All classroom assignments must be completed off site.

***A student who serves a suspension will not be allowed to fill or continue in a leadership position.**

PROBATION

Students who accumulate 50 documented infractions for the semester will be reviewed by the administration at the end of the semester. At this time, the administration will determine the appropriate option for the student that will best benefit the school and the student. The options could include advisement, behavioral contract, withdrawal, etc. The administration will exercise its prerogative to evaluate and discipline any questionable or unacceptable behavior.

DRUGS, ALCOHOL AND TOBACCO

Consumption of drugs, alcohol or use of tobacco is neither compatible with nor permissible with the wholesome Christian environment we provide at WCS. Students are expected to refrain from the use or possession of illegal drugs, alcohol, tobacco, and abuse of other controlled substances. Violation can lead to immediate discipline, including but not limited to, expulsion, suspension, or continued enrollment subject to satisfaction of additional criteria, such as counseling. Although consumption is an expulsion offense, individual situations will be evaluated with an attempt to find the best solution for the individual and the student body as a whole.

WCS has determined that the possession of drugs, alcohol, or tobacco on campus or the buying, selling, or other transfer of drugs and/or alcohol cannot be tolerated and will result in expulsion of the offending student or students. The administration of the school reserves the right to require random drug testing with the understanding that confidentiality will be maintained. If the parents and/or student refuse, then the student forfeits the privilege of attending WCS. School authorities may request a search of student, student lockers, or student automobiles according to the Search and Seizure policy.

WCS maintains a tobacco free campus.

SEARCH AND SEIZURE

All Wayne Christian Schools parking areas, lockers and desks are the property of the School. Lockers and other storage areas are provided by the School as a convenience to students and at all times remain the sole and exclusive property of the School. Students do not have any expectation of privacy to their lockers or student desks or to any materials stored within their lockers or desks. The School reserves the right, at any time without prior notice, in its sole discretion, to search student lockers. For the purposes of this policy, student desk searches will be treated in the same manner as student lockers.

Parking on the premises of Wayne Christian Schools is a privilege and not a right. Each student parking a vehicle on campus must sign appropriate Student Parking materials. Students and Parents do not have any expectation of privacy to vehicles parked on premises. The School reserves the right, at any time, to inspect any student parked vehicles and/or lockers in order to protect the health, safety and welfare of students or if the School has a reasonable suspicion of a violation of the law, expected student conduct standards or contraband items. This includes use of drug and gunpowder sniffing K9 dogs.

Search of Students - If the School has a reasonable suspicion that a student has prohibited items or evidence of a violation of the student conduct standards or contraband items on his person or Book Bag or other similar item, a school Administrator, with another school employee, may ask a student to empty his/her pockets, purse, book-bag and/or to take off their shoes and socks. If the student is unwilling to do so, the Administrator will contact a parent/guardian. If the student is still unwilling to do so after having spoken with his/her parent/guardian, and the parent/guardian is unwilling to do so, then the School will assume that the student has the prohibited material or has engaged in the conduct alleged and take appropriate disciplinary action, which may include suspension or expulsion from the School.

Contraband items include those which are dangerous to health or safety of students or school personnel, are disruptive or potentially disruptive, or which have been cited as unauthorized in the student handbook.

If a student and/or parent or guardian refuses a search, then the School will assume that the student has contraband items or has engaged in the prohibited or other conduct alleged resulting in immediate disciplinary action which may include suspension or expulsion. If a properly conducted search yields illegal or contraband materials, such findings shall be delivered to the proper authorities for ultimate disposition.

ANTI-HARASSMENT POLICY

The environment at the School must be one in which all individuals are free to work, learn, and develop relationships without fear of intimidation and humiliation, as a result of unwanted or unacceptable behavior from others. It is essential to the well-being of all that students, parents, teachers, and staff members treat each other with due respect for rights, individuality, and personal dignity.

Definition of harassment may include the following:

- Sexual Harassment consists of unwelcome sexual advances, request for sexual favors and other inappropriate verbal, non-verbal, written, graphic or physical conduct of sexual nature. Sexual harassment may include same sex incidents or opposite sex incidents. Sexual harassment, as defined above, may include, but is not limited to the following: verbal, graphic and written harassment or abuse, pressure for sexual activity, remarks to a person with sexual or demeaning implications, unwelcome or inappropriate touching or exposure of body parts, suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's social or academic standing, explicit pictures, posters, calendars, etc. in class, notebooks, lockers, etc., .
- Racial Harassment consists of all forms of discrimination related to – race, color, and national origin, including any verbal, non-verbal, graphic, written or physical conduct that denigrates or shows hostility or aversion toward any person based upon race, when such conduct interferes with a student's academic performance or creates an intimidating, hostile or offensive school environment. Racial harassment may include, but is not limited to, the following conduct which is based upon race: Epithets and slurs, negative stereotyping, threatening, intimidating or hostile acts, written or graphic material that stirs hostility or aversion toward an individual or group.
- General harassment/bullying consists of using unwelcoming gestures, words or written statements to annoy, demean, denigrate, defame, malign or ridicule another person.

Wayne Christian School expects its employees and students to live by Christian moral standards, including sexual purity. The school will not tolerate behavior of a sexual nature or other harassing conduct by anyone that creates an intimidating or hostile environment for employees, students, or participants in a school activity. Furthermore, all members of the Wayne Christian School community are expected to take appropriate steps to support this policy and to address incidents of sexual or other harassment that occur within their areas.

If a student believes they have suffered harassment or that a violation of this policy has occurred, they should complain to any member of the Wayne Christian School faculty or Administration, who will then promptly report it to the School's chief Administrator. The complaint will be investigated promptly and competently and as confidentially as possible. If the situation is not resolved to the satisfaction of the complainant, an appeal may be made to the WCS Board Chairman for review by the WCS School Board.

Harassment is a matter that WCS takes seriously. There will be severe consequences if this policy is violated. Corrective action will be taken if it is found sexual harassment has taken place. Anyone found to have violated this policy will be dealt with appropriately, including disciplinary action that could include termination, suspension or expulsion.

It is the School's policy to not discriminate or retaliate against any person who has filed a complaint involving harassment or has participated in any investigation. However, if in the course of an investigation or subsequently the School learns that a complaint was not made in good faith or it was known to be false at the time of the complaint, the School reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

SUSPENSION/EXPULSION

WCS reserves the right to suspend or dismiss a student for misconduct on or off the school campus when violations of the School's standards come to the attention of school authorities and may result in the administration of discipline, including suspension or expulsion.

WCS reserves the right of suspension or expulsion at any time during the school year. Any student who persistently neglects work, who fails to meet academic or other standards or qualifications or who exercises poor citizenship, one who fails to cooperate, or whose parents fail to cooperate, may be removed from the School. Expulsion will be recommended by the administrator to the Board. Appeal of a dismissal may be made in writing to the Board within three days of the dismissal. A student may not be eligible to attend class during the appeals process. A student who is expelled or suspended may not attend any WCS related events.

TECHNOLOGY MISUSE

The in-school policy for computer/internet usage is identified in this handbook on page 10. In addition to the in-school policy, the Wayne Christian School board has identified several guidelines for out of school usage.

While the role of the parent in computer usage is the primary method of supervision off campus, WCS students/parents agree to the following guidelines:

- 1) Any verifiable incidence of cyber-bullying, name calling, or sexting by a WCS student will be considered a serious offense and handled within the WCS disciplinary code.
- 2) Inappropriate postings, including, but not limited to, those with sexual connotations, on social networking sites will be considered a violation of the WCS Code of Conduct and will be handled accordingly.

THREATS OF VIOLENCE AND WEAPONS: WCS will not tolerate threats of violence to others, the presence of weapons, or actions that constitute a clear threat to the safety of students and employees.

Wayne Christian School seeks to promote a healthy, safe learning environment. Wayne Christian School does not tolerate threats of violence to oneself, others, threatening behavior or other acts of violence (including threats to severely damage school property or the property of other students) whether made in school or out of school. Any threats or depiction of violence or harm, whether specific or general, whether done in jest or serious, whether in school or out of school, whether in person or through some other form of communication (e-mail, IM, message board, internet posting, letter, picture, etc.) will be taken seriously by the School and may be grounds for immediate discipline, including suspension or expulsion. Following any such events, the School may suspend or expel the student or may, in its sole discretion, depending upon the facts and circumstances, condition continued enrollment upon satisfaction of additional criteria, which would include certification from a mental health professional and consistent monitoring by a mental health professional. Nothing contained herein, however, shall in any way limit or prohibit the School in its sole discretion, from suspending, expelling, or removing any student who violates this policy

Parents and others will be encouraged to report any such incidents or information to the appropriate official. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence he/she has knowledge of, has witnessed or received. All reports will be promptly investigated.

Students are prohibited from possessing, handling or using, whether concealed or open, any weapon, or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include, but are not limited to, all of the following (does not apply to weapons used in school-approved instruction or ceremonies):

- loaded or unloaded firearm, including a gun, pistol or rifle
- explosives, including a dynamite cartridge, bomb, grenade or mine
- knife, including a pocket knife, bowie knife, switchblade, dirk or dagger
- slingshot
- blackjack
- metal knuckles
- BB gun
- air rifle or air pistol
- stun gun or other electric shock weapon
- any sharp pointed or edged instrument
- razor or razor blade (except solely for personal shaving)
- fireworks

Should a visitor be caught in possession of a weapon, the administration shall notify law enforcement officials which could result in charges if local, state, and federal laws have been violated.

No student may knowingly or willfully cause, encourage or aid any other student to possess, handle or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other persons with such items, or becomes aware that another student or other persons intends to possess, handle or use such items, must notify a teacher or the principal immediately.

EVALUATION OF STUDENT STATUS

*WCS is a private Christian educational institution dedicated to imparting both knowledge and wisdom. It is understood that enrollment is a **privilege not a right**. Please note, the administration reserves the right to periodically review the status of any student academically, behaviorally, etc. **If in the opinion of the administration a student and/or his parents/guardian are not in compliance with the spirit of the institution, the school may evoke an involuntary withdrawal.** This withdrawal is a separate disciplinary action that may be taken regardless of a student's current record of demerits.*

DRESS CODE

“I urge you therefore, brethren, by the mercies of God, to present your bodies a living and holy sacrifice, acceptable to God, which is your spiritual service of worship. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove that the will of God is, that which is good and acceptable and perfect.” (Romans 12: 1-2)

The dress code is established to provide guidelines for parents and students on appropriate school dress. Recognizing that dress reflects and affects attitudes, Wayne Christian School seeks to encourage a quality of appearance that will enhance a positive learning environment. It is the mutual responsibility of the parent and student to select neat, modest and appropriate clothes. Any questions about the appropriateness of clothing should be addressed with the administration before the student wears the outfit to school. The dress code applies to the school day and all events on or off campus in which WCS participates unless otherwise stipulated. WCS reserves the right to determine the acceptability of clothing and hairstyles.

ELEMENTARY (Kindergarten -4th) & MIDDLE SCHOOL (5th & 6th)

PANTS:

K5 – 3rd Grade

Students may wear cotton slacks, jeans, cords, **shorts, capris** or sweatpants.

4th-6th Grade

Students may wear cotton slacks, jeans, cords, **shorts, or capris.**

Girls’ shorts should be no shorter than two inches above the knee.

Boys must wear a belt if their pants have belt loops.

All pants should be appropriate in size and fit.

DRESSES AND SKIRTS:

All dresses, skirts and split skirts must be no shorter than two inches above the knee.

Leggings may be worn with dresses or skirts which meet the dress code length.

No spaghetti straps or backless styles are acceptable.

SHIRTS: (Boys and Girls)

The following are acceptable shirt styles.

1. Collared shirts
2. Cotton shirts
3. WCS t-shirts and sweatshirts
4. Sweaters
5. Collegiate and team t-shirts and sweatshirts
6. Dress shirts and blouses
7. Christian t-shirts and sweatshirts

SHOES:

Shoes should be worn at all times. For safety reasons, flip-flops may not be worn. **Parents are asked to remember that all students in grades K-6 have daily outdoor playtime.**

HAIR AND ACCESSORIES:

Hair should be neatly groomed for boys. It should be off the eyebrows, ears, and collar, with no excessive fullness or extreme lines. Girls’ hairstyles should be neat and convey a feminine, not masculine, appearance.

Students may not wear hats inside the building. Girls’ jewelry and make-up should be modest and tasteful. Boys may wear necklaces under their shirts, but may not wear earrings. Tattoos and body piercing are not acceptable.

CHAPEL ATTIRE:

K5 – 6th grade boys are to wear collared shirts or chapel t-shirts.

K5 - 6th grade girls are to wear chapel t-shirts with pants, skirts or split skirts. .

K5 – 6th grade girls may wear dresses.

JUNIOR HIGH & HIGH SCHOOL (7th-12th grade)

PANTS

Girls may wear dress pants or mid-calf capris.

Low rider or form fitting pants are not acceptable.

Boys may wear jeans or dress pants. A belt must be worn at the waist.

Sweat pants, workout pants, and camouflage pants may not be worn.

Spandex, cotton knit, and nylon fabrics are not considered dress pants.

DRESSES AND SKIRTS

All dresses, skirts, and split skirts must cover the top of the knee.

Leggings may be worn with dresses which meet the dress code length.

No spaghetti straps, backless styles, or sleeveless tops are acceptable.

SHIRTS (BOYS AND GIRLS)

The following are acceptable shirt styles.

1. Collared shirts

2. WCS T-shirts and sweatshirts

3. Sweaters

4. Collegiate T-shirts and sweatshirts

5. Dress shirts and blouses

If a jacket is worn to class, the shirt must meet the WCS dress code.

Shirts must be tucked in at all times.

SHOES

Closed toe shoes must be worn at all times.

Girls may wear decorative sandals.

Athletic slides or sport sandals should not be worn except for athletic events.

HAIR AND ACCESSORIES

Hair should be neatly groomed for boys. It should be off the eyebrows, ears, and collar with no excessive fullness or extreme lines. Girls hairstyles should be neat and convey a feminine, not masculine appearance. Hair coloring for all students should be in good taste and within the realm of natural hair colors. Sideburns should not be below the middle of the ear. All boys are to be clean-shaven with no beards or mustaches.

Students may not wear hats in the building. Girls jewelry and make-up should be modest and tasteful. Tattoos and body piercings are not acceptable. Boys may not wear earrings.

CHAPEL DAY / SPECIAL EVENTS ATTIRE

High school boys are to wear shirts and ties with dress pants.

High school girls may wear dressy tops or blouses with dress pants.

T-shirts and sweatshirts may not be worn on chapel day.

PE ATTIRE

Every student participating in a PE class will wear the school PE uniform.

Formal Dress: (Homecoming and Junior-Senior Night)

Necklines are to be modest (no halter tops)

Dresses are to have sleeves or straps

Dresses should be long, tea length, or to the top of the knee

Slits and hemlines should be no higher than the top of the knee

Dresses that are form fitting or made of clinging material that reveal undergarment outlines are not acceptable

Dresses designed with sheer fabric in the bodice must be lined

A committee of WCS staff members will approve all formal wear

Social Dress: (Athletic and Academic Ceremonies and Commencement)

Chapel dress code.

DRESS CODE NONCOMPLIANCE

Students may be asked to correct inappropriate dress BEFORE they will be admitted to class. They must change clothes WITHOUT leaving the campus. Students may want to keep a change of clothes on hand, borrow a friend's change of clothes, or call their parents to bring an appropriate outfit. Multiple offenses will result in a meeting with administration attended by the student and his parents.

We depend on our parents to work with the school in maintaining these standards by being aware of what their child is wearing **before** he or she leaves for school. Please be sure your child is dressed and groomed properly. Please accept these standards as school preferences, rather than focusing on them as an issue.

ATTENDANCE

ATTENDANCE

All students are to attend school regularly. Students in K5-6th grades are allowed 16 absences per year and **students in 7th - 12th grades are allowed 16 absences per course**. In a blocked course, the maximum for absences is 8. When a prolonged illness is documented by a physician, the administration will make the final decision as to whether or not a student will pass or fail. **A K5 - 6th grade student must be in school 4 hours to receive credit for the day**. If he has a doctor's appointment, he must have a total of 4 hours at school to be counted present. To participate in after school activities, a student must be counted present for the day. (This includes high school students employed in the extended care program.)

EXCUSED ABSENCES

An excused absence is an absence due to personal illness, serious illness or death in the immediate family, school-approved trips, medical or dental appointments, court appearances, or absences due to providential hindrance. The authority for determining the legitimacy of an absence rests with the school **administration**. **All other absences are unexcused.**

UNEXCUSED ABSENCES

Absences are unexcused for oversleeping, working on a class assignment, unapproved personal trips, and truancy. In such cases, students will receive a zero on missed class work, quizzes, tests or other graded work. Each unexcused absence will be evaluated by the administration.

PLANNED ABSENCES

The WCS Administration asks that parents realize the importance of daily attendance. However, if parents must take their children out of school, the student must complete all the work which will be missed before leaving. When these pre-planned absences are scheduled, we ask that the parents be aware of the following policy:

1. The office, administration, and all of the student's teachers must be notified **one week in advance** by letter explaining the reason and providing the date(s) of the absence.
2. Work that will be missed will be given to the student to complete in advance. **Assignments not completed in advance of the absence will not be allowed to be made up for credit unless stipulated by the teacher.**
3. Test, quizzes and exams missed will be made up upon the student's return to school.

When the school is not notified of a planned absence in writing, the students' absences will be considered unexcused and academic penalties will apply, as well as behavioral penalties (detention).

TARDINESS

Students are expected to be on time for **school**. Any student with sixteen (16) excused and/or unexcused tardies within the year will not qualify for perfect attendance for the year.

Students will be considered tardy for school **if they are not in their homerooms when the tardy bell rings**. All tardies will be recorded by the **school office**. Tardies will be excused only when the cause for the tardy was beyond the control of the student involved. Students arriving at school after 8:00 a.m. for grades K-12th will go directly to the office to sign in. **Oversleeping, failure of the alarm clock, traffic, or running errands will not be considered acceptable excuses for being tardy and unexcused tardies will be assigned.**

ELEMENTARY TARDIES (K5-6)

No student should be dropped off at the door or at the classroom after the 8:00 bell has rung. Parents should escort these children to the elementary office. In order to minimize class disruption, the elementary secretary will handle necessary paperwork and then allow the child to join the class.

MIDDLE SCHOOL/JUNIOR/SENIOR HIGH TARDIES

See behavior chart, page 20.

SCHOOL HOURS:

K5 – 6 th	8:00 - 2:40	Early Dismissal
7 th – 12 th	8:00 - 3:00	8:00 – 11:35
		8:00 – 12:00

SIGNING OUT

Students who must leave early should bring a note stating the reason for leaving and the time of dismissal and approximate time of return. If it is a doctor's appointment, the note should also include the time of the appointment and the location. The note should be signed by a parent or guardian. **Students will not be allowed to sign out without written permission.** Students who become sick during the school day will be sent by the classroom teacher to the school office where their parents will be notified by telephone. Parents will be asked to take their child home or grant permission for their student to drive home. All students must be signed out in the appropriate school office.

MEDICAL

ILLNESS

For the well-being and health consideration of all our students and staff, parents are asked to keep home any student with fevers and contagious illnesses. Students need a signed note from the parent stating the reason for missing school. It is a policy that a student must stay home with any of the following:

1. Fever (24 hours free)
2. Vomiting (24 hours free)
3. Flu symptoms
4. Diarrhea
5. Colored nasal discharge
6. Persistent cough
7. Strep Throat (24 hours on medication)
8. Pinkeye (12 hours on medication)

IMMUNIZATIONS AND PHYSICALS

North Carolina state law requires Wayne Christian School to have on file current immunizations and medical records for each student. Kindergarten and 1st grade must have a physical to enroll. Please keep your child's records up to date with the school office. Sports physicals are required for all athletes in competitive sports.

MEDICATIONS

All medications (prescription or over-the-counter) must be administered by the school office personnel. The parent must furnish the medication and provide a note indicating the date, dosage, and time to be administered.

EMERGENCIES

If your child becomes ill at school, you will be notified immediately. Emergency information is required on the student application. If there is a change in this information, the parent is responsible for contacting the school office in writing. An emergency contact person and number to call, if you cannot be reached, are very important. Please make sure your emergency contact has written permission to obtain medical treatment for your child in case of an emergency when you are not present.

STUDENT INSURANCE

In the event of a school-related injury, WCS carries a secondary *Provider Excess Insurance* on each student. Parents should file with their insurance company first. Upon doing so, contact the school office for the necessary forms in obtaining excess insurance.

HEAD LICE

Students with head lice will be sent home until they have been successfully treated. One treatment is usually successful and **the student may return to school the next day** if proper de-lousing procedures have been followed.

TRAFFIC

TRAFFIC PATTERNS

Traffic on campus is one-way. All traffic will enter the driveway by the athletic fields and depart at the exit in front of New Hope Road. Please drop-off and pick-up students in the following areas:

Childcare / Preschool – in front of the childcare/preschool building
K5 – 6th grade – in front of the elementary building
7th – 12th grade – the side entrance of the junior high building

Parents may prefer to park and escort their children into the building. Remember that parking in drop-off and pick-up zones, especially in front of the elementary building, will not be allowed between 7:15 – 8:15 a.m. and 2:00 – 3:15 p.m. We encourage parents to drop-off students in the lane closest to the sidewalk if at all possible.

Please watch your speed. Traffic pattern information may be obtained from the school office.

STUDENT PARKING

All students who drive cars to school will park on the parking area near the Middle School and High School Buildings. (Faculty and staff parking are reserved in the area directly facing the school building.) Students will leave their cars as soon as they arrive. WCS students will not meet with students from other schools **before, during, or after** school hours on school property. During the first week of school, student drivers must complete the WCS Vehicle Registration Form and turn it in to the office.

Any student who drives to school and enters/leaves the parking lot in a reckless manner will lose his driving privilege for a minimum of one week.

DESIGNATED DRIVERS

Students not going home with their parents or their usual driver should bring a note from home to their elementary teacher, K5-6th grade, or to the school office, for 7th-12th grade.

SPEED LIMIT

Please observe the 5 mph speed limit as you drive through the school driveways. Safety for our students is our main concern.

VOLUNTEER GROUPS

Volunteer groups are an invaluable resource in assisting with details of the various school programs. The following groups are in place and functioning capably in their capacity.

▶ **BOOSTER CLUB**

- To work with the administration, athletic director, and coaches to insure that the athletic programs at WCS have all resources needed for a successful athletic program.

▶ **MOMS IN TOUCH**

- To encourage mothers and others to meet and pray regularly for children, staff, and board of WCS.
- To provide access for students and WCS faculty to submit prayer requests to Moms in Touch.

▶ **PARENT ADVISORY COUNCIL (PAC)**

- To maintain good communication between parents, teachers, administration, and the board.

▶ **VOLUNTEER MOMS**

- To support teachers and staff in the following areas: bake sales, teacher appreciation week, homecoming, etc.
- To help provide food and assistance with luncheons and receptions for special guests and activities.

▶ **YOUTH SPORTS**

- The Youth Sports program is established to operate as a Christ-centered youth sports league with a focus on teaching the fundamentals of each sport.
- Students of Wayne Christian School and homeschoolers are eligible to participate in the Youth Sports programs. Currently, the program provides opportunities for youth to participate in soccer, basketball, and baseball.
- Self-discipline, diligence, dependability, and leadership are learned and strengthened by the athlete in the sports arena.

Funding/Spending Procedures:

The funding process for the Booster Club and Youth Sports is set forth below for each of the respective programs. All other Volunteer Programs will follow the funding process set forth under “Other Volunteer Programs” below.

► **Booster Club**

The Booster Club will work with the administration, the athletic director, and coaches to insure that the athletic programs at WCS have all resources needed for a successful athletic program.

The purpose of the Booster Club is to provide support for the athletic programs of Wayne Christian School. An important function of the Booster Club is to raise funds in order to provide additional financial underwriting of the athletic programs.

When a need arises for funds to cover the cost of athletic equipment, uniforms, repairs, etc. for use in the athletic programs of the school, the following process will be followed:

- The requestor (AD, coach, Booster Club, Youth Sports, etc.) researches necessary information (choices, options, cost, shipping, etc.) and completes a “Request for Booster Funding” form providing justification of the need for the requested item(s)/service. This form can be obtained from the Athletic Director, Administrator or Booster Club officers. The requestor includes all pertinent information, pamphlets, etc. when submitting the form. When possible, the request form will be made available on the WCS webpage.
- Regardless of origin, the requestor gives the form/package to the Athletic Director for review and approval. This prevents requesting funding of already approved projects/expenditures. The AD determines the level of priority of the funding request, as defined on the form. The AD advises the Administrator of all requests. The Administrator has approval override authority, if warranted. The AD will inform the requestor of any reasons for disapproval.
- When the requested amount of funds is greater than \$1,000, the Administrator takes the request before the School Board for approval. The Board reviews the request and makes a final determination regarding qualification and expenditure of the funds.
 - When approved, a Board Representative signs the form and returns it to the Administrator/AD for action.
 - When disapproved, the Board annotates the reasons for disapproval on the form and communicates them to the Administrator/AD, who will inform the requestor. When necessary, the Administrator/AD informs the President of the Booster Club, so the request and disapproval can be discussed at Council’s next meeting.
- When the Booster Club receives an approved request, the Council reviews the request and determines the Club’s ability to provide funding. The requestor presents his/her justification for the request at a meeting of the Council or via email. The Council reviews the request based on alignment of the request with the Booster Club mission and availability of funds. The Booster Club will approve funding requests through normal voting procedures and complete the approval/denial area of the form. The request will be numbered for identification purposes/tracking. The “Request for Booster Funding” form will be marked as “Booster Club Approved”, “Booster Club Delayed”, or “Booster Club Denied”.

- When a “Request for Booster Funding” form is “Booster Club Approved”, the AD and/or the requestor may initiate action to include securing money needed prior to completing the action. The AD/requestor works with the Booster Club Treasurer to place orders and make payment(s) as appropriate. The Council will retain the original paperwork.
- When a request is “Booster Club Delayed”, the Council informs the AD of the reason for the delay. The Council will maintain a list of “Delayed” requests and will rank order them in accordance with voted on priority of need, so that funding decisions can be made quickly as additional funds become available. Delayed requests may be removed or re-priced after 6 months. If a re-pricing exceeds \$1000, then a new request will be submitted to gain Board approval.
- Denied requests are marked with reasons for disapproval and a copy will be returned to the AD. The AD informs the Administrator and the requestor of the disapproval. The Administrator will inform the Board as necessary. If required, the President of the Booster Club will discuss the disapproval with the School Board.
- The Council will maintain all request forms. Completion date of the project and any changes to final cost will be annotated. When cost overruns are expected to exceed \$1000, the Administrator is informed and Board approval to continue is obtained.

Daily operations of the Booster Club are expected to include many expenditures for normal functions of concessions/gate and membership. Should an occasion arise where the Booster Club wishes to expend more than \$1,000 on an event or equipment related to concessions/gate or membership, that does not meet the criteria of equipment, goods or services for use in the athletic programs of the school, then the above procedures will be followed with the following exceptions:

- The “Request for Booster Funding” will be marked for Booster Club Expense.
- The form is taken/emailed to the Administrator. Upon coordination and approval, the Administrator takes the request to the Board for approval.
- The Administrator or Board liaison explains any denials or disapprovals to the President or the Council as they see fit.
- The Administrator returns the form to the President for action when all approval has been obtained.

Exception – When the Booster Club combines multiple bills on expected/approved purchases into one check payment, the Treasurer will annotate the separate items and cost in the accounting system for later Administrator/Board review. In these cases, Board approval for the payment greater than \$1,000 is not required. This exception will not be used to split a requisition into smaller costs that are then paid for in one payment.

► **Youth Sports**

Youth Sports shall be completely self supporting. Sources of revenues include registration fees, team sponsorships, and photographer rebates. Primary program costs are uniforms, referees/umpires, and trophies. Funds generated over and above costs may be used to support school operations. The President of the Youth Sports Council is responsible for purchase of supplies and services for the program. The Council Treasurer is responsible for payment of program expenses.

► Other Volunteer Programs

Sources of funding may include the following: donations, money received from monthly bake sales, etc.

When a need arises for funds to cover the cost of an event, the following process will be followed:

- The requestor obtains a WCS Purchase Order/Check Request form from the Finance Officer. The requestor completes the form, including all pertinent information.
- The requestor submits the form to the respective Volunteer Program President for review and approval. The President will inform the requestor of any reasons for disapproval.
- When the requested amount of funds is greater than \$1,000, the request form is forwarded to the Administrator who takes the request before the School Board for approval. The Board reviews the request and makes a final determination regarding qualification and expenditure of the funds.
 - When approved, a Board Representative signs the form and returns it to the Administrator/President for action.
 - When disapproved, the Board annotates the reasons for disapproval on the form and communicates them to the Administrator/President, who will inform the requestor.
- When a Purchase Order form is approved, the President and/or the requestor may initiate action on the request, including securing money needed prior to completing the action.
- The Finance Officer will maintain all Purchase Order forms. When cost overruns are expected to exceed \$1,000, the Administrator is informed and Board approval to continue is obtained.

MISCELLANEOUS

ASBESTOS MANAGEMENT

Each Wayne Christian School building is certified asbestos free. Documentation is on file in the high school office.

CRISIS MANAGEMENT

WCS has a plan in place for natural disasters, bomb threats, and emergency situations.

CUSTODY POLICY

If a parent has been granted sole custody of a WCS student by a court system, that parent has a right to control the school records to the exclusion of another parent in question. The school has the right to ask for legal documentation when there is a question of record ownership. If a parent has sole custody of a student and wishes to exclude another parent from taking that student from the campus or visiting that student on campus, a legal document must be given to the school as well as written directions concerning phone calls, etc.

FIELD TRIPS

All educational class field trips are required for all students. Students not attending will receive an unexcused absence.

The reputation of Wayne Christian School students is excellent in all of the places which our school has visited for educational experiences. It is important that this reputation be maintained. Parents who drive vehicles or accompany a field trip as chaperones are to be reminded that they carry full responsibility and authority over the students. Students are expected to behave in the same manner as they would in the classroom. Field trips are supervised by teachers with assistance from parents. Parent sponsors may be asked to help provide transportation. If space is available, parents who have not been asked to sponsor are welcome to accompany students on field trips. Field trips are to be conducted in an orderly manner and students are to treat all adults and one another respectfully. Inattentiveness, disrespect, rudeness, shoving, and other misbehavior are simply not to be allowed.

Throughout the school year field trips are planned to places of educational interest. To participate in field trips students must have a signed "Parental Consent Form." Students are to remain with the group at all times. There may be a minimal charge for field trips to cover expenses.

School dress code is followed by students and parents unless notified otherwise. Teachers can, with approval from the principal, change the dress code for the field trip if changes are needed.

While every adult is responsible to observe the behavior of every student, students will often be divided into groups under the direct responsibility of individual chaperones. Adult chaperones should make it a special point to remain with the students for whom they are responsible. Of course it is important that adults set a good example by being quiet and attentive during all educational lectures and experiences.

Younger siblings are not permitted on class field trips.

FIRE AND SEVERE WEATHER DRILLS

Students are informed about fire procedures at the beginning of the school year. Fire drills are conducted monthly. One severe weather drill is conducted per semester.

FOOD

LUNCH POLICIES: The lunchroom is for all students; therefore, everyone must take care of it. Students are responsible for using good manners which includes clearing off the tables. Lunch is available in the cafeteria daily or a student may bring lunch from home. A schedule is available at the beginning of the school year for daily selections. Microwave ovens are available to students in grades 5-12 for heating items purchased or brought from home.

Students will not be allowed to take orders and bring food in from an outside source for other students. Only parents, grandparents, or adults associated with the school will be allowed to bring food from an outside source for a student. It is preferred that this food be brought to the office for the student to pick up before lunch.

MORNING BREAK: Morning snacks should be nutritious and brought from home.

LUNCH PAYMENTS:

1. Payments on lunch cards are made before 9:00 a.m. in the school offices. Lunch cards will be credited that morning.
2. Students should pay with lunch cards in the lunch room when lunch is received.
3. Students are issued one lunch card. Replacement cards can be ordered in the office at a minimal cost.
4. Parents of students in grades K-6 will be notified when the card balance reaches \$7.00 or less.. Students in grades 7-12 will be notified when they are in a negative balance.
5. A **maximum** of \$15.00 in charges will be allowed per student. Once the \$15 maximum has been reached, students will not be allowed to order lunch. However, they will be offered a sandwich for a \$1.00 fee.

INAPPROPRIATE LANGUAGE

WCS students, parents and guests at any sporting event or extracurricular activity should avoid the use of inappropriate language. Inappropriate language includes but is not limited to profanity, racial and/or ethnic slurs, sexually explicit comments or gestures, threats, and anything determined by the administration to be inappropriate.

Infractions will be dealt with according to the policies outlined in the athletic handbook.

LOCK DOWN DRILLS

One lock down will be conducted per semester. Students will be instructed by their classroom teachers of the procedure to follow. No one will be allowed to enter or exit the building during the drill.

LOST AND FOUND

Students are encouraged to have all personal belongings labeled. If an item is lost or misplaced, students are to check the Lost and Found by the office. At the end of each month items not claimed will be donated to charity.

PARENT-TEACHER RELATIONSHIPS

CONTACT OF TEACHERS AND RESOLUTIONS OF PROBLEMS

Teachers at WCS are professionals and expect to be treated as such. If a conference is needed, please schedule an appointment with the teacher by calling the school office and leaving a message with the secretary. Parents should use discretion when contacting teachers at their homes. Be considerate of their time away from the school. Parents should contact the teacher if problems or concerns arise in the classroom. WCS believes in the principle of Matthew 18. If problems are not resolved, parents should contact the respective principal of their campus. If necessary, parents may schedule an appointment with the Administrator.

CONFERENCES: If a parent needs to have a conference with a teacher, please call the office to set up a date with the teacher. All conferences must be scheduled. Teachers can not leave their scheduled classes to address conference needs. Parent Teacher Fellowships are held after each issuance of report cards; this is the time to address general student needs.

PARENTAL AUTHORITY

WCS supports the parents as the authority of the home. Students choosing to defy parental authority by moving from the parents' residence will be asked to withdraw.

PHONE POLICY

Students are not allowed to use the phone unless they obtain permission and have a valid reason for its use. Valid reasons for telephone use are at the discretion of the school office. Parents who need to contact students or teachers during the school day should call the school office and leave a message which will be promptly delivered. **(Cell phones are to be turned off during regular school hours (8:00 – 3:00). Texting is not allowed during the school day.)**

RESTORATION

Restoration at a Christian school is always a difficult matter. Students who have been expelled from WCS or other schools must present evidence of genuine repentance and carry out a school-designated restoration program.

1. In-house restoration program: The student continues to attend classes. For a nine to eighteen week period, the student is on a regimented program of church attendance and youth group involvement as well as school-designated student, parent, and group counseling. Upon completion of the program, recommendations by the student's pastor, youth pastor, and school-designated counselors are considered by the respective principal to determine the student's continued enrollment. The program can be terminated at any time if the student fails to follow the prescribed plan. If the program is terminated, the student will be expelled.
2. Reinstatement restoration program: If a student has been expelled, been given due consideration, and desires reinstatement, the student must become involved in a nine to eighteen week program of church attendance and youth group involvement as well as student, parent, and group counseling. Upon completion of the reinstatement restoration program, recommendations by the student's pastor, youth pastor, and school-designated counselors will be considered by the respective principal to determine the student's reinstatement.

STUDENT PARKING

It is a privilege for high school students to drive to school. Students must obey all regulations and drive safely, park in the designated student parking lot, and not return to their cars during the school day without permission. They must have written parental consent to ride with other students.

MORALITY STANDARDS

God has clearly communicated His standard of reserving sex for the institution of marriage and refraining from promiscuity. Accordingly, students violating the School's Biblical morality standards by engaging in Biblically inappropriate sexual conduct will be disciplined which may include, but not be limited to, expulsion or suspension to an at home program, based upon the specific facts and circumstances. Each decision will be made on the basis of Christian concern for the welfare of each student and family involved and for the welfare of the student body.

TOBACCO FREE CAMPUS

No smoking or other use of tobacco is allowed at WCS functions or on the WCS campus.

VISITORS

PARENTAL CAMPUS VISITS: All parents are welcome to visit school during the school day. Please be considerate of the instructional times and minimize interruptions. Parents should check in at the school office before going directly to a classroom unless you have scheduled an appointment with the teacher for a planned activity, party, etc. Classroom observation by parents is welcomed, but should be arranged and scheduled by the principal or administrator at least 24 hours prior to the visit. **All visitors should go to the school office** before going to the classroom, unless an appointment has been scheduled in advance with the teacher for a planned activity.

STUDENT CAMPUS VISITS: Junior and Senior High students may bring a visitor to class with written parental approval and administrative approval (24 hours in advance). Student visitors must be in dress code. Due to space limitations, students from other schools may not eat lunch in the WCS cafeteria.

WEATHER

INCLEMENT WEATHER CLOSINGS

Wayne Christian School will follow Wayne County Public Schools in school delays, early dismissals, and closings. Students and parents will be notified if make-up days are scheduled.

EARLY DISMISSAL PROCEDURES

In the event inclement weather necessitates the closings of school before the end of the regular school day the following procedure will be followed.

1. Student drivers will be dismissed.
2. Students arriving with a driver in the morning may leave with that driver.
3. Alternate pickup of students may be arranged by parents calling the office.

CHANGES TO POLICIES

The Wayne Christian School Board reserves the right, in its sole discretion, to alter, amend, repeal, any policy, or to adopt new policies when, it determines it to be in the best interest of the School, following written notice to all Parents/ Guardians by the appropriate administrator. Parents/ Guardians agree to abide by the current policies and any changes or modifications made pursuant to this provision.