

**Wilmington Christian School**  
**High School Parent/Student Handbook**  
**2019-2020**

*“Blessed is the man who walks not in the counsel of the wicked,  
nor stands in the way of sinners, nor sits in the seat of scoffers;  
but his delight is in the law of the Lord,  
and on His law he meditates day and night.  
**He is like a tree planted by streams of water  
that yields its fruit in its season,  
and its leaf does not wither.**  
In all he does, he prospers.”*  
*Psalm 1:1-3*

Dear Parents and Students,

The theme verses for our school make it clear that we are influenced by what we value. Whether we “walk in the counsel of the wicked” or “delight in the law of the Lord” will determine whether we *wither* or *bear fruit*.

All of us: students, parents, faculty and staff want to *prosper*. We often think of prosperity in terms of friends, money, and possessions. However, true prosperity is knowing, loving, and glorifying God – running after Him with all of our heart, soul, mind, and strength. This relationship comes from being first *planted* through the understanding and personalizing of the gospel and then from being *watered* by God’s Word and His Spirit.

Let us resolve as a high school community to not *wither*, but seek to *bear fruit* for our Savior and Lord!

Please acquaint yourselves with the policies and procedures outlined in this Parent & Student Handbook. It will offer direction, guidance, and understanding as you proceed through your high school years at Wilmington Christian School.

In Christ’s Service,

Doug Haas  
Upper School Principal

## Table of Contents

<u>Topic</u>	<u>Page</u>	<u>Topic</u>	<u>Page</u>
<u>Foundational Statements</u>	<u>4-10</u>	Course Changes	23
Mission Statement	4	Improving a Below Average Final Grade	24
Statement of Faith	4	Course Failure	24
Philosophy	4	Receiving Original Credit from Course Outside WCS	25
Philosophy of Christian Education	5	Chart Reviewing Tutoring Hours	25
Educational Objectives	7	Academic Probation	25
Standard of Community Life	8	Guidance Services	26
Affirmation Standards	9	Learning Support Services	28
Non-Discriminatory Policy	10	Class Rank	29
Tuition Assistance	10	Pupil Records	29
<u>Attendance Policies</u>	<u>10-13</u>	Homework Policy	29
Attendance	10	Testing Policy	30
Attendance Required to Participate in Cocurricular & Extracurricular Activities	11	Incomplete/Make-Up Work	30
Tardiness	12	Late Work	31
Late Bus Arrivals	12	Assignments	31
Late to Class, Study Hall, and Homeroom	12	Summer Reading Program	31
Early Dismissals	12	Standardized Testing	31
Truancy	13	Advanced Placement Courses	32
Family Vacations	13	WCS On-Line, Dual Credit, & Early Start Courses	32
<u>Medical Policies</u>	<u>13-16</u>	Bible Version and Memorization	35
Medical Requirements	13	Student Textbooks	35
Immunization Policy	14	Teaching of Literature	35
Infectious Disease	14	Teaching of Science	36
Medications in School	14	Teaching of Human Sexuality	36
Medications on Field Trips	15	Showing Videos/DVDs/Movies	36
Emergency Medical Procedures	15	Physical Education	37
Allergy-Aware School	16	Field Trips	37
Student Accident Insurance	16	<u>Discipline Policies</u>	<u>37-47</u>
<u>Academic Policies</u>	<u>16-37</u>	Discipline Code	37
Academic Program	16	Bullying	39
Graduation Policies	17	Detention	40
Graduation Requirements	17	In-School Suspension	40
Volunteer Service Program	18	Suspension from School	41
Early Graduation Policy	19	Disciplinary Probation	41
Grading Standard	20	Disciplinary Contract	41
Definition of Grade Designation	20	Expulsion	42
Report Cards	21	Policy on Moral Conduct	42
Honor Roll Recognitions	21	Public Display of Affection (PDA)	42
Semester and Final Examinations	21	System for Discipline – Infraction System	42
Course Tracking	22	Personal Electronics Use	44
Course Scheduling	22	Cheating and Plagiarism	45
Foreign Language Prerequisites	23	Social Networking/Cyberbullying	46
		Harassment	46
		Student Pregnancy	47
		Drug Abuse	47

## Table Of Contents

<u>Topic</u>	<u>Page</u>	<u>Topic</u>	<u>Page</u>
<u>General Student Policies</u>	<u>47-52</u>	Student Activity Accounts	62
Standard of Dress	47	Social Functions	63
Students Living at Home	49	National Honor Society	63
Student Employment	49	Math League	65
Church Attendance	50	Science Olympiad	65
Chapel	50		
Closed Campus	50	<u>Honors and Awards</u>	<u>65-67</u>
Visitors and Guests	51	Academic Awards	66
School Calendar	51	Christian Character Awards	66
Closing of School	51	Graduation Awards	66
Communication with Parents	51	Athletic Awards	66
Conflict Resolution	52		
		<u>Transportation Policies</u>	<u>67-69</u>
<u>Daily Student Life</u>	<u>52-55</u>	Bus Policy	67
Before School	52	Transporting Students to Activities	68
After School	53	Parking Lot Use/Student Drivers	69
Eating	53		
Student Planners	53	<u>School Facilities</u>	<u>69-73</u>
Hall Passes	53	Auditorium	69
Gum Chewing	53	Media Center/Collaboration Annex	70
Lost and Found	54	Cafeteria	70
Cell Phones and Electronics	54	Computers and Internet Use	71
Substitute Teachers	54	Gymnasiums	71
Study Halls	54	Restrooms	71
Fire Drills	55	Teachers' Rooms	72
		Lockers	72
<u>Co-Curricular Activities</u>	<u>55-61</u>	Walls	72
Co-Curricular Grad Requirement	55	Hall Bulletin Boards	72
Co-Curricular Activity Offerings	57	Lower School	73
Athletics	58	Upper School	73
Mock Trial	61		
Drama	61	<u>Warriors Mascot</u>	<u>73-74</u>
		Description of a WCS Warrior	73
<u>Extra-Curricular Activities</u>	<u>61-65</u>	The Warrior's Armor of God from Ephesians 6:10-18	74
Student Government	61		
Class Functions	62	<u>Appendix 1: Policy of Bullying</u>	<u>75-77</u>
Class Funds	62		

## **Foundational Statements**

### **Mission Statement**

Wilmington Christian School provides a Christ-centered, challenging academic program with instruction based on the Biblical view of God and the world. WCS teaches, influences, and encourages each student to effectively integrate Biblical truth into his/her daily life and to impact the culture for Christ.

### **Statement of Faith**

- We believe that there is one sovereign God, eternally existing in three persons: Father, Son, and Holy Spirit (I Timothy 1:17).
- We believe the Bible to be the inspired, the only infallible, authoritative Word of God for both faith and practice (II Timothy 3:10).
- We believe in the deity of our Lord Jesus Christ (Col. 2:9), in His virgin birth (Matt. 1:18-25), in His sinless life (2 Cor. 5:21), in His miracles (John 20:30-31), in His vicarious and atoning death through His shed blood (1 John 2:1-2), in His bodily resurrection (Rom 1:1-5), in His ascension to the right hand of the Father (Luke 24:51), and in His personal return in power and glory (John 14:3).
- We believe that for salvation of both lost and sinful men, one must be saved by the ministry of the Holy Spirit (John 3:8; 16:7-11).
- We believe in the present indwelling ministry of the Holy Spirit, whose intercessory and sanctifying work continually renews the Christian and enables him/her to live a godly life in conformity with the Scriptures (Romans 8:26-27).
- We believe in the resurrection of both the saved and the lost: they who are saved unto the resurrection of life, and they who are lost unto the resurrection of damnation (John 5:29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ as evidenced in the body of Christ, the Church (Acts 2:42-47).
- We believe that God created all human life, in all its conditions and stages from conception through natural death, in His image, both male and female, having inherent value and equality before God (Gen. 1:26-28; Gal. 3:28).

### **Philosophy**

The primary reason for the existence of Wilmington Christian School is to provide a Christian based education for children of Christian families. By "Christian families," the school means those families who believe and are committed to the

Scriptural principles that are enunciated in the WCS Statement of Faith. This is in harmony with the fact that the school views itself as an extension of the home as it fulfills its Biblical responsibility for the educating of children.

## **Philosophy of Christian Education**

The educational program, methods of instruction, and all activities at Wilmington Christian School are dependent upon a Biblical philosophy of education so that the viewpoint that students encounter, in any subject area, is one that provides Biblical truths and the principles for interpreting and applying these truths. The entire process of education is seen as the means by which God brings the revelation of Himself to the student through personal faith and the integration of Biblical truth in every area of life. We believe that the concepts of a Christian education include the following tenets:

### **A. Theological Integration**

1. God is the Creator and Sustainer of all things, and the source of all truth (Colossians 1:15-20).
2. God has revealed Himself in a general way in creation (Romans 1:18-25), and in a special way through Jesus Christ and the Bible (Hebrews 1:1-3).
3. God created man in His own image and thus man is responsible to God for his actions (Genesis 1:26-31).
4. Personal faith in Jesus Christ and knowledge of the Bible are essential to proper spiritual, mental, social, and physical growth (2 Timothy 3:14-17).
5. The Holy Spirit indwells each believer and is significant in his/her education by bringing conviction of sin, revealing Christ's glory, and guiding the believer into truth (John 16:7-14).

### **B. Relational Integration**

1. Wilmington Christian School exists primarily as a co-educational, independent, interdenominational school consisting of grades Pre-K through 12, in a traditional classroom setting.
2. The school serves as an extension of the home. Parents have the primary responsibility for the education of the child and the school is an institution developed to aid or to complement the family. The function of the school is not to replace the home, but to work in cooperation and unity with the home.
3. The school holds the parent-teacher relationship as essential to all that each seeks to do. Communication between the parent and teacher is vital to the proper development of the student and the formation of a secure bond among the three.
4. The family, the church, and the school provide stability in the education of the student for a life of fellowship with man and service to God (Ecclesiastes 4:12).

5. Prayer by parents, teachers, staff, and students is paramount in affecting the hearts, minds, and lives of the students, and upholding the ministry of the school (James 5:16).
6. God has created each student as a unique individual. It is the teacher's responsibility to challenge each student according to his/her abilities and achievement level, while calling the student to righteous living (2 Timothy 2:15).
  - a. Man's purpose in life is to render God the glory in all things, for he was created to have dominion over the creation, to care for it, to replenish it, and to subdue it (Genesis 1:28-30).
  - b. True values are perceived in the Word of God, not in the reasoning of man apart from God. The Christian is not to be conformed to the world (Romans 12:1-2).
  - c. Moral standards and a value system consistent with the Bible best prepare a student for fulfilling his responsibilities as a member of society (2 Peter 1:2-8).

#### C. Instructional Integration

1. The curriculum and course of study at WCS is designed to incorporate the Christian view of God and the world.
2. All subjects are taught from this Christian perspective which includes the following basic assumptions:
  - a. Creation: the recognition that the universe is the creation of a living God, and that man was created to be the steward of this creation and that all we can know is as an image-bearer of our Creator God.
  - b. Fall: the realization that man, through the temptation to be like God, fell from God's grace into sin, and that all creation bears the scars and disintegration of that fall.
  - c. Redemption: the acceptance of Christ's atoning work on the cross, which brought us into a new and righteous standing with God. In developing a personal relationship with Christ as Savior, we can then see knowledge and learning in its full scope and relationship to faith.
  - d. Restoration: the ministry of Christian Education then becomes a life-long process of restoring the body of understanding, wisdom, and knowledge to its proper place as an expression of the glory of God and His Word to us.
3. The teacher is the best communicator of this bond between God, His truth, and the body of knowledge needed for meaningful life and growing faith.
4. The ultimate aim in Christian education is to develop and foster an "alternative consciousness" in the student, fitting him/her with vision that will look at the world, and all therein, from God's perspective.

## Educational Objectives

Wilmington Christian School is committed to the historic Christian perspective of life as set forth in the Scriptures. We believe that the reverent fear of God is the beginning of wisdom; that fellowship with God is the true basis for fellowship with one another; and that God has uniquely created each student. The chief goal of the school is to assist all students to grow in the understanding of God and man, and to develop their capabilities to the greatest degree so that they may become “equipped for every good work” (2 Timothy 3:14-17). Particular core values that stem from these premises are expressed as seeking to produce graduates with a Christian worldview who, under the counsel of the Holy Spirit:

- See God as the Creator and Sustainer of the universe and man.
- Know, understand, and apply God’s Word in their daily lives.
- Commit to a personal relationship with Jesus Christ.
- Are empowered by the Holy Spirit to pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
- Can articulate and defend their faith and their Christian view of the world, while having an understanding of opposing worldviews.
- Understand the worth of every human being as created in the image of God.
- Personally respond to the Great Commission, both locally and around the world.
- Treat their bodies as the temple of the Holy Spirit.
- Are actively involved in the church community, in order to worship God and minister to others.
- Will seek to fulfill what the Lord requires in “acting justly, loving mercy, and walking humbly with their God” (Micah 6:8).
- Participate in appropriate social and civic activities.
- Are prepared to practice the principles of healthy, moral, family living.
- Respect and relate with integrity to the people with whom they work, play, and live.
- Value intellectual inquiry and engage in the marketplace of ideas.
- Become life-long learners.
- Develop skills to question, solve problems, and make wise decisions.
- Apply Biblical ethics and standards of morality to every part of life.
- Can apply themselves to their studies, activities, and responsibilities, desiring to excel in their academic work.
- Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking.
- Are proficient in mathematics and science, seeing the God of order and creation in their studies.
- Have a knowledge and understanding of people, events, and movements in history, along with the cultures of other people and places.

- Gain an appreciation of our American heritage and the problems facing our nation and the world.
- See their obligation to be responsible citizens of the United States of America.
- Appreciate literature and the arts, with an understanding of how they express and shape one's beliefs and values.
- Have a critical respect of languages and cultures of other people, promoting inter-ethnic harmony, and encouraging Biblical hospitality to the "alien and strange" (1 Peter 4:9).
- To promote physical fitness, good health habits, and an appreciation of the body as the temple of God.
- Know how to utilize resources, including technology, to find, analyze, and evaluate information.
- Develop their creative skills by gaining exposure to the fine arts.
- Have an appreciation for the natural world and practice responsible stewardship of God's creation.
- Understand that work has dignity as an expression of the nature of God.
- Are good stewards of their finances, time, and other God-given resources.

## **Standard for Community Life**

One of the main goals of Wilmington Christian School is to assist parents in nurturing a Christian mind and heart in our students. WCS exists to build an environment in which a student's spiritual, mental, and emotional growth can thrive, integrating all aspects of school life in a Biblical context. We seek this Christian perspective developed in their conduct and attitude, not only at school, but also at home, and in the larger world community. Therefore, parents and students who enjoy the privilege of enrollment at WCS must agree to the responsibilities of behavior that the school sets as standard.

This standard is based upon the student making conscious choices rather than mere acceptance of worldly values and conduct. The concept of "What would bring glory to God?" forms the basis for responding to the school's expectations. The standard is not intended to be legalistic or confining to youthful exuberance and maturity. It is set before our student body to be a guide for living that incorporates the Word of God, the indwelling Holy Spirit, and the desired atmosphere in our school. To this end, Wilmington Christian School students will strive to:

1. Respect Authority (Proverbs 20:11, Romans 13:1-2, Titus 3:1-2).
  - Obey God first, as well as parental, school, church, and civil authorities
  - Cooperate with those in authority, bringing honor to God and our school

- Cultivate humility in service to others
- 2. Communicate Positively (Psalm 1:1, Proverbs 4:24, Matt. 18:15-17, Rom. 15:5; Ephesians 4:29).
  - Refrain from gossip, slander, and verbally hurting or threatening others
  - Work to resolve conflict in a manner that pleases God and promotes peace
  - Avoid using profanity or vulgarity
- 3. Uphold a Biblical Standard of Morality (Proverbs 2:1-11, Matt. 15:18-20; 1 Cor. 6:9-20; Heb. 13:4-5).
  - Abstain from illegal possession and the illegal use of alcohol, tobacco, and/or drugs
  - Flee from sexual immorality (including adultery, fornication, homosexual behavior, incest, rejection of one's biological sex, and use of pornography)
  - Dress, or promote dressing, in accordance with the school's Standard of Dress
- 4. Maintain a Godly lifestyle (Prov. 6:12-19, 2 Cor. 13:11, Eph. 4:31-32, Col. 3:8-10, 1 Peter 1:3-8)
  - Be honest and trustworthy in relationships and responsibilities
  - Seek to build faith in self and others
  - Promote and practice forgiveness
  - Move toward persons and problems in love, kindness, respect, wisdom, and dignity

In all that we seek to be and do, WCS desires to teach, imitate, and promote the attitude of Christ by the power of Christ as portrayed in Philippians 2:1-16. We ask that our parents and students join us in that commitment.

## Affirmation of Standards

Wilmington Christian School seeks to be one of the three major influences in family life. We view the home, the church, and the school as three strands of a "cord that is not easily broken" (Ecclesiastes 4:12). Because of the times and society in which we live, it is imperative that these three institutions work in harmony as we strive to nurture young people in a Christian world and life view. As part of this focus, **we at WCS require our faculty, staff, and families affirm, on an annual basis, their pledge to the basic principles of faith and conduct, along with their commitment to be in regular worship in a local church.** This is not to be viewed as a legalistic dictate, but rather a way to assist the school in maintaining consistency, stability, and unity. To this end, we require each family to affirm their belief and agreement with the following:

- WCS Statement of Faith
- Statement of Church Affiliation
- Standard of Community Life

## **Non-Discriminatory Policy**

Wilmington Christian School admits students of any race, color, gender, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at WCS. The school does not discriminate on the basis of race, color, gender, national and ethnic origin in the administration of its education policies, admission policies, tuition assistance programs, athletics, the arts, and other school-administered programs.

## **Tuition Assistance**

The Board of Trustees has established a funding program to help qualified families afford a college preparatory Christian education. Grants are based on financial need, and families must apply each year. (To be eligible, you must be current with your WCS financial obligations.) TA application packets are available online (“Admissions, Scholarships and Incentive Programs”) November 1<sup>st</sup> for the upcoming academic year and should be completed by December 31<sup>st</sup>. Further details and information on deadlines are provided on our website.

## **Attendance Policies**

### **Attendance**

The civil law requires that a student be regular in school attendance. We also believe that regular attendance is the only way for a student to progress academically and to benefit substantially from the total program of the school. The instructional program designed by each teacher is a progressive and sequential experience. It is, in a general sense, impossible for that experience to be “made up.” For these reasons, a continuous failure of a student to attend school will be seen as a serious problem. Failure of a student to attend school is considered an absence. The Board has established that students must be in attendance at school for a minimum of 85% of the school year in order to keep pace and achieve success in their educational development. Therefore, any student who accumulates more than 20 days of unexcused absences will be considered for retention in that grade, or possible dismissal from the school. Instances of disciplinary **suspension from school** are included in this 20-day limit.

**A parent note must be submitted to the school office documenting any absence.** There is an on-line form on the WCS website (<http://wilmingtonchristian.org/info/parents/submit-absentee-notice/>). High school students that are absent from individual classes that total more than 20 days (25 for AP or Lab Science courses; 14 for ½ - credit courses; 7 for ¼ - credit courses) will lose credit for that course. Students who exceed the allowable number of absences in a class will lose credit for that course. The student's transcript will read "U" with a notation that reads, "Loss of credit due to excessive absences". The student may/must (if required for graduation) take the course over for original credit. The original grade will remain on the transcript.

Those students who experience **long-term absence for medical reasons** which would place them over the policy limit for attendance, must **submit a letter from a parent to the Principal, along with a written explanation from a physician, indicating the nature of the illness and that it was just cause for the extended absence.**

**It is the parents' responsibility to submit the letters to the principal in a timely fashion. Submission of letters does not guarantee the approval of the days in question.**

Students missing classes due to school-sponsored activities will receive an excused absence. School-sanctioned activities would include the following: field trips, athletic competition, or administrative removal (office discipline, in-school suspension, testing, and counseling). **Students in their junior year may have up to two school days and students in their senior year may have up to one school day excused for college visits, with a note from a parent.**

**Students missing more than fifteen (15) minutes of a class will be considered absent from that class.**

## **Attendance Required for Co-curricular and Extra-curricular Activities**

Students **must be in attendance in a minimum of four class periods** in order to participate in any co-curricular or extra-curricular activity that day.

## **Tardiness**

Students are considered tardy if they are not in their assigned classroom when the 8:00 AM bell sounds. **When a student arrives late to school, he/she must**

**go directly to the office to sign-in and receive a pass to class.** Students arriving to school on a late bus are considered “excused tardy”. If a student has a medical or dental appointment that makes him/her late to school, it will be termed “excused tardy”. **A note from the doctor’s office is required upon return to school.** It is at the principal’s discretion to assign “excused tardy” due to poor weather conditions.

## **Late Bus Arrivals**

Students arriving to school late on a bus will be considered “excused tardy”. A “late bus” pass from the office will be issued in these instances.

## **Late to Class, Study Hall, and Homeroom**

Students are required to be on time to class, study hall, and homeroom. Three “unexcused tardies” to class, study hall, or homeroom will result in an infraction. A student’s class participation grade is also affected by continued lateness. A teacher that detains a student will send them to the next class with a pass that will excuse the student’s lateness.

## **Early Dismissals**

Students are expected to be in school for the entire day (8:00 AM to 2:40 PM). **No students are permitted to leave school early in order to avoid a class, study hall, or to go out to lunch.** Parents must provide written notice for all dismissals, through a signed note, e-mail, or online form (<http://wilmingtonchristian.org/info/parents/submit-early-dismissal-note/>) to the office staff. The date, time of dismissal, and mode of transportation should be included in the note. Notification should be given to the office before 8:00 AM in order for the student to obtain an early dismissal form to leave class. Students must come to the office and sign-out prior to leaving the building. **Parents must give written permission to the school office in order for a student to be dismissed early from school, even if the student is 18 years or older.** If a student returns to school later that day, he/she should report to the office and sign in before returning to class. **Students that need to leave school early due to sickness, must do so through the school nurse.**

## **Truancy**

Truancy, “skipping school,” is an absence without the knowledge and consent of parents and administration. This includes leaving the school campus without

prior permission or staying out of scheduled classes, study halls, or activities without prior approval. Such actions will incur disciplinary consequences.

## **Family Vacations**

WCS discourages families from taking vacation during scheduled school days. If parents choose to take students out of school for vacation, parents must notify the principal in writing at least two weeks prior to the upcoming absence. The high school student is responsible to notify and make arrangements with each of his/her teachers in regards to missing work. In the event that students miss school due to a family trip, the teacher will use his/her discretion regarding issuing homework/class work prior to the trip. Any work given prior to the vacation must be completed and turned in as specified by the teacher, otherwise no credit will be given for the assigned work. Furthermore, if the teacher decides that no work will be given prior to the trip, then all work missed is to be completed within the same number of school days the student missed. **Missed days of school due to family vacation are considered “unexcused absences”.**

## **Medical Policies**

### **Medical Requirements**

Delaware Department of Education requires all new (first time attending a Delaware school) incoming students to have a health physical exam that has been completed by a licensed medical person within two years prior to entry into school. The appropriate paperwork should be submitted and kept on file with the School Nurse.

In addition, Wilmington Christian School requires a physical exam be completed by a licensed medical professional and paperwork submitted to the School Nurse every two (2) years.

The School Health Examination Form and/or DIAA Pre-Participation Form (middle and high school) should be on file before a student attends school. The DIAA Physical Form may be used in lieu of the School Health Examination Form for middle and high school students. These forms are available on the Wilmington Christian School website ([www.wilmingtonchristian.org](http://www.wilmingtonchristian.org)) under Admissions and/or School Nurse. If you cannot access these forms please call the School Nurse for assistance.

In addition, routine vision, hearing and gait screenings are required and completed by the School Nurse throughout elementary, middle and high school.

## **Immunization Policy**

Wilmington Christian School's immunization policy adheres to the Delaware Department of Education and Division of Public Health minimum required immunizations. All students entering WCS must present documentation of the required immunizations. Required immunizations can be found on the WCS website ([www.wilmingtonchristian.org](http://www.wilmingtonchristian.org)) under School Nurse. If you cannot access this page or have questions, please call the School Nurse for assistance.

## **Infectious Disease**

The decision to exclude a child from the classroom or any school activity, due to illness, is based upon the individual needs of the child and the risk of exposure to communicable disease for the school population. The school nurse must make a nursing judgment relative to the presenting symptoms, health history and known diagnosis of the child in order to determine if exclusion, a referral to a healthcare provider or other appropriate intervention is needed.

**Note:** the following infections are considered infectious and require a minimum of 24 hours absence or treatment prior to returning to school: Strep Throat, Scarlet Fever, Pink Eye and Ringworm. **Lice, scabies and pinworms require treatment prior to re-admittance.**

The Delaware Department of Education and Department of Public Health require notification of specific communicable diseases.

It is helpful when parents communicate their child's treatment for a contagious illness to the School Nurse. Additional spread can be limited by prompt surveillance of new cases.

## **Medications in School**

In order to dispense medications safely and accurately, it is necessary that parents and students follow certain guidelines. These guidelines are intended to ensure the safety of all students, not just those receiving medications. The following guidelines comply with the Delaware Department of Education's current regulations.

Students may not carry medication on their person, or in their backpacks, nor administer medication to themselves or others at any time during the school day or during School Age Child Care. The only exception is for students requiring emergency medication. Middle and high school students may carry emergency

inhalers and EpiPens on their person and/or in their backpack if proper documentation from the parent/guardian is on file with the School Nurse.

Administration of any medication requires a parent authorization/signature. Medication authorization forms are available on the WCS website ([www.wilmingtonchristian.org](http://www.wilmingtonchristian.org)) under School Nurse. If you cannot access this page or you have questions, please call the School Nurse for assistance.

### **Medication on Field Trips**

Students may not carry prescription or non-prescription medications on their person or in their backpack while on field trips. Students may carry emergency inhalers and EpiPens. Students may self-administer medication on field trips under the supervision of a WCS staff member who has received training on safe practices and procedures in assisting with medication, based on policies of the Delaware Department of Education. Self-Administration of Medication Forms are sent home as part of the Field Trip Permission Form.

### **Emergency Medical Procedures**

The State of Delaware Department of Education requires that all students enrolled in school complete an Emergency Treatment Data Card. This form must be completed, signed and on file with the School Nurse each school year prior to the first day of school. If the form is not received within fourteen (14) days of the first day of school, the student will not be permitted to attend school until it is completed. This form is used to contact the proper parties in the case of medical emergency and minor incidents.

The School Nurse should contact the parent/guardian/relative caregiver to coordinate who will pick up the child and assume responsibility for his/her care. If neither the parent/guardian/relative caregiver nor the emergency contacts are available, the child's healthcare provider may be contacted. The decision for moving and securing medical aid defaults to school officials. The first consideration must always be the welfare of the student.

For additional and/or specific information, please contact the School Nurse.

## **Allergy-Aware School/Peanut and Nut Reduced Risk Policy**

WCS is an “Allergy-Aware School” that has a *Nut Reduced Risk Policy*, a copy of which is located in the cafeteria and the Board Policy Manual in its entirety. The main points of emphasis for high school parents and students are the following:

- The School Nurse must be notified by a parent of any student who has severe food allergies.
- Epinephrine Auto-injectors for severe allergic reactions may be carried by a student if proper documentation from the parent/guardian is on file in the Health Office.
- A high school student with severe food allergies is primarily responsible to avoid ingesting products to which he/she is allergic.
- The food service staff will provide dietary information so that the student will be made aware of the food ingredients served in the cafeteria.

## **Student Accident Insurance**

Wilmington Christian School shall provide student accident insurance to cover activities during the school day. The insurance shall be a second carrier for families who have other insurance policies. This coverage does not extend to participants in the school’s athletic program.

## **Academic Policies**

### **Academic Program**

WCS seeks to provide a challenging quality program of Christ-centered education. The majority of WCS students enter a college or university after graduation. The high school curriculum is primarily designed to meet the needs of college preparatory students at various levels.

The academic program includes a full range of offerings across the entire scope of the curriculum. This includes: Bible, English, Social Studies, Foreign Language (Spanish/German), Mathematics, Science, Fine Arts, Computer Science, and Athletics/Physical Education. There are many electives offered in a

variety of subjects that students may add to enrich their high school learning experience. A *Course Description Packet* contains a complete listing of all courses offered at WCS and is available on the school website (<http://wilmingtonchristian.org/academics/high-school/courses/>).

## Graduation Policies

Academic preparation for continuing education after high school is a vital component of the ministry of WCS. Therefore, we set as a standard, requirements that go beyond those mandated by the state and recognized by most colleges. In order to be qualified for graduation from Wilmington Christian School, students must follow the credit requirements as approved by the Board of Directors.

**Graduation requires a total of twenty-two and one-quarter (22 ¼) credits. The one-quarter credit is earned by fulfilling the Volunteer Service Program requirement.**

Credit will be accepted for most transfer courses. Transferring students may have some requirements waived by the principal. **Students may not earn more than two (2) credits outside the regular WCS academic program after they have been enrolled as a WCS student. Only one (1) course for original credit may be earned in each discipline.** This includes summer school, and/or independent studies, but not transfer credits prior to becoming a WCS student. Exceptions to these maximum numbers of outside courses may be approved by the principal if they are Advanced Placement courses that are not offered at WCS.

Graduating Seniors who are within one (1) credit of meeting all graduation requirements may take part (“walk”) in the commencement exercises. However, no student will be awarded a WCS diploma without successful completion of all requirements. Seniors lacking more than one (1) credit towards graduation will not be permitted to take part in the graduation ceremony. Every graduate must have all financial, academic, and personal obligations met by 2:00 PM on the day before graduation in order to receive his/her diploma.

## Graduation Requirements

In order that WCS graduates are well prepared for advanced education and/or future employment, the following credit requirements for graduation have been established:

Bible	2 credits (1/2 credit each year at WCS)
English	4 credits
Mathematics	3 credits

Science	3 credits
Social Studies	3 credits
Physical Education/Athletics	8 activity credits
Volunteer Service	¼ credit (40 hours)

Two of the Social Studies credits must include American History and Western Civilizations. Required English credits include English 9, English 10, English 11, and English 12. No more than two (2) English credits can be earned in summer school. Graduation requires a total of 22 ¼ credits. While receiving academic credit in a foreign language is not required for graduation, WCS strongly encourages students to take a minimum of three (3) years in one of the languages offered.

### **Volunteer Service Program**

A vital component in Christian education is service. God’s Word teaches us that our lives are to be lived as a ministry to one another. WCS seeks to prepare students to take an active role in bringing God’s transforming and restoring power to others. I Peter 4:10 states, “Each one should use whatever gifts he has received to serve others, faithfully administering God’s grace in its various forms.” Christ Himself calls us to be “salt and light” (Matthew 5:16) so that the world may see who we are in Christ, and give glory to God. To this end, the school has established a Volunteer Service Program as a requirement for graduation. This requirement calls for each student enrolled in high school to provide a minimum of forty (40) hours of service within a twelve (12) month period. This service must be fulfilled during one year of the student’s high school experience (can be any twelve-month time period after completing 8<sup>th</sup> grade) and **must be completed by the end of the first semester of the senior year.**

**Ten (10) additional hours will be added to the forty (40) hour requirement if the program is not completed on time.**

**All volunteer service projects must have the prior approval of the high school principal before the service begins.**

The procedure for completing the Volunteer Service Program is described in detail in the “WCS Volunteer Service Program Packet”, which is available in the high school office and on the WCS website

(<http://wilmingtonchristian.org/academics/high-school/volunteer-service-program/>).

#### Highlighted Guidelines:

- Students **may not complete their Volunteer Service at WCS nor at their Church.** Camp Win-Some is the only exception since it ministers to children outside our school.

- Service must be completed locally – in our students’ tri-state community.
- All forty (40) hours are to be completed at one agency.
- At least half of the time must be spent serving people.

#### International Student Program - Adjustments:

The following adjustments are in place for international students:

- Service must include a total of **30 hours** (not 40) of volunteer work.
- Service **may** be split between two organizations, with a minimum of ten hours in each organization.
- The program may be completed in the local community in a student’s native country or in the local community while living with a host family in the United States.

#### Getting Started:

- Fill out and submit the “**Volunteer Service Program Proposal**” page to the principal before you begin, including Agency Supervisor and Parent signatures.
- Obtain principal signature and submit the “Volunteer Service Program Proposal” page to be filed in the high school office. This verifies the beginning of your volunteer service and ensures you are volunteering with an agency that meets the required standards.

#### Finishing:

Students have completed the Volunteer Service Program when they have received a letter indicating so from the principal, after the following forms have been completed and turned in to the high school office:

- Student Service Log
- Self-Evaluation Form
- Student Evaluation Form from your agency supervisor (usually mailed to the school from the supervisor)

At this time, the Volunteer Service Project will appear on the student’s transcript.

### **Early Graduation Policy**

Because we believe in the quality of a four-year high school educational experience, the Board of Directors does not encourage a student at WCS to graduate early. Any requests for consideration must be submitted, in writing, to the high school principal, prior to May 1<sup>st</sup> of the student’s sophomore year. The written request will be reviewed by the high school principal and approved/denied by the Board of Directors. The request must contain both specific and overriding circumstantial reasons in order to be reviewed. No requests that would require a change in graduation requirements will be considered.

If a family decides to pursue this option, the following conditions must be met:

1. The student must have parental approval.
2. The parents must submit a written request to the high school principal, who will then present the request to the Academic Affairs Committee for a decision.
3. The student must have a minimum of a 3.0 weighted grade point average for the first two years of high school.
4. No early graduation application will be accepted after May 1<sup>st</sup> of the sophomore year.
5. Junior English and Junior Bible must be completed during the summer after the sophomore year.
6. Senior English and Senior Bible will be taken as part of the student's third year curriculum at WCS.
7. The 40 hours of the Volunteer Service Program must be completed, as it is a graduation requirement.
8. The student will be considered a senior during the third year and will be placed in a senior homeroom and participate in all senior activities.

## Grading Standard

The Board of directors has established a grading standard for evaluating student achievement:

A+	98-100
A	95-97
A-	92-94
B+	89-91
B	86-88
B-	83-85
C+	80-82
C	77-79
C-	74-76
D+	71-73
D	68-70
D-	65-67
F	Below 65

### Non-numerical Grading Key:

I	Incomplete
M	Medical
P	Pass
F	Fail
U	Fail due to excessive absences

### Levels and Weight of Courses:

C-	74-76	Level 1	1.0
D+	71-73	Level 2	1.1
D	68-70	Honors	1.25
D-	65-67	AP	1.3

Courses designated as **“Pass/Fail”** and **transfer credits are not included** in the calculation of a student's Grade Point Average (GPA). The credit value of each course is listed in the Course Description Packet.

## Definition of Grade Designation

In high school, students earn and receive credits toward graduation requirements. In order to be promoted to the next grade level, a student must be in good standing according to the following schedule:

Freshman (9 <sup>th</sup> Grade)	Successful completion of 8 <sup>th</sup> grade
Sophomore (10 <sup>th</sup> Grade)	Completion of at least 5 credits
Junior (11 <sup>th</sup> Grade)	Completion of at least 11 credits
Senior (12 <sup>th</sup> Grade)	Completion of at least 16 credits

A student who **fails at least two major courses required** for graduation without making them up in summer school, will not be promoted to the next grade level.

## Report Cards

Student report cards are issued quarterly. Report cards will include grades, comments, weighted GPA, and attendance record.

Teachers are required to maintain a grade book and attendance record online. Parents and students have their own passwords which gives them the ability to view the academic information.

## Honor Roll Recognitions

The honor roll is determined through a student's weighted GPA each marking period.

Designations include the following:

High Honor	4.0 (with no grade lower than a B-)
Honors	3.5 (with no grade lower than a C-)
Honorable Mention	3.0 (with no grade lower than a C-)

## Semester and Final Examinations

Midterm and final examinations are administered in all full credit courses. Together, they count for one fifth of the student's final grade. All exams are administered during the scheduled exam periods. Some courses require a final exam that is cumulative in nature.

Students in 11<sup>th</sup> and 12<sup>th</sup> grades, holding a cumulative yearly average of 'A-' or greater, in any course, will be exempt from taking the second semester (final) exam in that course. This calculation is made halfway through the 4<sup>th</sup> marking period. AP courses and some math/science national exams do not follow this guideline for exemption. Specific information regarding final exams is given to students in those courses.

Students must take exams when scheduled and may not be moved for convenience. If a conflict arises, students must have written permission from the teachers and the principal in order to reschedule or change the day or time of exams.

## Course Tracking

The purpose of Wilmington Christian School is to help each student to “integrate Biblical truth into his/her daily life and to impact the culture for Christ”. Well-trained minds must be developed to enable students to impact the culture in which they live. WCS is a college preparatory school, seeking to develop students for continued and further study following graduation. In order to meet this goal effectively, we have set up three different levels, “tracks” of instruction, as well as Advanced Placement courses.

### Academic Levels:

- College Prep (CP) – our standard academic track for students seeking entrance to college/university
- Honors – our top academic track for higher level students pursuing a more demanding scholastic program
- Advanced Placement (AP) – four courses that are taught at a college level for those students that have demonstrated scholastic proficiency and meet prerequisite requirements. There is a class limit of fifteen (15) maximum for any AP course. AP courses include:
  - Biology (junior year)
  - United States History (junior year)
  - Calculus AB (senior year)
  - English Literature and Composition (senior year)
  - Music Theory (sophomore-senior year)
  - Art Studio (junior and senior year)
  - Computer Science Principles (sophomore-senior year)

**Course placement is determined by the recommendation of a student’s teachers, department heads, PSAT test scores, and previous academic performance.**

**There are a variety of AP courses that are offered as Distance Learning courses through our On-Line partner school SevenStar Academy.** Approval from the guidance department is a prerequisite in taking any outside of WCS course.

## Course Scheduling

Students receive a scheduling packet each spring that indicates their course placement (see “Course Tracking”) in subjects of English, Foreign Language, Math, Science, and Social Studies. This packet contains a list of required and

elective courses that are offered for the next school year. Elective courses are offered from a variety of disciplines including: Bible, English, Social Studies, Computer Science, Business, Music, Art, Drama, Physical Education (after completing the required credit), elementary aide, teacher's aide, and office aide. **Each high school student is required to schedule a minimum of six (6) credits, including one (1) credit in English and a half (1/2) credit in Bible.** No high school student will be permitted to schedule two English courses in the same year. Parents and students should work together in completing the scheduling packet, returning the required forms by the stated deadline.

There are Math and Science courses that must be taken simultaneously in the same school year:

Grade	Level	Math	Science
9 <sup>th</sup>	Honors	Honors Geometry	Honors Biology
	CP	Geometry	Physical Science
	CP	Algebra I	Physical Science
10 <sup>th</sup>	Honors	Honors Algebra II	Honors Chemistry
	CP	Algebra II	Biology
	CP	Geometry	Biology
11 <sup>th</sup>	Honors/AP	Honors Pre-Calculus	Honors Physics (or) AP Biology
	CP	Advanced Alg & Trig	Chemistry
	CP	Algebra II	Ecology/Marine Science
12 <sup>th</sup>	Honors/AP	AP Calculus AB	Honors Physics (or) Honors Anatomy & Physiology
	CP	Pre-Calculus	Physics (or) Honors Anatomy & Physiology
	CP	Advanced Algebra & Trigonometry	Chemistry (or) Forensic Science
	CP	Financial Planning & Business Math	Forensic Science

**Please note: Completing summer school classes for original credit in Math does not qualify a student to raise the level of Science class for the upcoming year.**

### Foreign Language Prerequisites

A student will not be permitted to move on to the next year of Foreign Language with a final grade lower than a C-.

## Course Changes

**High School students may drop or add a course only during the first two and a half (2 1/2) weeks of the school year.** There will be no academic penalty to a student's GPA for so doing. Parents, teacher, and Guidance Counselor must approve any change in courses that a student seeks to make. Students may not drop a course if it places them below the six (6) credits per year minimum.

To drop or add a course, students must:

1. Obtain a Drop/Add Form from the guidance office
2. Secure parent(s) signature
3. Get the signature of each teacher that pertains to the change
4. Submit form to the Guidance Counselor for approval

The course changes do not go into effect until the student receives his/her new schedule from the office indicating that the change has been made official. **The Drop/Add Deadline is the third Friday in September. After that date, students may not withdraw from a course without it affecting their GPA.**

After the Drop/Add Deadline has passed, a student may withdraw from a course up until the end of the second marking period as long as they will then have at least 6 credits remaining. A student who withdraws from a class will be assigned Withdraw Passing (WP) or Withdraw Failing (WF). The class will remain on the student's transcript and the grade, at the time, will be computed into the student's GPA.

## Improving a Below Average Final Grade

If a student receives a grade of 'D' in a course, he/she may raise the grade one full letter value (but not increase credits towards graduation) by repeating the course in summer school or by completing **thirty (30) hours** with a WCS approved tutor.

## Course Failure

While we expect that students will work to pass all their course requirements, we understand that failures do occur. When this happens, the school allows students to make up that course, or courses, in the following ways:

- Summer School at WCS or a recognized school. Students may take no more than two classes per summer at a recognized summer school.
- Students may participate in individualized tutoring for **forty (40) hours** with a WCS approved tutor.

- Repeating the course the next year. This option may only be considered with approval of the principal in advance and only if it does not interfere with a student's schedule of courses.
- A failure in a Bible course must be made up by completing an assigned independent research project during the summer.
- Students may be retained in accordance with the stated board policy.

As stated in the "Graduation Policies" section of this Handbook, **students may not earn more than two (2) credits outside the regular WCS academic program after they have been enrolled as a WCS student.** Exceptions to these maximum numbers of outside courses may be approved by the principal if they are Advanced Placement courses that are not offered at WCS.

## Receiving Original Credit from Course Outside WCS

A student may receive original credit for a course outside of WCS in the following ways:

- A recognized Summer School, offering an "Original Credit" course.
- Students may participate in individualized tutoring for **fifty (50) hours** with a WCS approved tutor and completion of the WCS final exam in that course.

Before enrolling in an original credit course, the student must receive approval from the Principal and the Guidance Department and have the proper forms completed and on file in the guidance office. If a student does not get proper approval before taking the course, it will not be recorded on the student's transcript. **Students may not earn more than two (2) credits of original credit outside the regular WCS academic program** after they have been enrolled as a WCS student. **Students may not earn more than one (1) credit per discipline** (Math, Science, Social Studies, English, Foreign Language) for original credit outside the regular WCS academic program. Exceptions to these maximum numbers of outside courses may be approved by the principal if they are Advanced Placement courses that are not offered at WCS.

## Chart Reviewing Tutoring Hours for Credit

Academic Credit	Hours of Tutoring
Raising grade of D+, D, or D- one letter grade	30 hours
Raising grade of F to a D	40 hours
Receiving Original Credit	50 hours

## Academic Probation

The purpose of probation is to set before the student and parents a system of

accountability with regard to academic progress in situations where performance, motivation, study habits, and/or attitude need to be improved. WCS seeks for the home and the school to work in partnership in order to effectively monitor student progress and development. The program of academic probation will operate under prescribed guidelines.

A student will be placed on Academic Probation for the following reasons:

1. The student demonstrates a need for reinforcement of study and/or organizational skills.
2. The student is new to WCS and may benefit from transitional support.
3. The student has failed two (2) major subjects, or one (1) major and two (2) minors in a given marking period.

Probation may vary in length from a marking period to a full school year. At the conclusion of the probationary period, a determination will be made as to the student's status. The options are as follows:

1. The student will be taken off probationary status.
2. The student will continue on probation for another period of time.
3. The student will not be permitted to continue at WCS.

One or more of the following guidelines may be required of parents and the student while on probation:

1. The teachers and parents will monitor a daily assignment book in order to improve the student's organization and responsibility, to ensure that assignments are written down correctly, and to promote communication between home and school.
2. Outside tutoring may be required to build needed skills and assist the student toward success.
3. The student may be referred for additional educational testing and evaluation through an outside agency or public school district.

The following are the responsibilities of the school administration and teachers:

1. All academic probations will be placed in writing, with specific stipulations stated, and signatures of the parent(s), student, and administration are required.
2. Regular communication will be established between teachers and parent(s) to monitor progress.
3. Teachers and administration may periodically schedule parent conferences in order to gauge performance and to discuss strategies.
4. The administration may arrange mentoring by another student.
5. The student may be referred to the Learning Support Program (LSP) for possible enrollment if an opening exists.

## **Guidance Services**

Wilmington Christian School maintains a guidance program comprised of individual and group services designed to give systematic aid to students in high school. This program will assist students in achieving optimal development in spiritual, educational, vocational, personal, social, and emotional concerns. Out-of-school resources, approved by the school administration in accordance with the school's philosophy and objectives, will be used to enhance the guidance program. The guidance and counseling program at WCS will consist of the following services: testing, individual and group counseling, college and career planning, overseeing grades and evaluation of student progress, parent/teacher conferencing, transcripts, teacher consultation, scheduling, administrative assistance and graduation planning.

Students and/or parents may initiate appointments with the Guidance Counselor as needed. Students wanting to see the Guidance Counselor must fill out the *Request to See the Guidance Counselor* form that is located in the guidance office. Individual conferences are scheduled annually with every junior and senior. Evening parent seminars are scheduled throughout the year for parents of 8<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students.

#### Standardized Testing

PSAT – is administered in October to students 9<sup>th</sup>-11<sup>th</sup> grades (students may qualify for the National Merit Scholarship Program in the junior year).

SAT/ACT – registration materials are available on line or in the guidance office with information on test dates, locations, fees, and practice materials. **Our school's SAT/CEEB Identification Code is 080213.**

Achievement Testing – is administered to all WCS 7<sup>th</sup> and 8<sup>th</sup> grade students in the early spring for the purpose of monitoring progress, evaluating teaching and learning, and academic placement for 8<sup>th</sup> and 9<sup>th</sup> grade.

Advanced Placement Exams – Students that are enrolled in AP courses are required to take the AP Exams scheduled in May. There is a textbook and supply fee paid when students enroll in an AP course and an additional cost per exam collected on the day of the exam.

College Representative Visits – Admissions counselors from colleges and universities visit the school during high school lunch to meet with prospective sophomores, juniors, and seniors during the first quarter of the school year.

Transcripts – Transcripts needed for college admission and scholarship applications are processed through the Guidance Office. Requests must be in writing using the *Transcript Release Form* located in the Guidance Office and on the WCS website (<http://wilmingtonchristian.org/academics/guidance/forms/>).

Requests should be made at least two weeks prior to the date needed. Final senior transcripts will automatically be sent to the college the student plans to attend upon graduation.

College and Scholarship Application Process – The responsibility for completing college and scholarship applications belongs to the student and their parents. The Guidance Counselor will advise, provide forms for recommendations, and check the applications for accuracy when completed. Applications must be submitted to the Guidance Office at least two weeks prior to the college or scholarship deadline if the student would like the Guidance Counselor to review the application. To aid in this process there is an *Application Checklist* form located in the Guidance Office and on the WCS website (<http://wilmingtonchristian.org/academics/guidance/forms/>).

## **Learning Support Services**

Wilmington Christian School's Academic Program provides for differences in ability, interest, and learning style. WCS seeks to recognize and diagnose students vulnerable to learning problems as early in their education as possible and throughout their high school experience so that appropriate interventions can be implemented. The underlying philosophy of our educational services is that all students can learn if given the right tools and strategies. The Learning Support Services of WCS desires to help students learn more efficiently and grow in knowledge, in independence, and in confidence so that they can better impact the world for Christ.

These programs are designed for students with diagnosed learning differences and/or Attention Deficit Disorders. Other student needs may be met by these programs. To access these programs, students must have documentation of these needs on file with the Director of Learning Support Services. The documentation must be in the form of a psycho-educational evaluation administered by a Nationally Certified Psychologist or Learning Specialist. This evaluation must have been done within the past three years. A review of this evaluation, school records, and parent/student interview will be used to develop an individual plan to meet the needs of the student. This plan is detailed for parents and teachers and open communication between parents, teachers, and students is encouraged. Most colleges require student accommodations to have been given during the high school years, if they will be needed in college.

There are two levels of service:

Learning Support Program (LSP) – Small group classes (up to 5 students) are offered two times per week. These classes are usually scheduled during study hall or elective times. Small group or individualized help can be given in note-

taking, thinking and study skills, and the reinforcement of new concepts. Reviews for tests and quizzes are regular activities. Students receive academic tutorial help (in each subject as needed), assistance with setting goals, extended time for tests as needed, help in planning long-term projects/assignments, test preparation, and guidance in the organization and management of time and materials.

Educational Therapy (ET) – WCS follows the therapy service model designed by the National Institute for Learning Development. It deals effectively with perceptive and cognitive skills and strategies. Focus is placed on critical thinking skills and language processing. Therapy students practice reading comprehension strategies, enhance vocabulary development, solidify math computation skills, learn alternative problem solving strategies, and utilize flexibility in thinking. The program fosters organizational and academic accountability.

Learning Support Services serves the total school ministry by partnering with parents as a support for their child's needs and teaming with teachers as a resource to implement instructional and testing accommodations in the regular classroom. The fee charged for use of the Learning Support Services can be found on the WCS website (<http://wilmingtonchristian.org/admissions/tuition-fees/>).

## **Class Rank**

Class rank is determined by a weighted grade point average of courses taken at WCS only. Class rank is calculated once each year in June when all final grades have been posted. Class valedictorian and salutatorian will be announced when all grades are finalized for the senior class.

## **Pupil Records**

The school shall keep records of the registration and attendance of the students and shall maintain an up-to-date permanent cumulative record of individual students showing personal data and progress through school. This cumulative folder will include academic achievement, test results, and health information. The principal, guidance counselor, and office staff are responsible for maintaining these records. Parents and legal guardians who wish to review any of their child's records should make an appointment through the Guidance Assistant. Parents wanting a copy of such items may make a request through the school office.

## Homework Policy

Homework is an integral part of the learning process and is at the foundation of academic excellence at WCS. Meaningful home study is a necessary part of each pupil's educational program and should be related to the educational philosophy and goals of the school. Homework is a purposeful extension of the school day, which provides students with reinforcement of the school's instructional objectives. The assignment of homework is a consistent part of a student's education and is to be expected on a regular basis. At the same time, it is recognized that students have a life outside of school and are involved in extracurricular activities. Therefore, the guidelines listed below are to be followed with the assignment of homework:

1. Assignments will be limited to no more than a total of 120 minutes per evening for all subjects.
2. Long-range papers, projects, or reading assignments are not to be included in this 120-minute time allotment.
3. **Advanced Placement and Honors courses will add to the total time required** for homework and outside the class reading.
4. Teachers will coordinate tests, papers, and projects so that major assignments do not overlap, run concurrently, or create a burden on the students.

## Testing Policy

Each classroom teacher administers tests and quizzes in order to evaluate the student's academic progress and understanding. Students will not be required to take more than two (2) tests in any given day. If students have more than two tests scheduled for the same day, it is their responsibility to present the conflict to each teacher as early as possible so that adjustments can be made in a timely manner.

No tests are to be administered on days following a major school event. These events will be determined by the Principal and announced in advance.

## Incomplete/Make-Up Work

A mark of "Incomplete" (I) may be given on a student's report card if absences or extenuating circumstances have prevented a student from finishing the required work by the end of the marking period. Incompletes will only be given with prior consultation with the principal. The incomplete grade must be made up in a determined period of time not to exceed the next marking period.

Students that are absent from school for any reason will be granted the same

number of days absent to make up the work that was missed.

**Students that are dismissed early for a school-sanctioned activity are required to turn in any work that is due (on that day) before they leave the building.**

## **Late Work**

Assignments are to be turned in on time. Full credit will not be given for daily assignments that are turned in late. Late work may be turned in for partial credit according to the teacher's policy.

## **Assignments**

In order to bring definition and uniformity to assignments, WCS students will use a standard format for class work. Written assignments should be completed on a standard 8 ½" x 11" paper (unless otherwise instructed by the teacher), and include the following heading:

Subject	Student Name
Specific Assignment	Date

## **Summer Reading Program**

WCS seeks to instill in its students solid reading habits and a lifelong enjoyment of reading. Both Christian and secular authors are included to challenge and stimulate students to think critically from a Christian perspective.

All summer reading is to be completed before the first day of school with assignments turned in on the first day of school. Failure to complete the assignment will result in a reduction of the first quarter grade in English (the exact percentage will be determined by the English Department). A list of summer reading requirements and selection of literature can be found on the WCS website (<http://wilmingtonchristian.org/academics/high-school/summer-reading/>).

## **Standardized Testing**

Achievement testing is administered to all WCS 7<sup>th</sup> and 8<sup>th</sup> grade students in the early spring for the purpose of monitoring progress, evaluating teaching and learning, and for placement in 8<sup>th</sup> and 9<sup>th</sup> grade.

All 10<sup>th</sup> and 11<sup>th</sup> grade students take the PSAT test at WCS on the designated date in October. Juniors are strongly encouraged to take the SAT Reasoning Test in May or June and/or the ACT in April or June at a testing site near to their home school district. PSAT scores are used to place students in Advanced Placement courses.

## **Advanced Placement (AP) Courses**

AP Courses are taught at a college level and are made available to select number of students who have demonstrated academic proficiency and met prerequisite requirements. There is a class student limit of fifteen (15) maximum for any AP course. **Course placement is determined by the recommendation of a student's teachers, department heads, PSAT scores, and previous academic performance.** Every student enrolled in AP classes are required to take the national AP Exam in May.

Since AP courses are scheduled six (6) periods per week, the maximum "unexcused absence" number is 25.

## **WCS On-Line School, Dual Credit, and Early Start Courses**

In order for a student to enroll in an On-Line course, Dual Credit course, or Early Start college course, they must complete the WCS On-Line, Dual Credit, Early Start Application and must receive approval from the Principal and the Guidance Department. If a student does not get proper approval before taking the course, it will not be recorded on the student's transcript and not counted towards their 6 required credits per year. All the additional costs of an On-Line course, Dual Credit course, or Early Start course are paid by parents at the time of enrollment in the on-line courses.

### WCS On-Line School

Wilmington Christian School has a partnership with SevenStar Academy, a Christian on-line school. They must complete the WCS Distance Learning Application and must receive approval from the Principal and the Guidance Department. If a student does not get proper approval before taking the course, it will not be recorded on the student's transcript. All the additional costs of a distance learning course are paid by parents at the time of enrollment in the on-line courses. For SevenStar Academy on-line courses, WCS registers each

student and pays the tuition fee at the start of the school year and then parents pay the school back shortly after the course begins.

The maximum number of Core Courses, not offered in-house at WCS, that a student may enroll online in one year is:

Seniors and Juniors – 2

Sophomores and Freshmen – 1

There is not a maximum set on elective courses that can be taken Online.

WCS On-Line Non-AP Courses include:

- Bible: Have We Lost Our Minds
- Bible: Life Shaping Decisions
- Bible: Understanding the Times
- Bible: Apologetics
- Bible: Basic Bible Doctrine
- Economics
- Global Studies
- Chinese I, II
- French I, II, III
- Latin I, II, III
- SAT Prep
- Leadership Skills Development
- Critical Thinking & Study Skills
- Creative Writing
- Health: Life Management Skills
- Digital Information Technology
- Digital Photography
- Theater, Cinema, and Film Design

### Dual Credit Program with Cairn University

Wilmington Christian School has a Dual Credit Program partnership with Cairn University. WCS students will have the opportunity to take our approved courses and get college credit from Cairn University. Cairn University is regionally accredited, so credits earned in the Dual Credit program can be used at Cairn University or transferred to other accredited colleges and universities. The cost for WCS students for Dual Enrollment at Cairn University is currently \$85 per credit. Cairn University takes registration for Dual Credit courses in their Spring Semester, even though they are year-long courses here at WCS.

<b>Wilmington Christian Course</b>	<b>Teacher</b>	<b>Cairn University Course</b>	<b>Credits</b>	<b>Cost</b>
German IV	Mrs. Nancy Cowchok	GER 232 Elementary German II	3.0	\$255
Spanish IV	Dr. Michael Giglio	SPA 331 Intermediate Spanish I	3.0	\$255
AP Music Theory	Mr. Jerry Polman	MUS 111 Music Theory I	3.0	\$255
AP Biology	Mrs. Janice Johnson	BIO 101 & 101L General Biology I	4.0	\$340
Honors Anatomy & Physiology	Mrs. Janice Johnson	SCI 342 Anatomy & Physiology	3.0	\$255
AP US History	Mr. Kevin Clineff	HIS 224 US History II	3.0	\$255
Honors Political Science	Mrs. Sandy Smith	SOC 333 Political Science	3.0	\$255
AP Studio Art	Mrs. Emily Costa	ART 101 Drawing I	3.0	\$255

Students will apply to Cairn University and pay the Cairn University Tuition to WCS made (check out to

<b>Wilmington Christian Course</b>	<b>Teacher</b>	<b>Cairn University Course</b>	<b>Credits</b>	<b>Cost</b>
AP English Literature and Composition	Mr. John Mason	ENG 101 English Composition	3.0	\$255
12 Honors English	Mr. John Mason	LIT 341 International Literature	3.0	\$255

“Wilmington Christian School” with “Dual Credit” written in the note) in the first

week of January in order to receive credit from Cairn University upon the WCS course completion with a grade of C or greater. The application and check must be turned in to the Guidance Office by the deadline that is established by the school each year.

### Early Start Courses

Students may register for College Early Start courses in order to receive college credits while still in high school. This must be with approval from the Guidance Office and Principal, if the student would like to take less than the 6.0 credit minimum of WCS courses. Some of the colleges in which WCS students have received Early Start credit are: Cedarville University, Liberty University, University of Delaware, University of Valley Forge, and Wilmington University.

## **Bible Version and Memorization**

The use of the Scriptures in the classroom is a fundamental and integral part of the educational process. For this reason, it is important that WCS adopt a policy that recognizes the importance not only of the use of Scripture, but that it also selects a version that has those qualities, which further the educational process.

WCS recognizes the English Standard Version (ESV) as the translation normally used in the classroom for study, quotations, and memorization. This decision is made for several reasons:

- The modern language, grammar, syntax, and style
- The ease of reading
- The translation philosophy

WCS allows memorization from other translations (not paraphrases) provided that the student receives prior approval from the teacher.

Students will be involved in Bible memorization each year. Memorization of Bible verses is a regular part of the Bible curriculum. There are also instances where a passage or special section of God's Word is to be memorized over an extended period of time (i.e. Psalm 23, the Lord's Prayer, the Ten Commandments, etc.).

## **Student Textbooks**

Students are responsible to take good care of their textbooks. Textbooks are required to be covered at all times. The only exceptions are AP textbooks, which are owned by the individual student, and 'consumables'. **Book 'socks' or cloth covers will actually damage the binding of a textbook and are not**

**permitted.** Fines will be issued for damage and/or replacement of textbooks due to misuse or loss.

Students are required to bring a Bible to school to use as the textbook for Bible classes, to use during Chapels, and may be required for other classes. The English Standard Version (ESV) is recommended, but not required.

## **Teaching of Literature**

Wilmington Christian School strongly believes that the Biblical worldview is the correct one – the only valid one for faith and life. An individual with a framework for Biblical thinking is equipped to make the proper judgments in all areas of life. While this kind of decision-making usually comes later in life, students at WCS will begin building this Biblical worldview at a young age.

The teaching of literature fits into this scheme of development. Using good literature (American and English as well as other cultural and traditional literature) can help develop this process. Literature must be taught with analysis and evaluation. Selected and approved literature that is not in total agreement with Christian values may be taught in order to encourage the students to evaluate and analyze the written word on the basis of Biblical truth. This Christian worldview of literature is not limited to classroom instruction, but is also applicable for library acquisitions and summer reading selections.

## **Teaching of Science**

In the teaching of science, we believe that a strong Biblical world and life view is essential to good education. Therefore, we choose to teach all aspects and theories associated with scientific research. We stand firmly on the belief that the world was created and is sustained by the Living God, the Creator. In this manner we provide the proper atmosphere and information so that students can defend their faith against philosophies and theories that run counter to that faith (II Corinthians 10:3-5). We take a position that evolution should be taught, with an understanding that it is both theoretical and philosophical in its stance on how man views the world.

## **Teaching of Human Sexuality**

The WCS Science, History, and Bible curriculum contains teaching on human sexuality that is presented from a Biblical perspective from both a physical and ethical perspective. WCS holds strongly to the Biblical view that sex before and/or outside of the marriage relationship is sin and is in direct opposition to

God's plan for a man and woman. Teachers discuss various areas of human sexuality such as anatomy, childbirth, consequences of immoral sex, and contraception all in an age-appropriate and context-appropriate educational setting.

## **Showing of Videos/DVDs/Movies**

The showing of videos, DVDs, and movies during a school day is limited to educational purposes in which the media is used as an educational tool to aid in the understanding of the course content. There are some occasions where, outside of the regular school day, videos/DVDs/movies are shown in a social setting (class gym and movie night, athletic team party, etc.). In either case, **the ratings of the media may not be higher than PG without prior approval from the Principal.** In some cases, the teacher, advisor, or coach will get permission from the parents in order to view a movie of a higher rating.

## **Physical Education**

In high school Physical Education is offered as an elective.

## **Field Trips**

Field trips are a valuable part of the educational program that enhance class instruction and integration of the subject matter with "real life" experience. A student's academic performance and behavioral standing will be evaluated and may affect participation and attendance on some special trips. When a field trip is scheduled, all students in the designated classes are required to participate. Exceptions to this policy require the permission of the principal and the teacher responsible for the trip. If students do not attend a field trip, the teacher may require an alternate assignment and/or a student's grade may be affected, if applicable. If students miss a field trip and desire a refund, the teacher may issue a partial or full refund, dependent on the circumstances and financial impact. **If a field trip is part of the Student Activity Fee, the previously collected fee is nonrefundable.**

The school standard of dress (uniforms) will be in effect on all field trips unless students are otherwise instructed by the teacher after approval from the Principal.

## Discipline Policies

### Discipline Code

Christian discipline has its foundation in the Scriptures (Hebrews 12, II Timothy 3:14-17, II Peter 1:5-8). Its purpose is to bring about Godly conduct, character, obedience, and self-control. Wilmington Christian School seeks to train each of its students in accordance with Christian standards of conduct. The school strives to promote high standards of honor, to teach respect of authority, to develop self-discipline, and to teach Christian love for one another. The Wilmington Christian School Board of Trustees has established a Student Discipline Code to accomplish the above goals, set a foundation for proper conduct in our school, and provided teachers and parents with an outline of accepted discipline.

In order to maintain a proper atmosphere in which the teaching/learning process can develop, students are expected to:

- Uphold a respect for the things of God
- Be courteous, cooperative, and respectful toward one another, teachers, and visitors
- Arrive to class on time; be prepared and attentive
- Adhere to the school's dress code
- Be honest in work and in dealings with others
- Refrain from involvement and situations in the areas of drugs, alcohol, tobacco, vaping, e-cigarettes, and immorality (as expressed in the *Standard of Community Life*)
- Respect the property of the school and that of others in the school
- Not harass, "bully", or insult other students
- Guard their heart and mouth regarding profanity and taking the Lord's name in vain
- Refrain from personal display of affection (PDA)

Choices have consequences. With the school's discipline code, these consequences will be more severe in nature with more serious or repeated offenses.

In general, offenses and consequences will follow a graduated scale as outlined below:

<b>Offense</b>	<b>Consequence</b>	<b>Additional Consequence</b>
Disrespect	Infraction or After-School Detention	
Disobedience		
Lying		
Profanity		
Skipping Class		
Harassment	After-School Detention or Saturday Detention	Includes seeking restoration
Plagiarism		Includes re-do and lowering of grade
Leaving school property without permission (signing out)		

Continuing of above violations	Saturday Detention, In-School Suspension or Suspension from School	
Disrespect /Mocking of Godly principles		
Cheating		Includes loss of academic credit (a grade of zero)
Stealing		Includes restitution
Misuse of school technology		
Destruction of school property		Includes restitution
Continuing of previous violations		
Continuing of previous violations	Suspension from School	Parent Conference
Vandalism		Includes restitution
Fighting		Includes seeking restoration
Weapon Possession		Parent Conference
Sexual Immorality		Parent Conference
Harassment/Inappropriate physical conduct		Parent Conference

Purchase, possession, and/or use of alcohol, illegal drugs, tobacco, vaping, e-cigarrettes, or misuse of prescription drugs		Parent Conference Immediate removal from WCS athletic team (can possibly be reinstated) Loss of WCS leadership positions
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## Bullying

### Introduction

Bullying is a significant issue in education today as news cycles are filled with accounts of increased aggressiveness and hurtful behavior among students across the country. At Wilmington Christian School, we take bullying very seriously and engage relational conflicts to promote resolution and Christlike honor for all students. While “turning the other cheek” (Matt 5:39) is an appropriate Biblical response students should practice whenever faced with unkind words or actions, no student at WCS is expected to simply sit by and absorb persistent unkind words or actions. Whether on the receiving end of such behavior, or merely observing it, all students are encouraged to report bullying behavior to school authorities (1 Peter 2:13-14).

### Definition

Bullying is ***persistent, unwanted, aggressive, and intentionally hurtful*** behavior directed towards an individual.

A one-time, isolated instance of unkind behavior, no matter how unkind it is, does not constitute bullying. Key to understanding bullying behaviors is that they are marked by the four qualifiers listed above: it is unkind behavior that is *persistent, unwanted, aggressive, and intentionally hurtful*. Bullying may include actions such as calling someone derogatory names, starting rumors, disclosing personal and damaging information, attacking someone verbally or physically, or groups of students purposely excluding someone from a peer group in school. Additionally, cyber-bullying involves perpetrating the aforementioned actions through online or social media platforms. The bully seeks to control or dominate the other person or the environment through their bullying. Bullying behavior of any kind and in any forum (in-person, online, etc.) is at odds with the Biblical command to love your neighbor as yourself (Mark 12:31) and will not be tolerated at WCS.

Isolated instances of unkind or hurtful behavior will be addressed according to the policies outlined in the WCS student handbooks. Bullying, however-- as defined above-- is a unique challenge, and merits a specific and unique discipline response from WCS.

See: Appendix 1: "Policy on Bullying" (P. 75-77)

## **Detention**

**Detention** will be given for minor infractions of school and classroom rules. They will be issued upon a student's accumulation of infractions. (See Infraction Notices.) There may also be situations where a student receives a detention at the discretion of the Principal. Usually, detentions will be assigned after school on Wednesdays from 3:00-4:30 PM. Parents will be given notification of the detention and will confirm receipt of the notice by a signed letter. Students will be required to serve on the date assigned, with only emergency situations being rescheduled. **Saturday Detention** will be assigned when a student has accumulated 15 and 20 infractions, or at the discretion of the principal. This detention will be held from 9:00-11:00 AM and requires a fee of \$20 to cover supervisory costs.

## **In-School Suspension**

In cases where a student violates a specific rule (see above), or has accumulated several detentions, an In-School Suspension will be issued.

Students in In-School Suspension are required to complete all assignments missed while suspended.

Students that are suspended in school may not participate in co-curricular or extracurricular activities that take place on the suspension day.

## **Suspension from School**

More serious violations of the school discipline code will result in the student being suspended from school. In such instances, the administration will determine the number of days that a student will be suspended. The duration could be from 1-3 days. In all cases of suspension, the high school student and one parent must sign a suspension letter before being permitted to return to school.

Students suspended from school are still required to complete all assignments missed while suspended. A suspension from school is considered as an "unexcused absence" and will count towards the limit of 20 absences.

No student may participate in any co-curricular or extracurricular activity for the period of the suspension.

### **Disciplinary Probation**

A student may be placed on disciplinary probation as a result of a single act or a pattern of continued disobedience to the school's standard of conduct. In such cases, the administration will determine the terms and length of the probation.

### **Disciplinary Contract**

In some cases when a student is suspended from school, a Disciplinary Contract is issued by the principal that clearly states the conditions and stipulations in which the student will be able to continue at WCS. This will be reviewed and signed by all parties (the principal, parent(s), and student), at the time of the conference, prior to and dependent upon the student's return to school.

### **Expulsion**

When it is in the best interest of the school, because of the seriousness or continued lack of response to the school's standards, a student may be expelled from WCS. Expulsion can result when a student fails to comply with the terms of the Disciplinary Contract issued by the principal, or can be an immediate consequence of a student's action.

### **Policy on Moral Conduct**

The potential for serious moral misconduct of students is as real in a Christian school as it is in society. This is particularly true with the de-emphasis by secular institutions of moral values and the substitution of relativistic principles. This policy defines the issues of sexual immorality and the responsibility of WCS to maintain Biblical standards and discipline in accordance with these standards. While the parents, not the school, are the primary entity responsible for corrective discipline, it will be the school's responsibility to deal with the particular moral issue and its impact on the reputation, atmosphere, and standard of the school. Therefore, the thrust of the school's action must be the maintenance of moral

standards of conduct and the presentation of the Biblical role model.

The discipline policy of WCS applies to students while they are on campus, on a school bus, or at any school-sponsored function or activity. Behavior that impairs the testimony of the school will not be ignored. **Behavioral offenses that occur off-campus and not at a school-sponsored activity will be considered for discipline as to the severity and the impact on the school's reputation.** It is the policy of WCS that any immoral activity or failure to keep the school's Standard of Community Life will be investigated by the school authorities and dealt with in accordance with the school's Discipline Code.

### **Public Display of Affection (PDA)**

Students that are in a dating relationship must refrain from public display of affection (boy friend/girlfriend physical contact) while at school. It is the responsibility of the parents and their students to define the parameters of a dating relationship based on Biblical principles, but while at school, physical contact beyond friendship hugs is not permitted.

### **System for Discipline – Infraction Notices**

The Infraction Notice System of Discipline is in place to promote student self-discipline and ensure proper communications when correction is needed. Students will receive infractions if they do not follow school procedure or if they demonstrate inappropriate behavior.

Sample Infraction Notice:

<p>Wilmington Christian School  <b>INFRACTION NOTICE</b></p>	
Student's Name:	_____
Date of Infraction:	_____
Description of Infraction:	   
Teacher's Signature:	_____
-----	
Number of Points Assigned:	_____
Total Points to Date:	_____
<p><b>White</b> – Office   <b>Yellow</b> – Committee   <b>Pink</b> – Teacher   <b>Gold</b> – Student</p>	

Procedure:

1. The teacher will talk with the student, fill out the Infraction Notice, and give the student the gold copy. The teacher will keep the pink copy for his/her records. The teacher will give the office both the white and yellow copy.
2. The Principal will assign points to each infraction and record the number on the white copy of the Infraction Notice.
3. The office staff will record the number of points in the student's discipline record and fill in the total number of points-to-date in the appropriate space on the Infraction Notice.
4. The gold copy will then be returned to the student. If necessary, the office will give the student a letter to inform them of their detention date, which must be signed by a parent and returned to the office the next school day.

**Serving of Detentions on the assigned date takes priority over any school extracurricular event.**

Accumulation of Infraction Points and Consequences:

5 Points	=	After-School Detention (Wednesdays 3:00 – 4:30 pm)
10 Points	=	After-School Detention (Wednesdays 3:00 – 4:30 pm) <b>Restrictions in Co-Curricular Games for one week</b>
15 Points	=	Saturday Morning Detention (9:00 – 11:00 am; Cost \$20) <b>Restrictions in Co-Curricular Games for another one week</b>
20 Points	=	Saturday Morning Detention (9:00 – 11:00 am; Cost \$20) and Parent and Student Conference with Principal <b>Restrictions in Co-Curricular Games for two more weeks</b>
25 Points	=	Suspension and Disciplinary Probation <b>Contract written to outline suspension from co-curricular participation and extra-curricular activities and social events</b>

Note: Accumulated infraction points are eliminated at the end of the first semester.

Appeal Process:

1. The student will first appeal to the teacher issuing the infraction. **If the student will not go to the teacher first the appeal process is over.** The teacher will either take the infraction away or decide to let the infraction stand.

2. The student will then appeal to the Principal in writing. The Principal will either take the infraction away or decide that the infraction is warranted.

Note: The appeal **must be within one week (7 days) of the day the infraction is given**. The appeal process is not in place to avoid detentions.

## **Policy on Personal Electronics Use**

The guideline that should direct each student's conduct with regard to personal electronics (cell phones, iPods, iPads, tablets, and notebooks) must be to **enhance** the academic environment and **never distract** from the educational experience.

### General Regulations for Cell Phones

Between 8:00 AM and 2:40 PM, all cell phones must be silenced and out of sight, unless students are specifically instructed by a faculty member to use the device. Students may check their cell phones for messages from a parent during the first 5 minutes of lunch at their locker. If a student would like to use their cell phone, they must get permission from a teacher or office staff member.

### General Regulations for Personal Electronics

If a student would like to use their laptop or tablet, they must get permission from a teacher or office staff member. Students must make sure that any files/information stored on their electronic devices do not contain illegal, violent, degrading or offensive images or inappropriate content. Students will not be allowed to bring or use charging devices for their electronic devices. It is the student's responsibility to have the device fully charged prior to arriving at school that day. Any electronic device that is capable of taking pictures may not be in a student's possession while turned on when in the restrooms or locker rooms at any time in the school building. The use of electronic devices to record (photograph, video, audio) any member of the WCS community who is unaware that he/she is being recorded is prohibited and is a major offense that may result in temporary confiscation of the device and further disciplinary action. WCS reserves the right to take disciplinary action to respond to any conduct on or off-campus that diminishes the well-being of any member of the WCS community. Devices used to bully or harass (including cyber-bullying) violate the electronics device policy and will be handled as a major disciplinary issue. All electronic devices are brought to school at the student's own risk. Responsibility for the electronic device rests entirely with the student. Wilmington Christian School will accept no responsibility for damage, loss or theft for any electronic device. During quizzes, tests, or any other form of assessment, all electronic devices must be turned off and put away.

If cell phones are in sight and/or other electronics are creating a disturbance, faculty or staff members will take the device and give it to the building Principal. Students must go to the principal to retrieve their belongings at the end of the day. For a first offense, the electronic device will be returned to the student at the end of the day and the student will be given a **one point infraction**. For a second offense, the electronic device will be returned to the student at the end of the day and the student will be given an **after school detention**. For all subsequent offenses, the electronic device will be **kept by the Principal until a parent comes to get it** and the student will be given a **Saturday Detention**.

Any electronic device (cell phones, iPads, digital camera, etc.) that is capable of taking pictures may not be in a student's possession while turned on when in the restrooms or locker rooms at any time in the school building.

## **Cheating and Plagiarism**

Plagiarism is a form of stealing by using words or ideas of others without giving them credit and presenting them as your own. Proper citation and sourcing are skills that are acquired over time and will be taught by individual teachers.

Cheating is copying during tests or quizzes or using the work of others on homework assignments, projects, or written assignments. Both the individual copying and the person giving their own work to be copied are wrong and will have separate consequences.

Consequences for cheating and plagiarism range from detention to suspension. There is always an academic penalty for cheating. At the discretion of the Principal, the consequence could be partial credit or no credit given for the assignment or test in which cheating occurs. The teacher and administration may require that the assignment be redone following proper citation and sourcing protocol and will have a severe grading penalty due to plagiarism.

## **Social Networking/Cyberbullying/Sexting**

“Social Networking” includes websites where students have “friends” and have the ability to post personal information, information about other people, photographs, and videos of themselves and others. These include, but are not limited to Facebook, Instagram, and Twitter.

“Cyberbullying” is the use of electronic technology (internet, cell phone, or online gaming) to harass, hurt, embarrass, threaten, or bully others.

“Sexting” is sending sexual text messages, pictures, or videos on a cell phone.

Wilmington Christian students are to refrain from using technology that in any way could reflect poorly on our Lord, endanger themselves, harass any other person, or defame Wilmington Christian School, including its faculty, staff, and administrators. Students must realize that communicating through technology is the same as speaking the words in public. Students who are found to have used technology in an adverse manner will be disciplined by the WCS administration. This discipline could include: detention, suspension, and possible expulsion from school, depending on the severity and repetition of the offense.

The administrators of WCS understand that it is impossible to fully monitor use of technology and hold to the view that it is a parent’s responsibility to monitor their children’s use of technology. We desire to partner with parents to encourage appropriate use of technology, which will ultimately bring glory to God.

## **Harassment**

Harassment of any kind is unacceptable. Students are expected to treat other people with respect, regardless of their age, sex, or race. Harassment includes the following: offensive verbal remarks, unwelcome physical advances and/or discriminatory statements directed against a member or members of the school community. This position is consistent with the scripture that challenges Christians to “be devoted to one another in brotherly love, honoring one another above yourselves.” (Romans 12:10)

Sexual harassment includes acts, either verbal or physical, directed toward another person by offending or intimidating them through sexually related references or actions.

## **Student Pregnancy**

In accordance with the school’s Affirmation Standards, Standard of Community Life, and Policy on Moral Conduct, the school will not condone nor ignore sexual activity (including when it results in pregnancy) outside the marriage relationship. Further details can be found in the Board Policy Manual under “Student Pregnancy Policy”.

## **Drug Abuse**

We at WCS believe that any non-medical involvement (consumption, procurement, or provision) with controlled substances or materials generally

acknowledged as being harmful to an individual's physical, spiritual, or psychological health is inconsistent with the Christian lifestyle.

As a matter of policy, WCS will fully investigate any incident suggesting drug involvement on the part of students, staff, or parents. Confirmation of substance abuse may be reported to the appropriate legal authorities and will subject the individual(s) involved to immediate disciplinary review by school administration.

## General Student Policies

### Standard of Dress

Philosophy – the purpose of a dress code is meant to create a positive educational atmosphere, school identity, and community for WCS.

1. As a broad principle, students act the way they dress. Neat, modest, and appropriate clothing encourages and reinforces conduct, which is conducive to learning, to healthy interactions, and to a sense of Christian community.
2. It is the intent of the uniformed Standard of Dress to create clear and consistent guidelines for all students. This standard contains sufficient options that allow for students' individual taste and style, and at the same time seeks to reflect a standard that says, "*We are Wilmington Christian School*".
3. Standards of appearance are one means of building character and distinction in the lives of our students. The school's uniformed standard of dress serves as a tool in fostering the academic and character development of the students as they participate in the educational process.

### General Expectations:

1. The WCS standard of dress is to be worn during all school hours.
2. Lands' End is the exclusive clothing provider for WCS. Only clothing purchased from Lands' End may be worn to school.
3. Regarding the issues of modesty and neatness, appropriate sizes are to be worn (Lands' End websites for correct sizing).
4. Accessories (belts, socks, hairbands, etc.) are optional, may be purchased elsewhere, and should complement the uniform. Accessories should be red, black, white, brown, gold, or silver (no colors or patterns that "clash"). Ties are not considered accessories for girls or boys and must be purchased from Lands' End.
5. In addition to Lands' End fleeces and sweaters **Warrior wear jackets, hoodies, and sweatshirts may be worn during school hours. T-shirts are not permitted to be worn during the school day.** Warrior wear includes items purchased through the school store or as part of a WCS team. No other outerwear (coats, jackets, etc.) may be worn during the school day.

6. High School students **may not wear shorts or skorts** as part of the school uniform.

Specific Expectations:

1. Footwear:
  - a. Dress shoes, dress sandals, boots, or sneakers are the only acceptable footwear.
  - b. If shoes have pointed heels, those heels may not exceed 2 ½ inches in height.
  - c. **Flip-flops (defined as open-backed shoes, consisting of Y-strap that connects at the toes)**, sport sandals, slippers (including moccasins and fur/fleece trimmed), and shoes with wheels are not permitted.
2. Accessories:
  - a. Legwear (including knee socks) must be solid colors red, black, white, tan (no patterns or colors that “clash”).
  - b. Sweatpants may not be worn during the school day.
3. Hair:
  - a. Outlandish hairstyles and colors are not permitted.
  - b. Boys’ hair must not be below the collar, completely covering their ears, eyes, or in their face.
4. Piercing:
  - a. Girls facial piercing is limited to the ears only.
  - b. Boys may not wear earrings during school hours or at school functions and may not have facial piercings.
5. All dress shirts are to be appropriately buttoned. When worn with a tie, dress shirts are to be tucked in.
6. **Plain white, black, or red short or long-sleeved undershirts may be worn under any approved uniform apparel.** No wording or symbols on the undershirt may be visible. All undershirts are to be tucked-in, or must not be visible below the uniform shirt. Students may “layer” the uniform shirts.
7. **If a buttoned sweater or zipper fleece is worn, a uniform polo or dress shirt must be worn underneath it.**
8. Immodesty regarding tightness of pants and skirts and shortness of skirts will not be permitted. **Girl’s skirts may not exceed 4” above the kneecap.** Girls are to have their midriffs covered at all times.
9. Hats or other head coverings are not to be worn inside the school building.

Enforcement:

1. **Students out of uniform remain in the office until acceptable clothing is obtained. There may be uniform clothing available to borrow and change into in the office or clothing must be brought from home to school that meets the dress code standards.** Continued violation will result in a parent conference.
2. Students wearing the WCS uniform in an inappropriate manner will receive an infraction and parents will be notified.

3. Proper dress for extracurricular activities, field trips, or special events will be announced in advance.

The administration holds the authority to make specific and individual determinations regarding immodesty, outlandish, or inappropriate manners of dress or appearance. Violations may possibly result in the student being suspended in the office for the remainder of the day.

## **Students Living at Home**

It is the philosophy of WCS that the home and the school are working in harmony in the nurturing and development of our students. It is this relationship that brings stability to the home, to the school, and to the student. Therefore, all students attending WCS must live at home with a parent or guardian, as recognized by the administration.

There may be instances where students need to stay with a family other than their own for a brief period of time. In order for the student to continue to attend WCS, these temporary living arrangements must be made with the knowledge of the school administration and recognized by the school as acceptable.

## **Student Employment**

It is strongly recommended that WCS students not work more than 18 hours per week at an outside job. Each student must be able to participate fully in the academic program of the school. It is important that any outside job, no matter how few hours, not be allowed to interfere with schoolwork.

## **Church Attendance**

We affirm that the home, church, and school form a “cord of three strands that is not easily broken” (Ecclesiastes 4:12). Believing that our role at WCS is to assist the home and the Church, we feel that it is of utmost importance for all of our students, with their families, to be in regular attendance at their church (Hebrews 10:25).

## **Chapel**

In order to enhance the spiritual life of the school through a group experience, students will meet for corporate worship and expression in chapel services on a regular basis. These chapel services will include the following: student-led

music, a Biblical lesson or application, testimonies, and/or prayer.

Chapel Mission Statement - The purpose of chapel at WCS is to proclaim the Word of God, to pray and worship the Lord together. As God's Word is spoken, sung, and taught we trust that the Holy Spirit will bring those who are lost to come to know Jesus personally, and we who are saved, He will "teach, rebuke, correct, and train in righteousness, so that we will be equipped for every good work."\* Chapel is an opportunity for students to lead and serve, and to see examples of others serving the Lord in ministries and missions.

\*Based on II Timothy 3:16-17

Assemblies are also scheduled throughout the school year. Programs are selected for their educational and entertainment value. Typical selections include outside speakers, dramatic or musical presentations, class performances, and multi-media presentations. In some cases, a free-will offering may be taken to help defray costs or to support a worthy ministry or organization.

## **Closed Campus**

WCS is a closed campus. This means that no visiting students are allowed in or around the school during normal school hours of 8:00 AM to 2:40 PM. Requests for visitation during the school day are limited to prospective students upon appointment, out-of-town family members or past students. These are to be approved by the Principal at least two days in advance.

## **Visitors and Guests**

All visitors to WCS are expected to sign in with the receptionist and receive a "visitor badge" to be worn while in the building. After signing in with the receptionist, visitors should receive final approval from the appropriate building office.

## **School Calendar**

The administration will establish an annual school calendar which will meet or exceed 180 days of school including teacher-in-service days.

## **Closing of School**

In the event of the closing of school due to inclement weather or other

emergency, notice will be sent out via the school's "provider" to each WCS parent. The designated phone numbers and/or e-mails will receive the notice of cancellation from the school administrative team. **WCS no longer broadcasts cancellations over radio stations and/or TV stations.**

## Communication with Parents

WCS believes that it is of vital importance for the home and the school to work together. In order to promote effective communication and understanding, the school has established the following avenues for information regarding school and student life:

1. Report Cards – the school will issue report cards four times a year at the end of each marking period. These are designed to monitor and assess student progress in their academic achievement, conduct, work habits, and attitude. Report Cards are posted on FACTS one week after the end of the Marking Period.
2. FACTS – is a web-based academic program that allows parents and students to view their academic standing. Teachers will post upcoming assignments by the beginning of each week, post grades within a week of the due date, and post tests within three days of the test.
3. Parent Alert Forms – the individual teacher will send home a form to notify parents of a poor test or project score or to inform parents of continued poor performance on other assignments.
4. Parent/Teacher Conferences – person-to-person meetings with the teacher(s) to assess the present state of a student's welfare, determine a course of action, and set up monitoring procedures to ensure success. Individual conferences are arranged through the particular teacher. If a parent requests a group conference, it should be scheduled through the Guidance Office.
5. Notes/Phone Calls – WCS operates on the 24/7 principle, which states that all notes and telephone communication from parents will receive a response within a 24-hour time frame. A solution, conference, and/or course of action will be established within a 7-day period.
6. Back-to-School Night – is an annual September evening for parents to come visit the school, meet the teachers, and review curriculum and calendar information for the school year.

Students and parents are asked not to telephone teachers at home concerning routine homework questions or other matters that can be handled during the school day. Each teacher has a voicemail (phone extension) and an email address at school. These are the primary methods of contact with an individual teacher.

## **Conflict Resolution**

The procedure for resolving grievances, conflicts, or problems is patterned after the Biblical model found in Matthew 18. Students and parents are asked to take their concerns to the source of the problem and the place where the problem can best be solved. If the matter cannot be settled at this level, the parent or student should take their concern to the next level of authority. The order of authority at WCS is as follows: teacher, Principal, Head of School, and the Board of Trustees. The resolution of problems is best accomplished when one is past the initial feelings of anger and hurt. All persons are asked to wait until they are in control of their feelings so as to be able to discuss the problem in a constructive manner. It is equally important that all parties involved avoid the escalation of the situation through gossip by confining their discussions to those who need to know.

## **Daily Student Life**

### **Before School**

High school students must remain in the upper school foyer between 7:30 AM – 7:45 AM if they are inside the building. At 7:45 AM students may go to their lockers before reporting to their 1<sup>st</sup> period class or homeroom.

### **After School**

Students should use their lockers and then go directly to the bus, car, or after school activity. All students not attending an athletic event or taking part in a supervised co-curricular or extra-curricular activity are to leave the building or **report to the high school waiting area in the main foyer by 3:15 PM.**

**Students whose parents have not yet arrived to pick them up by 3:15 PM must report to the designated high school waiting area in the main foyer.**

### **Eating**

Students are not permitted to eat during the instructional school day (8:00 AM –

2:40 PM) except for a snack during homeroom and lunch period. Lunches must be eaten in the cafeteria or high school group meeting rooms only. No food or drink is permitted in the gymnasiums or the auditorium at any time.

## **Student Planners**

All students are issued a student planner annually. Students are strongly encouraged to write their assignments in this planner each day. **The planner is also used as a passbook and is the primary tool to verify permission to be out of study hall or class.** Students are to write their names at the top of each pass page. Students may not share their passbook with other students. Students must replace a lost planner from the office at the cost of \$15.

## **Hall Passes**

Students are required to have a pass from a teacher to leave a classroom for any reason (paper pass, student planner passbook, restroom pass, student aide badge). If students are detained between classes by a teacher, they are to ask that teacher for a pass before arriving late to the next class.

## **Gum Chewing**

Gum chewing is not permitted anywhere in the building. Students that chew gum will be given an Infraction.

## **Lost and Found**

Articles that are misplaced or forgotten will be stored in a Lost & Found cabinet located on each floor of the high school. Items of value (purses, calculators, etc.) that are found will be kept in the school office. Students may come to the office before or after school to claim lost articles. Unclaimed items will be donated to charity after each marking period.

## **Cell Phones and Personal Electronics Use**

**Cell phones must be out of sight and not distracting unless given permission by teachers between 8:00 AM and 2:40 PM.** Lap tops and

**tablets may only be used by teacher permission. Students may check their cell phones without permission during the first 5 minutes of lunch at their locker.**

See “Discipline” section for enforcement and consequences of violating the Electronics Use Policy.

## **Substitute Teachers**

When teachers are absent due to illness, personal days, or professional days, a substitute teacher will cover the teacher’s responsibilities. Students are to be especially cooperative and helpful for the substitute using the normal seating arrangements and assisting the substitute in every possible way.

## **Study Halls**

Study hall periods may be provided as an academic aid to students. To accomplish this purpose, study hall periods will be governed at all times by the following rules:

1. Students must sit in their assigned seats.
2. Students are to bring all necessary books and supplies with them to the study hall. Students will not be allowed to go to their lockers for books after the period has begun.
3. Students should expect to study the full duration of the period.
4. Students may not work together unless they have received the teacher’s permission to do so. They may then do so only as long as their work together is academically profitable and not distracting to the other students.
5. Quiet and order must be maintained at all times to promote a good environment in which all can study.
6. In the event the students complete all assignments, they may pursue some other academic activity such as reading a library book or magazine.

## **Fire Drills**

Fire drills will be performed periodically. All emergency exits will be clearly marked in each classroom. Individual teachers will review fire drill procedures with the students. All students are expected to exit the building quietly and orderly during a fire drill and line up in the designated area outside. The teacher will take attendance and inform the principal if any students are unaccounted for. After all necessary procedures have taken place to ensure safety and efficiency; the signal will be sounded for all to return to class in an orderly fashion.

## **Co-Curricular Activities**

### **High School Co-Curricular Graduation Requirement**

Each WCS high school student (starting with the class of 2021) will be required to earn eight (8) Activity Unit Credits during high school, with at least two (2) Activity Unit Credits earned each year of high school.

Co-curricular Activity Unit Credits may be earned in the following ways:

- ✓ At least two (2) Activity Unit Credits must be earned each year.
- ✓ At least four (4) of the Activity Unit Credits must be earned participating on a WCS Athletic Team - at least one (1) each year.
- ✓ Additional four (4) Activity Unit Credits may be earned in the following ways:
  - As a full-time manager of a WCS athletic team
  - Complete non-athletic team activities that are listed on the Offering Chart (see below)
  - An approved alternate outside WCS activity that requires physical training outside of school
- ✓ It is allowable to exceed the eight (8) unit requirement.

For the current high school classes, the Activity Unit credit requirement began with the 2017-2018 school year and so the Class of 2020 had less of a requirement than the classes that followed. The students in the Class of 2020 had to complete 5 Activity credits to graduate – 3 had to be WCS sports one each year, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>. The class of 2020 has 1 or 2 Units to complete this year (at least one unit in each year; the one unit in senior year must be earned from participating on a WCS athletic team)

### **Non-Athletic Co-Curricular Activities**

Co-curricular Activity Unit Credit in a non-athletic WCS Co-Curricular Activity will be granted upon completion of participation in the activity. Students will try-out for the specific role in the activity and must then complete all requirements of participation in order to receive an Activity Credit. Oversight of the activity is the responsibility of the Director of the activity (for example: School Winter Musical - Fine Arts Director, Mock Trial Team - Social Studies Department Head) under the administration of the high school Principal.

### **Athletic Co-Curricular Activities**

Athletic Co-Curricular Activity Unit Credit will be granted upon completion of participation on a WCS athletic team for a season as described in the WCS Athletics Handbook. Oversight of athletic activities is the responsibility of the Athletic Director and Coaching Staff for the specific sport under the administration of the high school Principal.

### **Athletic Exemptions**

If a high school student has developed a high talent level, not just a recreational interest, in an activity not offered at WCS, he/she may petition the high school Principal to pursue that activity in place of the school activity. A written request (see attachment at the end of the printed handbook or download the form from the WCS website) from the student's parents to the Athletic Director and high school Principal should be submitted by the following deadlines:

**Fall Sports Request - August 1<sup>st</sup>**

**Winter Sports - November 1<sup>st</sup>**

**Spring Sports - February 15<sup>th</sup>**

Attached to the form should be a detailed description of the requested program activity that defines the arrangement (e.g., time commitment, practice schedule and event schedule etc.). The outside activity must include: physical training, time, and commitment requirements similar to that of participating on a WCS athletic team. Approval for any exemption is not automatic and will be determined on a case-by-case and season-by-season basis. In keeping with the school's philosophy of multi-sport participation, students will only be granted one (1) outside activity request per school year. The high school Principal will make all final exemption decisions.

### **Managing a Team**

Students may fulfill an Activity Unit Credit by being a manager of a WCS athletic team. The student should apply with the Athletic Director and Coach of the sport, two (2) weeks prior to the first day of practice. (Same dates as Athletic Exemptions listed above.) There is a limited number of managers per athletic team. The managing responsibilities will include all games, many of the team practices, and some other team events throughout a season.

### **Athletic Injury**

Students who have a physical injury that would significantly prevent participation on an athletic team, must submit a copy of the Physician's Physical Recommendation Form (available from the athletic trainer) which will explain the extent of the injury and the physical limitations and capabilities of the student-athlete.

1 - Student athletes who are injured prior to a season and unable to participate in a sports season, will be given the option to be a team manager or fulfill their

Athletic Team Credit in the WCS Physical Fitness Program (if physically cleared by physician).

2 – Student athletes who are injured during the season must continue to attend all team functions, including daily practice and games, according to a program created in consultation with the coach in order to receive WCS Athletic Team Credit. Non-compliance may lead to failure to earn credit for that season.

### WCS High School Co-Curricular Activity Unit Offerings

	<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
<b>WCS Athletic Teams</b>	Field Hockey (girls) Volleyball (girls) Cross Country (girls & boys) Soccer (boys)	Basketball (girls) Indoor Track (girls & boys) Basketball (boys) Wrestling (boys) Physical Fitness Program (girls & boys)	Soccer (girls) Track & Field (girls & boys) Baseball (boys) Lacrosse (boys) Golf (boys) Physical Fitness Program (girls & boys)
<b>WCS Non-Athletic Teams</b>	WCS Team Manager Trainer Assistant MS Athletics Game Manager	WCS Team Manager Trainer Assistant MS Athletics Game Manager WCS Winter Drama Production WCS Mock Trial Team	WCS Team Manager Trainer Assistant MS Athletics Game Manager

### Examples of Alternative Activities offered outside of WCS

Examples of Activities offered outside WCS that <u>may be considered as alternatives</u> to WCS Activity Offerings. A form must be completed and presented to the Athletic Director and HS Principal for review and approval.	Dance Team Athletic Club Team (not during WCS sport season) Gymnastics Team Tennis Swimming
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## Athletics

The philosophy of WCS athletics stems from the school's philosophy of Christian education. The ultimate goal is to develop the spiritual part of the athlete so that the Holy Spirit is in control and directing both the mind and body (I Thessalonians 5:23). Athletics is a training ground for the development of Christ-like character qualities. Building Biblical character in sport is a joint effort between coaches, athletes, and parents. The WCS community has a great responsibility to be a positive influence for Christ in our larger community through the medium of athletics.

Participation in high school athletics will earn credit towards the Co-curricular Activity graduation requirement. (see "Co-curricular Program" under Academic Policies)

The high school athletic program consists of Junior Varsity and Varsity level teams. The goal of the junior varsity program is to develop athletes so that they may become varsity athletes in the future. The focus at the JV level is on skill development, tactical game knowledge, disciplined work habits, and team play. In addition to the above goals, the Varsity level is competitive in nature and playing time is not guaranteed. Just as in all areas of life, we strive to do our best for God's glory. In athletics, this includes playing to win within the guidelines of the rules and intent of the game.

Athletes must be disciplined to keep priority on their academics. When there are **early dismissals, athletes will turn in work that is due and be diligent in finding out what was covered during their absence.**

Athletes should be picked up within 15 minutes of the end of practices and games. Athletes may call home if there are any schedule changes made during a school day. The WCS Athletics website is an excellent source for current information regarding sports scheduling (<http://wcswarriorssports.com>).

Sportsmanship Policy – Interscholastic Athletics are a vital part of the student's education at WCS. Participation in athletics develops values, which carry over into the student being a productive adult citizen. The recognition and practice of sportsmanship is an application of the Biblical principle of "loving ones neighbor as ones self". Therefore, procedures will be developed to ensure that the athletic program promotes standards of sportsmanship, ethical behavior, and integrity that are constant with this principle.

Athletic Eligibility – The Delaware Independent Athletic Association (DIAA) sets

eligibility standards for all athletes in the state of Delaware. Athletes must be passing at least five (5) credits, two (2) of which must be major subjects. Seniors are not governed by a number of credits, but must be passing every course required for graduation. Eligibility is determined on the day report cards are issued. Student/Athletes that are declared ineligible can regain their eligibility when report cards are issued for the following marking period. Athletes can be determined “ineligible” by the principal and athletic director for behavioral concerns as well as academic deficiencies.

#### Additional WCS Athletic Eligibility Standards -

Student athletes must attain a minimum of 2.0 Unweighted GPA to be eligible to participate in athletics. All grades and courses in which students are enrolled will be counted towards the GPA.

Students receiving an “F” for the marking period in any subject will not be eligible to compete for a minimum of the first two weeks of the following marking period. Participation can resume anytime after the two-week period once the teacher, athletic director, and coach determine that the student is doing passing work.

Student athletes receiving a failing grade in two (2) consecutive marking periods will not be eligible to participate, regardless of their GPA.

The following are the DIAA (Delaware Interscholastic Athletic Association) rules that govern athletic eligibility in the area of transfers:

2.4.3.2 Second year of Eligibility forward: Unless one of the exceptions applies a student who has previously participated in interscholastic athletics, transfers to a DIAA member school after the first day of school of their second year of high school eligibility shall be ineligible in all sports that the student previously participated in. The period of ineligibility shall be one school year commencing with the first day of official attendance in the receiving school. The period of ineligibility shall continue to the next grade/school year until the total number of school days in the school year have passed.

2.4.2.1 A student who has not previously participated in interscholastic athletics is released by a proper school authority from a sending school, has completed the registration process at the receiving school, and is pursuing an approved course of study shall be eligible immediately upon registration provided he/she meets all other DIAA eligibility requirements.

A student/athlete who is ineligible due to the transfer rule, after becoming a WCS student, can apply for a wavier from the DIAA Board to become eligible by showing a “hardship” as the reason for transferring to WCS.

#### Athletic Practice/Game Attendance Policies -

1. In sports where it is necessary to separate back-to-back practices due to lack of facilities, the last practice session must be completed by 9:00 PM.
2. **School Attendance** – a student who has an early dismissal/ late arrival from school **may not practice or play** on that day unless
  - a. He/she completes (4) periods of class time
  - b. The athlete submits an acceptable parent's or doctor excuse to the main office (legal excuse due to weather, funeral, legal obligations in court)
  - c. Granted permission by the administration.
  - d. Field trips are excused because of academic classes.
  - e. If a student misses school, is suspended, has detention or has an unexcused absence, then he/she is not permitted to practice or play that day.
3. **Practice/Game Attendance**
  - a. Unexcused absences will follow the same definition as defined in school policy above.
  - b. **Practices** -In terms of unexcused absences from practices coaches will determine how to handle infractions.
  - c. **Missed Games** due to unexcused absence – for every game missed a one game suspension will be administered.
  - d. If an athlete misses two consecutive games unexcused they will be dismissed from the team – or - once an athlete attains three cumulative unexcused absences they will be dismissed from the team.

Athletics and Alcohol, Tobacco and Drug Usage - If a student on a WCS athletic team **purchases, possesses, distributes, and/or uses alcohol, tobacco products, and/or illegal drugs**, they will be **immediately suspended from participation in the sport until the Athletic/School Administration has determined athletic discipline which will include suspension from practices and games (and/or) removal from the team** and forfeiture of all privileges that accompany being a member of that team (in addition to other school discipline).

## **Delaware Mock Trial**

The WCS Mock Trial Team competes in the state competition at the end of February each year. There are tryouts in the fall of each year with mostly after school practices with some evening and Saturday practices leading up to the competition. There is a substantial time and effort commitment as a Mock Trial team member. An activity credit will be earned by completing a year's commitment as a Mock Trial team member.

## Drama

There are usually two drama presentations each year at WCS: a high school play in the fall and an upper school musical in the early spring. The fall play is an extracurricular activity while **the school musical is one of the high school co-curricular activities** which require practices after school. There is a large time and energy commitment that is required for each participant.

## Extra-Curricular Activities

Extra-curricular activities are those that meet after school or during a student's free time. Extra-curricular activities enrich the high school experience for students at WCS and are strongly encouraged. Commitment to extra-curricular activities should be made after considering the impact that participation will have on the other areas of high school life. Academics take priority over extra-curricular activities at WCS.

## Student Government

Students seeking a position of leadership and responsibility among the student body are encouraged to run for a position in the **High School Student Senate**. The Student Senate is an advisory body that brings student concerns and recommendations to the faculty and administration. They also provide several community service opportunities and organize student activities. Each class elects representatives to the student senate.

Each class also elects **class officers** to lead their individual class governments. These positions include class: President, Vice-President, Treasurer, Secretary, and Sergeant-At-Arms. These officers work under the direction and supervision of the teacher class advisors. They are responsible for planning class social events, overseeing class competitions, administering class fund raising, and fiscally responsible with the class money and collected dues.

In order to run for a school government position, a student must fill out the application forms and:

1. have a minimum unweighted grade point average of 2.5
2. not exceed 14 infraction points per semester
3. show evidence of Christian character and leadership

## **Class Functions**

Class parties and other class social activities that are sponsored by WCS will always be organized in the following manner:

1. Initial approval must be granted by the Principal.
2. Plans must be coordinated with the homeroom teacher, coach, or activity's sponsor.
3. An adequate number of WCS staff members must be secured as chaperones.
4. Final approval must be granted by the Principal.

## **Class Funds**

All high school grades will maintain their funds in one account held by the Business Office. Parents pay class dues annually through the Student Activity Fee for the purpose of class events and needs. See "Student Activity Accounts" for procedures to be followed. At the end of each school year, remaining funds will remain in the class activity account.

## **Student Activity Accounts**

All student activity groups will maintain their funds in one account held by the Business Office. The Business Office will invest the combined treasuries in an interest bearing account. All disbursements must be made by check and must be pre-approved by both the appropriate faculty sponsors and principal.

The following are the responsibilities of the student officers:

1. Obtain and complete a *Student Fund Request Form* to gain approval for fund-raising activities.
2. Obtain and complete a *Student Activities Funds Form* for each deposit of funds and each requested expenditure.
3. Provide the Business Office with a receipt or vendor invoice for each requested expenditure.
4. Count and wrap all coins prior to depositing them with the Business Office.
5. Alphabetize and list all checks obtained.

Fundraising activities must be pre-approved by the Advancement Office.

## **Social Functions**

WCS seeks to provide wholesome activities for student development and their

social life in a Christian context. The activities planned by each individual class and the Student Senate provides opportunities for participation, companionship, and social interaction. All students are encouraged to be involved with their class planning of activities and to participate in school-wide events.

In regard to dancing, WCS will sponsor student events that incorporate dancing as part of the activity. These will be held on a limited basis and with administrative approval and direction. Separate guidelines have been established for the planning of such events. "Behavior that impairs the testimony of the school will not be ignored. Behavioral offenses that occur off-campus and not at a school-sponsored activity will be considered for discipline as to the severity and the impact on the school's reputation." (See Policy on Moral Conduct.)

## **National Honor Society**

WCS has both a junior (grades 8 and 9) and a senior (grades 10 – 12) chapter of the National Honor Society. The purpose of National Honor Society is to create enthusiasm for scholarship, stimulate a desire to render service to the school and community, recognize and encourage leadership in the student body, and develop Christian standards of good character in WCS students. Inductees become official members at an annual induction ceremony.

Those who accept the honor of being members of the NHS are obligated to use their God-given talents and abilities for the benefit of others. This will include mandatory public service to be performed on an annual basis. The service will consist of an approved project, with a required twelve (12) hours for high school NHS members and eight (8) hours for NJHS members.

Candidates for National Honor Society can acquire a copy of the society by-laws and school's selection process. Consideration is given on the basis of Christian character, leadership, service, and academic achievement. In order to be considered as a candidate:

1. academically, a student must have a **minimum of 3.3 weighted career GPA**
2. disciplinarily, a high school student cannot have more than ten (10) Infraction Points per semester, the two semesters prior to applying
3. must have been a student in good standing at WCS for at least one (1) semester prior to the start of a given school year
4. must be a transfer student who was a NHS member in good standing at his/her previous school and must show evidence of such before the application deadline

With membership in either society comes the obligation for students to fulfill the requirements of continued membership listed in the by-laws, one of which is keeping **a minimum of a 3.3 weighted GPA** in the current school year.

Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the Wilmington Christian School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Members shall be issued a written warning for any one of the following:

1. Grade point average below a 3.3 (weighted) in any given marking period.
2. Receiving more than 10 infraction points in a semester.
3. Failure to submit a signed service project log with at least 6 hours of service by 3 pm on the second Friday of January for the first semester; and at least 6 hours of service by 3 pm on the first Friday of May for the second semester. Failure to turn in a completed service log by the due date will result in an additional 3 hours of service, to be completed within one month of the due date, unless the student is a senior, who would then have two weeks to complete the additional hours.
4. Failure to remain active in the life of the school.
5. Failure to attend Chapter meetings.
6. Failure to pay the yearly dues by the annual deadline.
7. Failure of an officer to attend Executive Committee meetings or to carry out the responsibilities of his/her office.

If a member's cumulative grade point average falls below the standard in effect when he/she was selected, 3.3 weighted cumulative GPA, he /she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the Faculty Council that includes consideration of dismissal from the chapter.

Violations of the law or school regulations can result in immediate consideration of the dismissal of a member. These violations include, but are not limited to, DWI, stealing, destruction of property, cheating, truancy, possession, selling, or being under the influence of drugs or alcohol at school, or school-related activities, or in the community.

Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the Faculty Council.

In all cases of pending dismissal:

1. The member will receive written notification from the adviser/Faculty Council indicating the reason for consideration of dismissal.
2. The member will be given the opportunity to respond to the charge(s) against him/her at a hearing before the Faculty Council prior to any vote on dismissal. The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.

A copy of the By-Laws of the Wilmington Christian School Chapter of the NHS can be found on the school's web site.

## **Math League**

Interested, capable students are encouraged to participate in the statewide Math League sponsored by the Delaware Council of Teachers of Mathematics. WCS has two high school teams, one for 9<sup>th</sup> grade students and one for 10<sup>th</sup> -12<sup>th</sup> grade students. Teams visit regional schools for after-school competition, usually on the first Monday of each month from November through March.

## **Science Olympiad**

The science department will invite interested students to participate in our high school team for the state Science Olympiad competition.

## **Honors and Awards**

As part of its academic and activities programs, WCS awards students with recognitions, honors, and awards for achievement, prowess, character, and abilities that enhance both the student and the school. This recognition is balanced with Christ's call for us to servanthood, humility, and glorifying God with the talents that He has given.

### **Academic Awards**

There is an annual academic awards program for high school students. There is

a minimum yearly **weighted GPA of 3.5** required in order for a student to be invited to the Academic Awards Program at the end of the year.

## **Christian Character Awards**

Christian Character Awards are given annually to one student in each grade who, in the opinion of the faculty, best represents the qualities of Christian character encouraged at WCS. Examples of Christ-like character include: consideration of others, forgiving spirit, patience, willingness to serve, self control, dependability, integrity, humility, joy, and love. Students are given a cash award. A student is not eligible to receive the award in consecutive years.

## **Graduation Awards**

Graduation Honors – Graduates will receive an appropriate ribbon and recognition for the following career cumulative weighted GPA: Highest Honors (4.0+), High Honors (3.75+), and Honors (3.0+). When a student transfers to WCS for their senior year, their previous year's academic record will be considered when tabulating GPA for graduation honors.

Valedictorian and Salutatorian – The senior with the highest cumulative weighted grade point average is named valedictorian; the second highest is named salutatorian. A student must have been enrolled in WCS for at least two full years to be eligible for these awards.

Departmental Awards – Department Awards are given at graduation to the senior who has completed the most outstanding work in each of the following subject areas: Bible, Art, English, Foreign Language, Mathematics, Music, Science, Social Studies, and Computer Science. The faculty members of each particular discipline select the recipients.

## **Athletic Awards**

In addition to the letters, pins, and certificates that are given at the seasonal awards assemblies, there are also special awards given to athletes at the annual sports awards event. These trophies may include: *Most Valuable Player*, *Most Improved Player*, and *Outstanding Defensive Player*. Junior varsity players receive awards in similar categories.

The annual athletic awards include the following:

Chris Landa Memorial Award – The Chris Landa Memorial Award is given to one senior who has demonstrated superior spiritual leadership by word and deed

while participating in athletics. The individual must have participated in the athletic program at some time during grades 10-12. The varsity coaches select the recipient.

Outstanding Senior Athlete Awards – One senior boy and one senior girl are awarded a trophy for their demonstration of outstanding athletic ability, skill and sportsmanship. The varsity coaches select the recipient.

Kelly Marston Award – This award is presented to a junior student/athlete who demonstrates Christian character, scholarship and athleticism.

## **Transportation Policies**

### **Bus Policy**

WCS has established the following bus conduct rules to facilitate safe and orderly bus operation:

1. In approaching the bus or bus stop along the highway, students should walk on the left side of the road facing traffic. They should be sure that the road is free of all traffic before crossing.
2. Students are to be at their bus stops five minutes before the designated pickup time.
3. Students should never stand in the roadway while waiting for the bus.
4. Students should enter the bus in an orderly fashion, giving way to younger students when in a position to do so.
5. Students are to remain seated during their entire time on the bus. Students will not be permitted to stand while the bus is in motion.
6. Students are not permitted to put their heads or hands outside the windows. Nor are they permitted to throw anything outside the windows or to shout out of the windows.
7. Students must obey the driver promptly. The driver is in full charge of the bus and has the authority of a classroom teacher.
8. Students are to conform to all school rules while riding the bus as listed in the Standards of Community Life.
9. No student will be allowed to leave the bus at any place other than his/her regular stop without prior written permission from the parent.
10. Students should exit the bus in an orderly fashion.
11. If students need to cross the highway after exiting, they should immediately walk around the front of the bus and stop before crossing. They should make sure all traffic has come to a complete stop before crossing.

At the discretion of the Principal, the following procedure will be followed for the students who violate bus rules and are reported to their principal:

*First Offense* – Warning and/or discipline (a more serious first offense may result in consequences greater than a warning).

*Second Offense* – A stronger disciplinary measure will be taken with the possibility of suspension from the bus.

*Third Offense* – Stronger discipline with a longer suspension will be given.

Consideration will be given to removing student(s) from riding the bus.

If a guest would like to ride the bus home with a regular rider, a written parent permission note must be given to the bus driver upon entrance to the bus.

Any parent concerns regarding the discipline of students on the bus should be directed to the principal.

## Transporting Students to Activities

WCS accepts the responsibility to transport students to events that are scheduled immediately after school. Students will be transported by bus and/or by car. For events that do not meet immediately after school, WCS can aid in transportation but will not take the responsibility to transport students (i.e. Saturday and evening games).

Students may not drive other students, besides siblings, to a school event that is immediately after school. In order to drive the WCS van, employees must have a DMV license check on file in the school business office.

When WCS transports students by car, the school will use only adult drivers (teachers, staff, and parents). These drivers should have the following insurance coverage:

<i>Bodily Injury and Liability</i>	<i>\$100,000 - \$300,000</i>
<i>Property Damage</i>	<i>\$50,000</i>
<i>Personal Injury</i>	<i>\$100,000 - \$300,000</i>
<i>OR</i>	
<i>Single Liability</i>	<i>\$300,000</i>

**Such drivers must have a copy of their insurance coverage on file in the school office.**

## Parking Lot Use/Student Drivers

Pedestrians and drivers must exercise extreme caution in the school parking lot and driveways. Drivers may not exceed 10 mph and must yield to all pedestrians and follow the instructions of those directing traffic. Drivers must follow the painted arrows indicating the flow of traffic.

Student Drivers will be issued a parking permit after completing a “Student Parking Registration” form located in the high school office. The parking permit must be displayed on the front windshield behind the rearview mirror of the car driven to school whenever the car is on school property. **All student cars must be parked in the student parking lot during the school day.** After school, student drivers may not turn left, causing more congestion in the main lot. Any reckless driving and/or exceeding the speed limit will result in discipline and may result in withdrawal of driving on school property privileges. **Student drivers should bring everything they need for the school day from their car when they arrive to school and are not permitted to go to their cars during the school day.** When exceptions are warranted, students must get permission from the Principal.

**No pranks or decorating of cars is permitted on WCS property since it leads to conflict and escalation of damage.**

## **School Facilities**

The Lord has blessed WCS with beautiful buildings and grounds. The entire WCS community is responsible for being good stewards of God’s school. To keep the facilities in the best condition, students are required to remain in supervised areas of the buildings and grounds. Any defacing of school property will result in at the minimum a detention and restitution.

The office is open to students throughout the school day. Students should check in with the receptionist when entering the office. Students are not to enter the teachers’ room, teachers’ lounge, teachers’ restrooms, private offices, or any storage areas without prior teacher permission.

In order to maintain good relations with WCS neighbors, students may not wander onto private property near the school.

### **Auditorium**

Chapels, lectures, drama, music concerts, and other scheduled activities will be held in the auditorium. If a school group is interested in scheduling an event in the auditorium outside of the school day hours, they must get approval from the Auditorium Coordinator.

Students may not enter the auditorium unless there is an event taking place in which they are involved.

No food or drink is permitted in the auditorium.

## Media Center/Collaboration Annex

The Media Center is open from 8:00-3:00 each day. Students must use their student planner passes for permission to go to the Media Center from Study Halls. Students that are enrolled in Distance Learning classes will be using the Distance Learning Lab to complete their work.

The Collaboration Annex is a general purpose meeting room and is managed and organized by a google calendar. High school groups will get permission to meet in the Collaboration Annex at various times such as during lunch.

## Cafeteria

All students must eat lunch in the cafeteria. The Cafeteria Annex and Room 200 are provided for supervised meetings during lunch. Students may purchase food from the cafeteria food service or bring a bag lunch from home. Students use their Student ID Number, if money has been placed on their account, in order to purchase food from the cafeteria. Cash and checks are accepted as well but slow down the lunch line.

Students will leave their book bags in the high school building before coming to lunch to prevent seating and safety problems during lunch. When the cafeteria bell rings, every student in the cafeteria will get quiet immediately and listen to the teacher's announcement or prayer as grace is said over the cafeteria intercom. Each student must clean up their own eating area, throwing out trash, and taking the tray to the clean-up window. A student will be assigned to clean a table for a week. A spray bottle and paper towels are provided for the student cleaner to use with six minutes left in the lunch period.

While lunchtime differs from a classroom atmosphere, any misbehavior will have consequences sufficient enough to ensure that the cafeteria remains a pleasant atmosphere in which to eat lunch and socialize.

- Failure to clean a table will result in an Infraction being given by the teacher on lunch duty.
- Trash must be placed in the trash cans; not thrown.

## Computers and Internet Use

Students have access to the Media Center during many study halls for school-related purposes. **Any student using the Media Center must have a teacher's signature on their student planner pass or a pass from a teacher.**

All students and parents are required annually to sign the Acceptable Use Policy (AUP) which outlines the procedures for proper use of the school computers and the internet. **Students will not be permitted to use school technology until the AUP is signed and on file in the office.** Any misuse of school technology will result in suspension from technology use and additional discipline.

## **Gymnasiums**

The gymnasiums are open and supervised at designated times. The following rules are established to assist in maintaining our gymnasiums:

- Students are required to wear sneakers (not stocking feet, turf shoes, or other “cleated” footwear) for activities on the gym floor.
- **Food and beverages are not permitted in the gyms at any time.**
- Students may not enter the equipment storage areas without teacher permission and supervision.
- The Weight Room and any exercise equipment may not be used without supervision.

## **Restrooms**

Student restrooms are located on each floor of the high school building and may be used between classes. Each high school room has a ‘Restroom Pass’ that may be used to go to the restroom with teachers’ permission from class or study hall.

The 2<sup>nd</sup> floor restroom in the Middle School should be used by high school students when attending classes in the Art Room, Bible Room 203, when using the Library, and when using the cafeteria. The locker room restrooms should only be used by Physical Education students during the school day.

The teachers’ restrooms, located on the 2<sup>nd</sup> floor of the high school building, may not be used by students.

**No cell phones may be turned on in the restrooms or in the locker rooms.**

## **Teachers’ Rooms**

Students may not enter the two teachers’ rooms located on the 2<sup>nd</sup> floor of the high school building. Student office aids may knock once and then enter if they are conducting office business.

## Lockers

The high school office will assign each student a locker. All personal items are to be stored in the locker when not in use. Do not share your locker combination with anyone. **Students may not place an object in the lock mechanism to keep the doors unlocked.**

Lockers may be used before school from 7:45-8:00, between classes, at lunch, after school from 2:40-3:00, and when given a pass from a classroom teacher.

Lockers will be cleaned out by students before Christmas break, Easter break, and at the end of the year.

**Nothing may be attached to the outside of the lockers. Students will identify their lockers by number only.** Pictures, stickers, and schedules may not be fastened to the inside of the lockers with sticky tack or tape. **Only magnetic fastened items** may be placed on the locker. Such items must be consistent with WCS standards.

Lockers remain the property of the school, and the administration reserves the right to search a locker at anytime.

## Walls

Nothing may be taped, stapled, tacked, or pinned to the drywall walls of the high school building. Bulletin boards are provided in different areas for posting information.

## Hall Bulletin Boards

Students wishing to post an announcement or notice of any kind on a bulletin board in the hallway must have the item approved and initialed by an advisor or the principal. Each grade has a bulletin board in their homeroom hallway that they are to decorate and keep in good condition throughout the year.

## Lower School

Students are not to enter the Lower School building during the school day unless given permission by a teacher. Students going to the Lower School building must sign out/in at the Upper School office after receiving permission from a teacher.

## Upper School

The Upper School is made up of Grades 6-12: High School (9<sup>th</sup>-12<sup>th</sup> Grades) and Middle School (6<sup>th</sup>-8<sup>th</sup> Grades). The Upper School Office is located to the right of the main doors and is the location for all 6<sup>th</sup>-12<sup>th</sup> grade students and parents to receive assistance during the school day from 7:45-3:30.

## Warriors Mascot

### Description of a WCS Warrior

Our school mascot is a Warrior. God gives us many illustrations in His Word to help us better understand spiritual truths. The armor of God, described in Ephesians 6, is an illustration to help us understand that we need to rely on God, dwell in His Word, and go to Him in prayer in order to have victory over sin and the power of this world.

In the Book of Ephesians, the Apostle Paul tells us of the “great riches” that we have as Christians through salvation by the grace of God. We have been saved according to God’s will, “guaranteeing our inheritance” (1:14) into God’s family as His adopted children for the specific purpose of “the praise of His glory” (1:12). As a result of being adopted into God’s family, we become “God’s workmanship, created in Christ Jesus to do good works, which God has prepared in advance for us to do” (2:10).

We are to “put off our old self and to be made new in the attitude of our minds, created to be like God in true righteousness and holiness” (4:22-24). This will be evident in our everyday living in what we say and what we do. Paul lists some real practical areas that must be changed in us. We are to put off: unwholesome talk, slander, anger, rage, lying, stealing, laziness, bitterness, sexual immorality, greed, obscenity, and coarse joking. We are to put on: truth, hard work, encouragement, kindness, forgiveness, and love. These qualities are “pleasing to the Lord” because they are qualities of God Himself (5:1, 10). Paul describes the various pieces of the armor of God with which we are empowered to live victorious Christian lives (6:13-17). **This is where we, as a school, derive our mascot – the Warrior (foot soldier) in the army of God. We, as a community, desire to work together, to fight in this spiritual battle, to stand our ground, so that God will receive the glory!**

### The Warrior’s Armor of God

Helmet of Salvation  
Shield of Faith  
Breastplate of Righteousness  
Belt of Truth  
Feet fitted with the Readiness that comes from the Gospel of Peace  
The Sword of the Spirit – The Word of God

Ephesians 6:10-18 (ESV)

<sup>10</sup> Finally, be strong in the Lord and in the strength of his might. <sup>11</sup> Put on the whole armor of God, that you may be able to stand against the schemes of the devil. <sup>12</sup> For we do not wrestle against flesh and blood, but against the rulers, against the authorities, against the cosmic powers over this present darkness, against the spiritual forces of evil in the heavenly places. <sup>13</sup> Therefore take up the whole armor of God, that you may be able to withstand in the evil day, and having done all, to stand firm. <sup>14</sup> Stand therefore, having fastened on the belt of truth, and having put on the breastplate of righteousness, <sup>15</sup> and, as shoes for your feet, having put on the readiness given by the gospel of peace. <sup>16</sup> In all circumstances take up the shield of faith, with which you can extinguish all the flaming darts of the evil one; <sup>17</sup> and take the helmet of salvation, and the sword of the Spirit, which is the word of God, <sup>18</sup> praying at all times in the Spirit, with all prayer and supplication. To that end keep alert with all perseverance, making supplication for all the saints.”

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