WILMINGTON
CHRISTIAN SCHOOL

High School
Parent & Student Handbook
2024-2025

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Dear Parents and Students,

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

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!

In Christ's Service,

Doug Haas
High School Principal

"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

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FOUNDATIONAL STATEMENTS

VISION STATEMENT

We aim to be a distinctively Christian and innovative school that is known for effectively developing godly influencers who are well-prepared for life after high school.

MISSION STATEMENT

In teaching our students, we emphasize Christian character, academic proficiency, and mentoring relationships, which are foundational for becoming godly influencers in the culture.

FOUR CORE VALUES

1. **Biblical Worldview**
   We believe that to flourish as humans made in the image of God, individuals must perceive and interact with all of His creation through the lens of Scripture. Doing so reflects a commitment to the Lordship of Christ and demonstrates the nature, character, and works of God to the community and to the world.
2. **Exemplary Academics**
   We are committed to providing the highest quality academic program available, in which students' God-given design is matched with exceptional learning experiences in and out of the classroom. Great teaching, which maximizes learning, includes engaging lessons, challenging courses, intentional mentoring, and a highly individualized approach to learning which honors each student's unique gifts and potential.
3. **Cultural Influence**
   We want our students to become Godly influencers, having a positive and restorative impact on the culture. We believe that the foundational elements for creating and cultivating this kind of influence are Christ-like character, vocational proficiency, and the ability to develop meaningful relationships with others.
4. **Grace-based Community**
   We believe a Christian school community must be marked by honest, engaging relationships and a clear understanding of mutual commitments and responsibilities. In situations when an individual fails to live, learn, and serve in alignment with community values and expectations, we extend grace with love, which means to provide significant support for success, appropriate discipline and accountability, and a merciful posture towards one another.

PORTRAIT OF A MATURE GODLY INFLUENCER

We understand that graduates will not be fully formed adults who exhibit all the characteristics of mature godly influencers. Instead, our expectation is that graduates will be well-prepared for the next stage of their development during the college and emerging adult years.

We use the following *Portrait of Mature Godly Influencers* as a guide for planning, executing, and evaluating our efforts in preparing our students for a lifetime of growth as godly influencers.

Mature godly influencers are:

Faithful disciples of Christ, who
- Have a genuine relationship with Jesus Christ as Savior and Lord,
- Demonstrate Christ-like character, and
- Are committed to developing a Biblical worldview.

Servant leaders, who
- Readily accept responsibility to serve and lead others,
- Communicate with clarity, civility, and conviction, and
- Wisely engage the culture as citizens of two kingdoms.

Life-long learners, who
- Exhibit intellectual curiosity and perseverance,
- Learn new skills in order to adapt to rapidly changing environments, and
- Think logically and critically to discern and apply truth.

Creators and cultivators, who
- Know their God-given design and purpose,
- Utilize their gifts, talents, and skills to invent or improve solutions to real-world challenges,
- Maintain collaborative connections with peers and older/wiser mentors.

STATEMENT OF FAITH

1. <u>The Godhead</u> - We believe there is one God, sovereign creator of all, eternally existing in three persons - Father, Son, and Holy Spirit, equal in every divine perfection and executing distinct but harmonious offices in the great work of redemption (Genesis 1:1; Matthew 28:19; John 10:30; John 17:5 & 10; Acts 5:3-5, 1 Corinthians 2:10-11; 2 Corinthians 13:4).
2. <u>The Bible</u> - We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, the final and sufficient authority for faith, truth, and life (2 Timothy 3:16; 2 Peter 1:21).

3. The Deity and Person of Christ - We believe in the deity of Christ (John 1:1-2; John 10:33; Hebrews 1:8; 1 John 5:20), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death, (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His bodily resurrection (John 11:35; 1 Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. Regeneration, Justification, and Salvation - We believe in the absolute necessity of regeneration by the Holy Spirit in salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:21-26, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. The Holy Spirit - We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to grow in godliness (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Galatians 5:22-24; Ephesians 4:30, 5:18).
6. The Resurrection - We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).
7. The Church - We believe in the spiritual unity of believers in our Lord Jesus Christ as evidenced in the local body of Christ, the church (Romans 8:9; 1 Corinthains 12:12-13; Galatians 3:26-28; Hebrews 10:22-25).
8. The Nature of Humanity - We believe that God created all human life, in all its conditions and stages from conception through natural death, in His image, having inherent value, dignity, and equality before Him. We believe that God's good design was the creation of two distinct, equal, and complementary sexes: male and female, a distinction embedded in the very biology of the human race, not in one's self-perception (Gen. 1:26-28; Psalm 139:13-14; Matthew 19:4; Mark 10:6; Galatians 3:28)
9. The Sanctity of Marriage - We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25; Matthew 19:4). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthains 6:18, 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.

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 set forth 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.

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). 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 to 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 1st for the upcoming academic year and should be completed by December 31st. Further details and information on deadlines are provided on our website.

ATTENDANCE POLICIES

Delaware State law requires that a student be consistent in school attendance. We 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. In a general sense, it is impossible for that experience to be "made up". For these reasons, the ongoing failure of a student to attend school is seen as a serious problem. Failure of a student to attend school is considered an unexcused absence.

The WCS School 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 may be required to repeat that course (or courses) in order to be promoted to the next grade. Instances of disciplinary suspension from school are included in this 20-day limit.

HIGH SCHOOL BELL SCHEDULE

A Schedule (Monday - Thursday)

Homeroom	8:00-8:11
1st Period	8:15-8:56
2nd Period	9:00-9:41
3rd Period	9:45-10:26
4th Period	10:30-11:11
Lunch	11:15-11:41
5th Period	11:45-12:26
6th Period	12:30-1:11
7th Period	1:15-1:56
8th Period	2:00-2:41

B Schedule (Friday)

Homeroom	8:00-8:06
Chapel	8:10-8:51
1st Period	8:55-9:31
2nd Period	9:35-10:11
3rd Period	10:15-10:51
4th Period	10:55-11:31
Lunch	11:35-12:01
5th Period	12:05-12:41
6th Period	12:45-1:21
7th Period	1:25-2:01
8th Period	2:05-2:41

PROCEDURE TO NOTIFY WHEN ABSENT FROM SCHOOL

The online form must be submitted by a parent/guardian documenting any absence. Early dismissal requests should be submitted by 7:45 a.m. the day of the dismissal so the student may be given a pass prior to the start of school. When possible, avoid last-minute calls or dropping in to request that your student be dismissed so as not to disturb a class that is in progress. The online Absent/Early Dismissal Form is located on the WCS website under "My WCS" (https://www.wilmingtonchristian.org/submit-absenteedismissal-notes).

High school students that are absent from individual classes that total more than 20 days (24 absences for 1.5-credit courses, 22 for 1.25-credit courses; 20 for 1.0-credit courses; 14 for .5-credit courses; 7 for .25-credit courses) will receive a failing grade (due to excessive absences) and not receive credit for that course.

Students who exceed the allowable number of absences in a class will lose credit for that course. The student's report card will read *"F-EA"* with a notation that reads, "Loss of credit due to excessive absences". The student's transcript will indicate a grade of "F" with zero credit earned for that course. The student may/must (if required for graduation) retake the course for original credit.

EXCUSED AND UNEXCUSED ABSENCE DEFINED

- **Excused Absences** are defined as:
    1. School-sanctioned activities
    2. College visits (explained below)
    3. Medical appointments (up to 2 class periods, explained below)
    4. Family funerals

Excused absences will be marked AE in FACTS.

School-sanctioned activities include the following: field trips, athletic competition, or administrative removal (office discipline, testing, and counseling).

College Visits: Students may have up to **two** school days excused for college visits in their Junior and Senior years (2 excused days per year) with a note from a parent.

Medical Appointments: Students missing school for part of the day because of a medical appointment will have up to 2 periods marked Absent-Excused with a doctor's note or a notification from a parent through the My WCS Absentee/Dismissal Form. If the appointment lasts longer than 2 periods, those 2 periods closest to the student's arrival to WCS will be marked excused; any additional periods will be unexcused.

- **Unexcused Absences** are defined as:
    1. Absence from school due to illness
    2. Absence from school for any reason not listed above as excused
    3. Late arrival to class (more than 15 minutes)

Unexcused absences will be marked AU in FACTS.

TARDINESS

When a student arrives late to school, he/she must go directly to the Upper School Office to sign in and receive a pass in order to attend class.

Students are considered tardy if they are not in their assigned classroom when the 8:00 AM bell sounds. Students arriving to school on a late bus are considered "excused tardy" *(TE in FACTS)*. If a student has a medical or dental appointment that makes him/her late to school, it will be recorded as "excused tardy" *(also TE).* **In the event that a student is late without prior notice to the office, 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.

Students who arrive more than fifteen (15) minutes late to a class **without an "excused" pass will be considered absent from that class.**

In the event that a teacher detains a student, he or she will send them to the next class with a pass that will excuse the student's lateness.

Infractions for Excessive Tardiness: Students are required to be on time to class, study hall, and homeroom. Three "unexcused tardies" to a class, study hall, or homeroom will result in an infraction. A student's class participation grade will also be negatively affected by continued lateness.

LATE BUS ARRIVAL

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.

EARLY DISMISSAL

Students are expected to be in school for the entire day (8:00 AM to 2:41 PM). **No students are permitted to leave school early to avoid a class or test, study hall, or to go out to lunch. Parents must give written permission to the school office for a student to be dismissed early from school, even if the student is 18 years or older.**

Parents must provide written notice for all dismissals, through a signed note or online form (https://www.wilmingtonchristian.org/submit-absenteedismissal-notes) to the office staff. The date, time of dismissal, and mode of transportation should be included in the note. **Notification should be given before 8:00 AM for the student to be called to the office to obtain an early dismissal pass to leave school.** Students must come to the office and sign-out prior to leaving the building. 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 illness must do so only after consulting the school nurse.

ATTENDANCE REQUIREMENT FOR CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Students **must attend a minimum of four full class periods** (at least half the school day) to participate in any co-curricular or extra-curricular activity that day in accordance with Delaware Interscholastic Athletic Association (DIAA) rules.

LONG-TERM ILLNESS

In the event a student experiences **long-term absence for medical reasons** which would place them over the policy limit for attendance, **their parent must submit a letter 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.**

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.

VACATION

WCS discourages families from taking vacation during scheduled school days. **Missed days of school due to family vacation are considered "unexcused absences".**

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 regard to missing work. For a student missing 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.

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 that a new physical exam be completed by a licensed medical professional and paperwork submitted to the School Nurse prior to entering Kindergarten, 6th and 9th grades.

The School Health Examination Form and/or DIAA Pre-Participation Form (Middle and High School) should be on file before the student attends school. The DIAA Physical Form should 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) under MyWCS / School Nurse Website. 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. Updated immunization records will be required prior to entering Kindergarten, 6th and 9th grades. Required immunizations can be found on the WCS website (www.wilmingtonchristian.org) under MyWCS / School Nurse Website. 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 essential that parents communicate regarding their child's treatment for a contagious illness to the School Nurse. Additional spread can be limited by prompt identification 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) under School Nurse. If you cannot access this page or if you have questions, please call the School Nurse for assistance.

MEDICATIONS ON FIELD TRIPS

Students may not carry prescription or non-prescription medications on their person or in their backpack while on field trips. High School students may carry emergency inhalers and EpiPens with parental permission on file with the School Nurse. 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.

ALLERGY-AWARE SCHOOL

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 High School 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.

ACADEMIC POLICIES

ACADEMIC PROGRAM OVERVIEW

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 course offerings across the entire scope of the curriculum including: Bible, English, Social Studies, World Language (Spanish/German), Mathematics, Science, Fine Arts, Computer Science, Business, 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. The *High School Course Description Guide* contains a complete listing of all courses offered at WCS and is available on the school website under Academics / High School / High School Courses and Curricula (https://www.wilmingtonchristian.org/high-school.html).

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.

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.**

GRADING AND ASSESSMENTS

Grading Standard: WCS has established a grading standard for evaluating student achievement (grade scale revised Summer 2024):

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59.4 and below

Non-numerical Grading Key:

I	Incomplete
M	Medical
P	Pass
F	Fail
F-EA	Fail due to Excessive Absences

Levels and Weight of Courses:

Level 1	1.0
Level 2	1.1
Honors	1.25
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.

Classroom 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

Report Cards: Student report cards are issued quarterly (viewable on FACTS Family Portal). Report cards will include grades, comments, weighted and unweighted GPA, and attendance record.

Teachers are required to maintain a grade book and attendance record online. Parents and students have their own passwords to access FACTS Family Portal 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	4.25 (with no grade lower than a B-)
Honors	3.75 (with no grade lower than a C+)
Honorable Mention	3.25 (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 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 to reschedule or change the day or time of exams.

Exemption from Final Exam: Students in 11th and 12th grades, holding a cumulative yearly average of 'A-' (89.5) or greater, in any course, will be exempt from taking the second semester (Final) exam in that course. This calculation is made two weeks prior to the end of the 4th 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.

Improving a Below-Average (60-69) Final Grade: If a student receives a grade of 'D+, D, or 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.

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.

Standardized Testing: Achievement testing (IOWA Assessments) is administered to all WCS Middle School students in the early spring for the purpose of monitoring progress, evaluating teaching and learning, and for placement in 8th and 9th grade.

All 9th, 10th, and 11th grade students take the PSAT test at WCS on the designated dates in October. WCS hosts SAT tests in October for seniors and in May for juniors. PSAT scores are used to place students in Honors and Advanced Placement courses.

CLASSROOM POLICIES

Assignment Heading Format: 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

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.

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.

Summer Reading Requirement: 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/).

COURSE INFORMATION

Course Tracking and Academic Levels: 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. To meet this goal effectively, we have set up three different academic levels, "tracks" of instruction, as well as Advanced Placement courses.

- **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)** – 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 (junior or senior year)
    - English Language and Composition (junior or senior year)
    - Music Theory (sophomore-senior year)
    - Drawing (junior and senior year)
    - Computer Science Principles (sophomore-senior year)
    - Computer Science A (junior or senior year)

There is a variety of AP courses that are offered as Distance Learning courses through our online partnership with Sevenstar Academy. Approval from the guidance department is a prerequisite in taking any Distance Learning course.

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

Grade	Level	Math	Science
9th	Honors	Honors Geometry	Honors Biology
	CP Level 2	Geometry	Physical Science
	CP Level 1	Algebra I	Physical Science
10th	Honors	Honors Algebra II	Honors Chemistry
	CP Level 2	Algebra II	Biology
	CP Level 2	Geometry	Biology
11th	Honors/AP	Honors Pre-Calculus	Honors Physics (or) AP Biology
	CP Level 2	Advanced Algebra & Trig (or) Accounting & Business Math	Chemistry
	CP Level 2	Algebra II	Ecology & Marine Science
12th	Honors/AP	AP Calculus AB (or) Honors Calculus	Honors Physics (or) Honors Anatomy & Physiology
	CP Level 2	Pre-Calculus	Physics (or) Honors Anatomy & Physiology
	CP Level 2	Advanced Algebra & Trigonometry	Chemistry (or) Forensic Science
	CP Level 1	Personal Finance (or) Accounting & Business Math	Forensic Science

<u>Please note:</u> 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.

Definition of Grade Designation: In High School, students earn and receive credits toward graduation requirements. To be promoted to the next grade level, a student must be in good standing according to the following schedule:

Freshman (9th Grade)	Successful completion of 8th Grade
Sophomore (10th Grade)	Completion of at least 6 credits
Junior (11th Grade)	Completion of a least 12 credits
Senior (12th Grade)	Completion of at least 18 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.

Course Placement and Elective Requests: Course placement is determined by the recommendation of a student's teachers, department heads, PSAT test scores, and previous academic performance.

In the Spring, your student will receive a 'Course Request-Student Detail' form listing the core courses that have been recommended by their teachers for the next school year (see "Course Tracking") in subjects of English, Math, Science, Social Studies, and World Language. Shortly thereafter, through the FACTS Family Portal, students will select their electives and any optional online/dual credit courses, as well as their co-curricular activities/sports by season. Parents and students should work together to complete the FACTS Course Request form to ensure the student has the required number of credits.

Each High School student is required to schedule a minimum of six and a half (6.5) 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.

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.

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

Course Changes: High School students may drop or add a course only during the Drop/Add Period, usually within the first two weeks of the school year (without academic penalty to a student's GPA). 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 and a half (6.5) credits per year minimum.

To drop or add a course, students must:

1. Obtain a Drop/Add Form from Guidance or the Upper School 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.

After the Drop/Add Period, students may not withdraw from a course while failing without it appearing on their Transcript and 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 6.5 credits remaining. A student who withdraws from a class with a passing grade will see Withdraw Passing (WP) recorded on their Report Card, which will not appear on the student transcript and will not affect the GPA. A student who withdraws from a class with a failing grade will see Withdraw Failing (WF) on the Report Card, which will appear on the Transcript and will lower the GPA.

Receiving Original Credit from Course Outside WCS: A student may receive original credit for a course outside of WCS in the following ways:

- A Distance Learning course offered by an approved online provider.
- 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 Guidance Director 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.

EXPANDED COURSE OPTIONS

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 must take the national AP Exam in May.

Since AP courses are scheduled six (6) periods per week, the maximum "unexcused absence" number is 24.

Internships

Seniors may enroll in an Internship Course to gain a practical and deeper understanding of a professional career. Internship classes are offered in Elementary Education (with WCS Elementary teacher), Business, and Church Ministry. The courses are arranged and approved through the Guidance Director and are worth 1.0 credit with a weight of 1.1.

Distance Learning / Online Courses

For a student to enroll in a distance learning (online) course, they must first receive approval from the Guidance Director. 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.

An online core course may not be taken in the same subject as a WCS in-house core course (example: Biology or Algebra II), without presenting a reason for the exception to this policy and also gaining approval from the principal. For a student to enroll in a distance learning course, they must receive approval from the Guidance Office. All the additional costs of a distance learning course are paid by parents.

Any fulltime student wishing to take an online course must carry a minimum of 5.5 credits of in-person WCS courses per year.

SevenStar Academy / NorthStar Academy: WCS offers a wide array of online courses through our partnerships with Sevenstar Academy and NorthStar Academy. Courses taken with partnership schools are considered WCS Online courses. As such, the course will be included on the student's WCS transcript using WCS-equivalent credit value and course weight for calculation into the student's GPA. After approval, WCS enrolls students in the course and pays the registration and tuition costs. Parents are billed by WCS to reimburse the school for all costs of the course.

Dual Credit Opportunities

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 $75 per credit. Cairn University takes registration for Dual Credit courses in December as they are placed in their Spring Semester, even though they are year-long courses here at WCS.

Wilmington Christian Course	**Teacher**	**Cairn University Course**	**Credits**	**Cost**
German III	Mrs. Nancy Cowchok	GER 231 Elementary German I	3.0	$240

German IV	Mrs. Nancy Cowchok	GER 232 Elementary German II	3.0	$240
Spanish IV	Mrs. Michelle Aycart	SPA 331 Intermediate Spanish I	3.0	$240
Honors Anatomy and Physiology	Mr. JR Reap	SCI 342 Anatomy and Physiology	3.0	$240
Honors U.S. Government	Mrs. Sandy Smith	POL 101 US Government and Civics	3.0	$240

Dual Credit Courses with TEL (Transforming and Educating for Life): TEL's dual-credit courses provide an engaging and affordable pathway for high school students to begin their college journey. The TEL courses at WCS are hybrid Dual Credit courses in which students take a college class online for which the student receives college credit, and the students have two classes per week at WCS which support the college work and enrich the learning experience. The WCS grade is figured on 80% of the college grade and 20% of the WCS course grade. WCS selects courses from TEL's curriculum to make available to its students and designates the partner college or university from which students will take their courses and receive credit.

The tuition cost for a TEL college course is currently $200.

ENRICHMENT OPPORTUNITIES

Physical Education: In High School, Physical Education is offered as an elective for-credit course.

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.

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. For students who transfer to WCS, credit will be accepted for most transfer courses. Transferring students may have some requirements waived by the principal.

Graduation requires a total of twenty-four (24) credits.

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 x 4 years at WCS)
English	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
World Language	2 credits

*Physical Education/Athletics: 8 activity credits (these do not appear on the student academic transcript)
*Volunteer Service Program: 20 hours of service

Two of the Social Studies credits must include American History and Western Civilizations. Required English credits include 9 English, 10 English, 11 English and 12 English. No more than two (2) English credits can be recovered in summer school. Graduation requires a total of 24 credits.

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 determined and announced after 3rd marking period grades are posted.

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.

The procedure for completing the Volunteer Service Program is described in detail in the "Cultivating Servant Leaders – Overview", which is available in the high school office and on the WCS website under Academics / High School / High School Resources.

The service requirement consists of two components:

Community Engagement Experience: This is a one-time service project of at least 20 hours that each WCS student will complete as a graduation requirement. After requesting and receiving approval from the Dean of Students, the high school student will volunteer for a local, non-profit organization and write a reflective response about their experience. The Community Engagement Experience must be completed within a 6-month period, sometime between the end of 8th grade and Thanksgiving of the student's senior year. More information about the specific process and necessary forms can be found in the Upper School office or on the WCS website. It is important that students receive authorization from the Dean of Students **before beginning** their project.

Individual Student Service Opportunities: Students in the Upper School are expected to look for opportunities to serve others in their local church, local community, nationally in the United States, or abroad internationally. This is a continual expectation throughout the Upper School years. High school students will serve at least 12 hours per academic year. These hours may be served at one time, or may be spread out over a period of months. Hours are due by April 15 each year and will be counted as a 4th Quarter grade for the student's Bible class. Any hours completed after April 15 or over the summer may be counted toward the next academic year. Examples of potential service opportunities include (but are not limited to):

- Serving in the weekly children's ministry or at a summer VBS through their local church
- Participating in a mission's trip through WCS, a local church, or other agency
- Volunteering at a local, non-profit organization
- Raking leaves or shoveling snow (without pay) for an elderly neighbor
- Running the sound, lights, or other technical needs for their local church

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 1st 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 Administrative Team 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 1st 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 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.

STUDENT SUPPORT SERVICES

GUIDANCE

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.

Student / Family Support: Students and/or parents may initiate appointments with the Guidance Counselor as needed. Students wanting to see the Guidance Counselor should email the guidance counselor or make an appointment in the office. Individual conferences are scheduled annually with every junior and senior.

Standardized Testing:

PSAT – is administered in October to students in 9th, 10th, and 11th grades (students may qualify for the National Merit Scholarship Program in the junior year).

SAT/ACT – registration materials are available online or in the Guidance office with information on test dates, locations, fees, and practice materials. **Our school's SAT/CEEB Identification Code is 080213. WCS hosts SAT tests for seniors in October and for juniors in May.**

Achievement Testing – The IOWA Assessments are administered to all WCS Middle School students in the early spring for the purpose of monitoring progress, evaluating teaching and learning, and academic placement for 8th and 9th grade.

Advanced Placement Exams – Students that are enrolled in AP courses are required to take the AP Exams scheduled in May. Students who enroll in an AP course are required to buy their own textbook and supplies needed for each course as well as pay for the cost per 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/).

Student 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 wanting a copy of such items may make a request through the school office.

LEARNING SUPPORT SERVICES

Wilmington Christian School's Academic Program provides for differences in ability, interest, and learning style. WCS seeks to recognize and identify 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 completed 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.

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.

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 by emailing admissions@wilmingtonchristian.org.

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, 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:

Offense	Consequence	Additional Consequence
Disrespect	Infraction or After-School Detention	
Disobedience		
Lying		
Profanity		
Skipping Class		
Bullying/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, or misuse of prescription drugs		Parent Conference Immediate removal from WCS athletic team (can possibly be reinstated) Loss of WCS leadership positions

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:

Wilmington Christian School

INFRACTION NOTICE

Student's Name: _____

Date of Infraction: _____

Description of Infraction:

Teacher's Signature: _____

_ _

Number of Points Assigned: _____

Total Points to Date: _____

White – Office **Yellow** – Committee **Pink** – Teacher **Gold** – Student

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 Dean of Students 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) **Restrictions in Co-Curricular Activity**
15 Points	=	Saturday Morning Detention (9:00 – 11:00 am; Cost $20) **Restrictions in Co-Curricular Activity**
20 Points	=	Saturday Morning Detention (9:00 – 11:00 am; Cost $20) and Parent and Student Conference with Principal **Restrictions in Co-Curricular Activity**
25 Points	=	Suspension and Disciplinary Probation **Contract written to outline suspension from co-curricular and extra-curricular activities and social events**

Note: Accumulated infraction points are eliminated at the end of the first semester. All students would be expected to learn from the 1st Semester and lessen substantially the number of infractions earned in the 2nd 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 Dean of Students in writing. The Dean 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.

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 Dean of Students. 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 Dean. Saturday 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. The In-School Suspension Room is in the high school office or Dean's office. 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 Dean of Students 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 Dean, 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. This could result from a student's failure to comply with the terms of the Disciplinary Contract issued by the Dean of Students or be an immediate consequence of a student's action.

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 (boyfriend/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.

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.

USE OF SOCIAL MEDIA

“Social Media” 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: TikTok, Snapchat, Instagram, Facebook, 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.

BULLYING BEHAVIOR

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 Christ-like honor for all students. While "turning the other cheek" (Matthew 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).

The definition of 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.

The WCS Policy on Bullying (copy in Appendix) includes definition, proactive means of prevention, responding to bullying (11 steps) including student and faculty reporting, discipline if bullying continues, and parent reports of bullying.

WCS believes that bullying behaviors arise out of complex individual needs and can be a reflection of challenges that a student is facing at home or elsewhere.

Truly, only God knows all the dynamics that lead to bullying behavior, and He longs to bring health and healing to individuals who participate in such destructive behaviors. The desired outcome of a bullying situation is to help all involved by stopping the hurtful behaviors and dealing with the individual's heart leading to restoration of relationship.

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 USE

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 for immediate disciplinary review by school administration.

PERSONAL ELECTRONICS USE

WCS High School will be a 100% cell phone-free learning environment. From the time a student enters the building in the morning until the end of the day (2:41 pm for High School students will not be permitted to access or use their cell phones.

Each High School student will be assigned a Yondr pouch to keep his or her cell Phone, smart watch and ear buds secure during the school day. These secure pouches make the devices inaccessible during school hours and easily unlocked by school staff at the end of the day or if needed for approved use. This way, the phone remains in the student's possession, but the temptation and psychological "pull" to sneak a peek during school is minimized.

<u>What if I need to get in touch with my child?</u>
You may simply call the Upper School Office, and we will either deliver the message or have the student call you back from the office.

<u>What if my child needs to get in touch with me?</u>
Students may come to the Upper School Office and ask permission to call home. Their pouch can then be unlocked and relocked when their call is done.

What if a student loses or damages their Yondr pouch?
Like a textbook or athletic uniform, the Yondr pouch is the property of Wilmington Christian School. If a student loses or damages their pouch (intentionally or accidentally), the student will need to pay for a replacement pouch.

What if a student is found using their phone during school hours?
The student will be spoken to, and the phone will be taken away and stored in the Upper School office. Parents will be notified and may choose a day and time when the office is open to retrieve the phone. The office is typically open Monday through Friday, 7:30 am until 3:30 pm. The phone will not be given back directly to the student.

What if a student repeatedly violates the cell phone policy?
Students will receive appropriate counseling and discipline and may also forfeit the privilege of having a phone on campus at all. WCS will partner with parents to help a student overcome their phone addiction. Still, if a student is unwilling to cooperate with the policy, he or she may not be able to continue in the WCS community.

Are smartwatches allowed on campus?
Students may not use or wear a smartwatch on campus during school hours (from arrival in the building through dismissal). After dismissal, students may use smartwatches.

Are headphones or earbuds allowed on campus?
Students may not use or wear headphones or earbuds on campus during school hours (from arrival in the building through dismissal) unless directed to do so by a teacher for educational purposes. After dismissal, students may use headphones or earbuds.

Are students allowed to bring or use laptops, tablets, or other devices that are not cell phones?
Students may bring and use a laptop, tablet, or other approved electronic device other than a cell phone with teacher permission and for educational purposes only. Please see our Acceptable Use Policy for more details.

For more severe electronics violations, the Dean of Students will respond accordingly with appropriate disciplinary action.

STANDARD OF DRESS

Philosophy
The purpose of a dress code is to reinforce a positive educational atmosphere, free from undue distraction, and to foster school identity and a unified spirit

among the student body. By joining the WCS community, parents and students agree to willingly forgo their own, personal fashion and style preferences during the school day in exchange for the benefits and blessings of being a positive member of the WCS learning community.

Neat, modest, and appropriate clothing encourages good conduct, healthy interactions, and a sense of Christian community. WCS believes that each student is created in the image of God and therefore is expected to present himself or herself (including manner of dress) in accordance with their God-given, biological sex at birth.

Parents are responsible to ensure that their students are following the WCS Standard of Dress and are expected to be supportive of the school's efforts to hold students to the spirit and specifics of the agreed standard. When in doubt, students or parents should ask the Dean of Students or Principal for clarification prior to wearing an item. The WCS administration holds the authority to make specific and individual determinations regarding the Standard of Dress.

Types of Dress

"Regular Dress" is our dress code for a typical day of school. Specifics are below.

"Event Dress" would include things like on-campus or off-campus concerts, performances, field trips, special events, etc. Details for these will be communicated to students in advance.

"Warrior Wear Days" are when students dress in WCS gear and WCS spirit wear along with jeans or sweatpants. Aside from these WCS items, students should follow the "Dress Down Day" guidelines.

"Theme Days" are special days when students are encouraged to wear costumes and creative outfits that reflect the theme of the day (For example "Superhero Day" or "1950's Day"). All clothing must be modest and appropriate, must be safe and allow for clear vision, breathing, and ease of movement.

"Dress Down Days" are special days when students are allowed to wear jeans, sweatpants, t-shirts, and sweatshirts. Leggings (spandex, etc.) may only be worn under dresses or skirts. All clothing must be modest and appropriate, must fit properly, must be free from rips and stains, and must not be overtly distracting to the educational setting of WCS.

Expectations for Regular Dress:
1. The WCS standard of dress is to be worn by students during all school hours.
2. Lands' End is the exclusive clothing provider for WCS. Uniforms from previous vendors purchased from the WCS Uniform Store are still permissible.

3. Students may wear black or tan long pants that are not Lands' End brand. Pants should be khaki style. Students may not wear cargo pants, pants with hems gathered at the ankle, or pants with patchwork pockets (for example: tan jeans). High School students may not wear shorts or skorts as part of the school uniform.
4. Students may wear WCS Warrior Wear, including WCS hoodies and fleeces, WCS light jackets, and the WCS logo flannel shirt, but not t-shirts (long or short sleeved) or sweatpants.
5. No other outerwear (coats, jackets, etc.) may be worn inside during the school day.
6. If a WCS light jacket, buttoned sweater, or zipper fleece is being worn, a uniform polo or dress shirt must be worn underneath it.
7. If a dress shirt is worn, it must be appropriately buttoned. When worn with a tie, dress shirts are to be tucked in.
8. Plain white, black, or red short-sleeved 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 and not be visible below the uniform shirt. The midriff should be covered at all times.
9. Hats or other head coverings are not to be worn inside the school building. Sweatshirt hoods must remain down.
10. Girls' Skirts: Girls' skirts must be Lands' End brand, chosen from one of the styles offered on the Lands' End website for Wilmington Christian School. Skirts must fit correctly. Girl's skirts may not
exceed 4 inches above the kneecap when standing (front and back). If a skirt, dress, or jumper, is worn, solid black leggings must also be worn underneath, and these must extend to the ankle and not be torn or frayed. (New for 2024-2025).
11. Accessories: Accessories such as belts, socks, hair bands, 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").
12. Footwear: Dress shoes, dress sandals, sneakers, "crocs", clogs, and boots are the only acceptable footwear. Footwear that is not permitted include flip-flops (defined as open-backed shoes, consisting of Y-strap that connects at the toes), sport sandals ("slides"), slippers (including moccasins and fur/fleece trimmed), and shoes with wheels.
13. Socks: If worn, socks must be solid colors of red, black, white, or tan (no patterns or colors that "clash").
14. Hair: Hairstyles and colors that are extreme, unnatural, or distracting (as determined by the WCS administration) are not permitted. Hair must be neat, well-kept, and must remain out of the face and eyes throughout the day. (New for 2024-2025).
15. Piercing: Girls' piercing is limited to the ears only and may not include gauges. If piercings already exist in non-ear locations, no "rings" or metal post earrings may be worn, only clear spacers. High School Boys' piercing is limited to the ears only and may not include gauges.

Enforcement:
1. Parents will be contacted when students are out of uniform. Continued violation will result in a parent conference.
2. Students wearing the WCS uniform in an inappropriate manner will be expected to correct the issue and will receive an infraction.
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 or inappropriate manners of dress or appearance.

DAILY STUDENT LIFE

BEFORE AND AFTER SCHOOL

Students may not enter the school building earlier than 7:30 AM. Students must remain in the upper school gym between 7:30 AM – 7:45 AM if they are inside the building. At 7:45 AM students may go to the locker rooms and their lockers before reporting to their 1st period class or homeroom before 8:00 AM.

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. Students may not be on the school grounds after 3:15 unless under the supervision of a WCS employee.

EATING

Students are not permitted to eat during the instructional school day (8:00 AM – 2:41 PM) except for a snack during homeroom. Coffee or other non-water drinks may not be taken to classes. 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 will be issued a student planner. Students are strongly encouraged to write their assignments in this planner each day. **This 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 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.

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 book or magazine.

GENERAL STUDENT POLICIES

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/INFLUENCE GROUPS

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.

Influence Groups will be made up of a small group of students and a faculty/staff advisor that meets a few times a month to intentionally foster discipleship relationships. The groups will focus on spiritual, academic, and social needs of the individual through relationships and communication. Influence Groups will occasionally participate in events outside of the school day, which will require parent permission.

Attendance will be taken in Chapels and Influence groups. Students **may be absent a maximum of five (5) times per year from all chapels and influence groups**. If this number is exceeded, a written assignment will be given for each absence with after-school detentions given for excessive absences of chapels and advisory group meetings.

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 2:41 PM. Requests for visitation during the school day are limited to prospective students upon appointment, out-of-town family members or past students, or foreign exchange students. These are to be approved by the Principal at least two days in advance.

All visitors to WCS must stop in the Office, sign in at the SchoolPass kiosk and receive a "visitor badge" to be worn while in the building.

SCHOOL CALENDAR

The administration will establish an annual school calendar which will meet or exceed 180 days of school, including teacher professional development 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 FACTS communication portal to each WCS parent and a message will be placed on the school's website and Facebook account. The designated phone numbers and/or e-mails will receive the notice of cancellation from the school administrative team. **WCS does not broadcast 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 on FACTS. These are designed to monitor and assess student progress in their academic achievement, conduct, work habits, and attitude. Report cards are not sent home as a paper copy any longer.
2. FACTS – is a web-based academic program (SIS) 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 grades within three days of the test.
3. 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.
4. 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.
5. 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 challenge 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, Dean of Students, 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.

CO-CURRICULAR ACTIVITIES

CO-CURRICULAR GRADUATION REQUIREMENT

Each WCS high school student will be required to earn eight (8) Activity Unit Credits during high school, with at least two (2) Activity Unit Credits earned each year one of which must be a WCS sport.

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.

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, Science Olympiad - Science 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 1st
Winter Sports - November 1st
Spring Sports - February 15th

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.

CO-CURRICULAR OFFERINGS

	FALL	WINTER	SPRING
WCS Athletic Teams	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) Lacrosse (boys) Physical Fitness Program (girls & boys)
WCS Non-Athletic Teams	WCS Team Manager	WCS Team Manager WCS Winter Drama Production Science Olympiad	WCS Team Manager

Examples of Alternative Activities offered outside of WCS	
Examples of Activities offered outside WCS that may be considered as alternatives 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

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 oneself”. 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 for the marking period to be eligible to participate in athletic contests. 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 week of the following marking period. Participation can resume any time after the one-week period once the teacher, athletic director, and coach determine that the student is doing passing work.

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 waiver 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.
3. Field trips are excused because they are considered academic classes.
4. 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.

Athletics and Alcohol, Tobacco, Vaping, and Drug Usage - If a student on a WCS athletic team **purchases, possesses, distributes, and/or uses alcohol, tobacco products, vaping 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).

ANNUAL DRAMA PRODUCTION

There is a drama presentation each year at WCS, usually a high school musical production in the late winter. The school musical is one of the high school co-curricular activities which requires practice after school. There is a large time and energy commitment that is required for each participant.

SCIENCE OLYMPIAD

Delaware Science Olympiad exists to inspire students to achieve a greater level in their science education through exciting and challenging competitions with other Delaware students and schools. The Science Olympiad Advisor will determine whether a student’s involvement is sufficient to earn an Activity Credit for the Winter season. State competition is scheduled for early March each school year.

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, administrating 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 2.75
2. not exceed 10 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.

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 for NHS:

1. academically, a student must have a **minimum of 3.5 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 3.5 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 3.5 (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, 3.5 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 9th grade students and one for 10th -12th grade students. Teams visit regional schools for after-school competition, usually on the first Monday of each month from November through March.

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 3.6 required in order for a student to earn the Academic Excellence Award and, as a result, invited to the Academic Awards Program at the end of the year.

Scholar/Influencer Award - Wilmington Christian School's Vision for our students is that "we develop godly influencers who are well prepared for life after high school and who impact the culture for Christ". The Scholar/Influencer Award seeks to encourage those who excel in academic proficiency while growing in Christian character. It is presented to one female student and one male student in each grade each year in high school at the Academic Awards Night.

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 (3.5+), 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. Class Valedictorian and Salutatorian will be determined and announced after 3rd marking period grades are posted. 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, World Language, Mathematics, Music, Science, Social Studies, Business, 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. A* Junior varsity player from each team wins an award designated by the coach.

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.

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 Dean of Students, the following procedure will be followed for the students who violate bus rules and are reported to the Dean:

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 Dean of Students.

TRANSPORTING STUDENTS TO ACTIVITIES

WCS accepts the responsibility to transport students to events that are scheduled immediately after school. Students will be transported by school vans 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, late practices at facilities away from our 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:

Bodily Injury and Liability	*$100,000 - $300,000*
Property Damage	*$50,000*
Personal Injury	*$100,000 - $300,000*
OR	

Single Liability *$300,000*

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 suspension 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

Students must use their student planer passes for permission to go to the Media Center from Study Halls. Some students that are enrolled in Distance Learning classes will be using the Media Center as the Distance Learning Lab.

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 during lunch.

CAFETERIA

All students must eat lunch in the cafeteria. There may be supervised meetings during lunch in other rooms close to the cafeteria. Students may purchase lunches through My Hot Lunchbox at least 24 hours in advance or bring a bag lunch from home. There are microwaves available in the cafeteria to heat up food from home.

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 their trash. 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.**

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. A copy of the AUP can be found in the Appendix. **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 2nd floor restroom in the Middle School should be used by high school students when attending classes in the Middle School 2nd floor, 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 2nd 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 2nd 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 2:40-3:15, 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 permanently 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 any time.

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 office after receiving permission from a teacher.

MIDDLE SCHOOL

High school and middle school students will share the use of the Library, Cafeteria, and Gymnasiums. High school students should set the example for the middle school students in regards to proper behavior, language, and attitude in school, realizing that they are role models to the younger students.

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.

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)
"10 Finally, be strong in the Lord and in the strength of his might. 11 Put on the whole armor of God, that you may be able to stand against the schemes of the devil. 12 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. 13 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. 14 Stand therefore, having fastened on the belt of truth, and having put on the breastplate of righteousness, 15 and, as shoes for your feet, having put on the readiness given by the gospel of peace. 16 In all circumstances take up the shield of faith, with which you can extinguish all the flaming darts of the evil one; 17 and take the helmet of salvation, and the sword of the Spirit, which is the word of God,18 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."

WILMINGTON CHRISTIAN SCHOOL

Appendix 1 - Technology Acceptable Use Policy

Introduction

It is our desire to provide the opportunity for all students to develop the skills necessary to effectively utilize changing technology as they interact with the school, church, local and international communities in a safe, responsible and Christ-honoring manner.

In order to ensure students are well prepared and are proficient in technology essential for success in the 21st century, Wilmington Christian School provides employees and students with access to a variety of resources, including a computer network and Internet resources.

Definitions

For the purposes of this document, school technology shall be defined as any school-owned electronic device, which is used for computing, communicating, or recording, as well as any student-owned devices used during the school day. This may include, but is not limited to, computers, servers, scanners, printers, routers, switches, iPads, cameras, and phones.

Purpose of this Policy

The purpose of this policy is to define "acceptable use" of the Network/Internet by students and employees. It will also help to ensure smooth operation of the Network/Internet connection by defining proper conduct for all users. Failure to comply with the terms and conditions outlined in this policy may result in restriction, suspension, or termination of the user's access privileges. It may also result in other penalties, including suspension or expulsion from school for students or termination of employment for employees, as well as possible legal or other civil action by third parties.

Privileges and Responsibilities

Use of school technology is a privilege and not a right. Inappropriate use will result in termination of those privileges. In situations where this policy does not provide clear direction, School Administration will determine what is or is not appropriate. School Administration is charged with the implementation and enforcement of this policy and may, at any time, restrict, suspend, or terminate

access privileges if necessary. Parents should understand that Network and Internet access is for educational purposes only and that Wilmington Christian School has taken reasonable steps to ensure that access is limited to such purposes. Parents and students shall not hold Wilmington Christian School responsible for non-educational usage or inappropriate materials accessed or acquired through or supplied to the Internet. Students and employees are expected to abide by the terms and conditions of this policy. Students and employees must also understand that failure to comply with the terms and conditions of this policy will result in disciplinary action as specified in the student and employee handbooks.

Administration will establish a process for setting up individual and class accounts, set quotas for disk usage on the system, establish a system maintenance policy, prepare budgets for technology expenditures, order appropriate software, coordinate the purchase of new equipment with school personnel and outside agencies, and supervise nonprofessional technology personnel.

Terms and Conditions

A. Personal Safety

Users should never share personal contact information about oneself or other people. This includes, but is not limited to, telephone numbers, addresses, social security number, birthday, and pictures. Email account passwords must not be shared.

If any user encounters any message, comment, image, or other content online that causes concern for personal safety, it should be brought to the attention of appropriate school personnel.

B. Respecting Others

Users should be polite when using technology. Harassment, which is persistently acting in a manner that distresses or annoys another person, is unacceptable. Engaging in personal attacks by performing sexual, prejudicial, discriminatory, or hurtful actions is strictly forbidden. This includes distribution of media (pictures, video, audio, etc.) regardless of format. In addition, messages and/or media received should not be redistributed without the written permission of the sender.

Users will not post information that, if acted upon, could cause damage or a danger of disruption.
Users will not knowingly or recklessly post false or defamatory information about a person or organization.

C. Plagiarism and Copyright Infringement

Users will not plagiarize works that they find on the Internet or elsewhere. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Students should refer to the student handbook for all policies regarding academic integrity.

Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

Copying, changing, reading, or using another person's files without that person's prior written permission is not acceptable.

D. Inappropriate Language/Materials

School technology must not be used to view, send, or display lewd and offensive media, such as pictures, video, audio, etc. regardless of format. Material that advocates illegal acts, violence or discrimination towards other people (hate literature) may not be accessed, as well as material that either addresses or is of a sexual nature. Students will not conduct research on such topics without a teacher's approval. If such information is inadvertently accessed, it must be immediately disclosed to a staff member.

Language that is obscene, profane, sexual, rude, inflammatory, threatening or disrespectful may not be used at any time. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

The school's computer network and Internet resources are considered a limited forum, similar to a school newspaper; therefore, the school may restrict student speech for valid educational reasons.

E. Illegal Activities

Neither school nor personal technology may be used to engage in illegal acts, such as computer fraud, threatening the safety of self or others, hacking, or engaging in any activity that violates local, state, or federal laws.
Users will not attempt to gain unauthorized access to the school system or to any other computer system through the school system or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing."

Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Software, music, videos, and most other electronic media are protected by copyright laws. Therefore, downloading, creating, storing or distributing unauthorized copies of this media is prohibited.

F. Bring Your Own Device

Some teachers may allow students to have their own devices in school for note taking, lesson activities, and other educational purposes. This is referred to as "Bring Your Own Device." Both teachers and students must comply with administrative policy regarding which classes are permitted Bring Your Own Device privileges.

In cases where Bring Your Own Device is approved by administration, students must utilize their devices for instructional purposes only as directed by their teacher. Use not related to the instructional process and/or explicitly permitted by the teacher is not allowed.

Although personal devices are not owned by the school, students utilizing their devices must abide by all the policies outlined in this Acceptable Use document. Failure to do so may result in a revocation of the Bring Your Own Device privilege and depending on the severity of the offense, additional disciplinary action may be taken.

Students are not permitted to connect to the Internet using a detected Hot Spot or 3G or 4G account while at school. The purpose of this is to ensure that students do not bypass the safety measures (e.g., filters) that have been put in place on the school's network. Please see section K below for additional guidelines for parents.

Students are expected to choose appropriate wallpapers, screen savers, backgrounds, and displays on their devices that are consistent with WCS's core values and mission.

G. Privacy

Wilmington Christian School reserves the right to monitor all activity on school technology. Users should not assume any level of privacy related to actions using school technology. Student devices are subject to search at any time for any reason.

H. System Security

Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access. Users will not download and install any software to school technology.

I. Liability of Users

Users are responsible for any financial costs, liabilities, or damages incurred by the school as a result of improper use of school technology, including, but not limited to, equipment (including repairs), legal fees, and other costs.

J. Limitation of School Liability

Wilmington Christian School makes no guarantee that the functions or services provided by or through school technology will be error-free or without defect. The school will not be responsible for any damage suffered, including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on school technology and will not be responsible for financial obligations arising through its unauthorized use.

K. Parental Notification and Responsibility

WCS will notify the parents about the school network and the policies governing its use. Parents may request alternative activities for their child if they do not wish them to have Internet access.

It is strongly suggested that parents communicate with students about values and the standards they should follow regarding the use of the Internet and all media information sources, such as television, cell phones, electronic devices, videos, movies, and music.

In the case of “Bring Your Own Device,” parents must be aware that while the school broadly monitors network usage, it is still possible for students to either purposefully or accidentally access inappropriate material by bypassing the school network. It is strongly suggested that parents utilize available methods to monitor their students’ device usage both during school and out of school. The school will provide students and parents with guidelines for student safety while using the Internet.

L. Email

Wilmington Christian School may provide users with a G-mail account for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown origin and should only communicate with other people as allowed by WCS policy or their teacher.

Users are expected to exercise appropriate, safe, mindful, and courteous communication. Email usage may be monitored and archived.

M. Solicitation/Commercial Use

Students are prohibited from utilizing school technology or Bring Your Own Device (during school hours) for commercial purposes, including offering, providing, or purchasing products or services. Similarly, school technology or Bring Your Own Device (during school hours) cannot be used for solicitation (e.g., soliciting participation, support, or any kind of resource for activities, such as political lobbying, forming social groups, etc.) that are not specifically approved by the school.

Violations of this Policy

In the event that a student or employee has violated the Computer/Internet Acceptable Use Policy and/or Honor Code as it relates to technology, he/she will be advised of the suspected violation and will be given an opportunity to present an explanation to a building administrator. Violation may result in the suspension of computer privileges and/or other disciplinary action consistent with the school's Honor Code. Employee violations of the school Acceptable Use Policy will be handled by the Headmaster.

Wilmington Christian School will fully cooperate with local, state, and federal officials in any investigation related to any illegal activities conducted through school technology.

WILMINGTON
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Appendix 2 - WCS Food Allergy Policy

According to the US Centers for Disease Control, confirmed cases of food allergies increased 50% between 1997 and 2011, to the point where now 1 in 13 children are impacted. While there are many theories about why this is the case, it is fairly clear that food allergies are here to stay and that WCS bears some of the responsibility to ensure the safety and well-being of our students who suffer from food allergies.

Complications from food allergies can range from minor respiratory or skin discomfort all the way up to life-threatening anaphylactic shock. In addition, there is also the potential for social and emotional challenges that can arise as a result of one student being singled out for special care and attention. At WCS, we are committed to doing our best to mitigate the impact of these complications and provide a safe and secure environment for all of our students.

Caring for students with food allergies is a team approach, involving the school, parents, students themselves, and healthcare providers.

1- In the past, it was common to use food for various purposes in the classroom with little consideration about how certain foods could adversely impact students' health. However, with the prevalence of food allergies, we have now instructed our teachers to give careful thought to how and when food is used in the classroom and to consult with the school nurse or the principal as necessary. When food items are part of the lesson plans or part of class celebrations (such as with science, studying and celebrating holidays and other cultures, etc.) parents of students with food allergies will be given ample notice so that they can work with the teacher to find a suitable replacement activity for their student, as necessary. Additionally, teachers will no longer use food items as classroom rewards.

2- Students with severe food allergies require a "WCS Individual Food Allergy Management Plan," which is a specific, written protocol related to care for those individual students. Generated by our school nurse in consultation with the appropriate principal and the student's parents and healthcare providers, a Food Allergy Management Plan is an individualized plan that helps to ensure the proper care for each student with food allergies. Food Allergy Management Plans are crafted and implemented, and updated annually, with the full consent of the students' parents and are shared with WCS personnel

on a need-to-know basis.

3- In light of the increase in incidents of severe food allergies, parents of PreK and Elementary students are encouraged to consider alternate ways to celebrate birthdays in the classrooms. While it is customary to send in sweets and other edible treats for birthdays, parents can also consider non-edible treats to mark birthdays, such as crafts that can be done in the classroom or small goodie bags. We also suggest that parents can send in pre-packaged food items marked with nutritional and packaging information. Finally, while sugary sweets are always a big hit with the students, fruit cups and other healthy alternatives are appropriate (and welcomed!) as well.

4- Teachers have been given the authority to schedule birthday celebrations when appropriate for each individual classroom. Normally, this will involve at least three days advance notice, so that parents of students with food allergies can send in alternate food items for their students if the celebration will involve food. For students with food allergies, it is also wise for parents to send in a stock of pre-packaged food items for teachers to use with their food allergy students, as necessary.

5- WCS provides regular training regarding a wide array of health concerns, including food allergies, to ensure that the WCS team is well equipped to serve our students' health needs.

WILMINGTON CHRISTIAN SCHOOL

Appendix 3 - Standard of Dress

Philosophy

The purpose of a dress code is to reinforce a positive educational atmosphere, free from undue distraction, and to foster school identity and a unified spirit among the student body. By joining the WCS community, parents and students agree to willingly forgo their own personal fashion and style preferences during the school day in exchange for the benefits and blessings of being a positive member of the WCS learning community.

Neat, modest, and appropriate clothing encourages good conduct, healthy interactions, and a sense of Christian community. WCS believes that each student is created in the image of God and, therefore, is expected to present himself or herself (including manner of dress) in accordance with their God-given biological sex at birth.

Parents are responsible for ensuring that their students follow the WCS Standard of Dress and are expected to support the school's efforts to hold students to the spirit and specifics of the agreed standard. When in doubt, students or parents should ask the Dean of Students or Principal for clarification before wearing an item. The WCS administration holds the authority to make specific and individual determinations regarding the Standard of Dress.

Types of Dress

"Regular Dress" is our dress code for a typical school day. Specifics are below.

"Event Dress" would include on-campus or off-campus concerts, performances, field trips, special events, etc. Details for these will be communicated to students in advance.

"Warrior Wear Days" are when students wear WCS gear and spirit wear along with jeans or sweatpants. Aside from these WCS items, students should follow the "Dress Down Day" guidelines.

"Theme Days" are special days when students are encouraged to wear costumes and creative outfits that reflect the theme of the day (for example, "Superhero Day" or "1950s Day"). All clothing must be modest and appropriate, safe, and allow for clear vision, breathing, and ease of movement.

“Dress Down Days” are special days when students can wear jeans, sweatpants, t-shirts, and sweatshirts. Leggings (spandex, etc.) may only be worn under dresses or skirts. All clothing must be modest and appropriate, must fit properly, must be free from rips and stains, and must not be overtly distracting to the educational setting of WCS.

Expectations for Regular Dress

1. The WCS standard of dress is to be worn by students during all school hours.

2. Lands’ End is WCS's exclusive clothing provider. Uniforms from previous vendors purchased from the WCS Uniform Store are still permissible.

3. Students may wear black or tan long pants that are not Lands’ End brand. The pants should be khaki style. Students may not wear cargo pants, pants with hems gathered at the ankle, or pants with patchwork pockets (for example, tan jeans). Elementary School students may wear sweatpants during recess only. Upper School students may not wear shorts or skorts as part of the school uniform.

4. Students may wear WCS Warrior Wear, including WCS hoodies and fleeces, WCS light jackets, and the WCS logo flannel shirt, but not t-shirts (long or short-sleeved) or sweatpants.

5. No other outerwear (coats, jackets, etc.) may be worn inside during the school day.

6. If a WCS light jacket, buttoned sweater, or zipper fleece is worn, a uniform polo or dress shirt must be worn underneath it.

7. If a dress shirt is worn, it must be appropriately buttoned. Dress shirts are to be tucked in when worn with a tie.

8. Plain white, black, or red short-sleeved or long-sleeved undershirts may be worn under approved uniform apparel. No wording or symbols on the undershirt may be visible. All undershirts must be tucked in and not visible below the uniform shirt. The midriff should be covered at all times.

9. Hats or other head coverings should not be worn inside the school building. Sweatshirt hoods must remain down.

10. Girls’ Skirts: Girls’ skirts must be Lands’ End brand, chosen from one of the styles offered on the Lands’ End website for Wilmington Christian School. Skirts must fit correctly. Girl's skirts may not exceed 4 inches above the kneecap when standing (front and back).

11. Accessories: Belts, socks, hair bands, etc., are optional and may be purchased elsewhere
They should complement the uniform and be red, black, white, brown, gold, or silver (no colors or patterns that “clash”).

12. Footwear: Dress shoes, dress sandals, sneakers, “crocs” (Upper School only), clogs, and boots are the only acceptable footwear. Footwear that is not permitted includes flip-flops (defined as open-backed shoes, consisting of a Y-strap that connects at the toes), sports sandals (“slides”), slippers (including moccasins and fur/fleece trimmed), and shoes with wheels. All Lower School students must wear footwear with a back or strap.

13. Socks: If worn, socks must be solid colors of red, black, white, or tan (no patterns or colors that “clash”).

14. Hair: Hairstyles and colors that are extreme, unnatural, or distracting (as determined by the WCS administration) are not permitted. Hair must be neat and well-kept and must remain out of the face and eyes throughout the day. (New for 2024–2025).

15. Piercings: Girls’ piercing is limited to the ears only and may not include gauges. If piercings already exist in non-ear locations, no “rings” or metal post earrings may be worn, only clear spacers. Lower School and Middle School Boys may not wear earrings during school hours or at school functions and may not get ear piercings until High School. High School Boys’ piercing is limited to the ears only and may not include gauges

WILMINGTON CHRISTIAN SCHOOL

Appendix 4 - Policy on Bullying Behavior

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.

Bullying vs. Teasing
It can be difficult to distinguish between bullying and typical childhood teasing. Teasing generally is a “give and take” situation where two students exchange verbal or physical interactions in an effort to be funny or show attention/affection

to one another. Teasing can happen between the best of friends or first acquaintances. However, Ephesians 4:29 says, “Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear.” Unchecked teasing can grow into a toxic relational dynamic where the two individuals have no constructive, positive interactions and when a member of the WCS team becomes aware of such a dynamic, they will intervene as appropriate.

Teasing is differentiated from bullying by both the intent of the aggressor and the perception of the receiver. However, continued unwanted teasing that has been addressed by the student and/or an adult is considered bullying.

Proactive Means to Prevent Bullying
Research about bullying suggests that there are three interrelated reasons why students bully.

1. Students who bully have strong needs for power and dominance.
2. Students who bully find satisfaction in causing injury and suffering to other students.
3. Students who bully are often rewarded in some way for their behavior with material or psychological rewards.

Understanding these reasons helps the school to take appropriate proactive measures to help students avoid developing bullying behavior patterns, such as: teaching about finding one’s identity in Christ, providing opportunities to serve one another in love, and establishing positive guidelines and boundaries for Christ-honoring relationships. We believe that a school culture shaped by these factors will be less prone to encouraging or rewarding bullying behaviors.

More specifically, educating students on the definition of bullying and what to do about bullying is a continuous process and is accomplished through classroom instruction, chapel lessons, and focused teachings. In addition, students who do not understand bullying may be addressed one-on-one, or in small groups.

Finally, and most importantly, WCS is working to establish more focused prayer expressions among parents, families, and the WCS team to address the underlying issues and possible spiritual strongholds that can lead to bullying behavior. WCS believes that bullying behaviors arise out of complex individual needs and can be a reflection of challenges that a student is facing at home or elsewhere. Truly, only God knows all the dynamics that lead to bullying behavior, and He longs to bring health and healing to individuals who participate in such destructive behaviors. Prayer is the most important way for families and the WCS staff to proactively engage the issue of bullying.

Responding to Bullying

Since bullying often occurs when no adults are present, students are the first line of defense against bullying. At WCS, students are encouraged and trained how to tell others to stop unwanted behavior and also to tell an adult about any bullying behavior they have either experienced or observed. Philippians 2:4 says "Do not merely look out for your own personal interests, but also for the interests of others." When our students stand together, they form a culture of support and mutual love which discourages bullying behavior. Additionally, any student can make an anonymous report of bullying to any school personnel, and such reports are taken seriously and investigated fully.

All WCS team members are expected to take purposeful disciplinary action against bullying using Biblical principles that engage the bully's heart while also stopping the hurtful behavior. The goal is to resolve the bullying situation in a manner that helps the bully change his/her ways by addressing the root of the problem: the student's heart. This cannot be done quickly, but takes patience and understanding of the situation and the students involved to effectively resolve the situation, along with follow-up accountability to make sure the conflict does not continue.

The following outlines the steps that will be taken when a bullying pattern is identified. However, every incident of bullying will be prayerfully handled with utmost consideration for the unique dynamics of each situation, including the developmental stage of each student, etc.

1. Whenever a WCS team member suspects (via student report or direct observation) that a pattern of bullying is occurring they will speak with all students involved and gather information to determine if it is truly a bullying situation. If it is not a bullying situation, he or she will resolve the student conflict appropriately, with normal discipline procedures, as outlined in the appropriate student handbook.

   If a WCS team member does not feel equipped to make a determination about the situation, he or she should immediately involve the appropriate administrator.

   Note that bullying can be reported anonymously by anyone at any time. Such reports should be in writing and submitted to any school official, who will immediately forward the report of alleged bullying to the appropriate administrator without delay.

2. If a bullying pattern is discovered, the intervening staff person will stop any immediate bullying behavior and then report the bullying pattern with specific incident information to the appropriate administrator (K-8: Elementary/Middle School Principal; 9-12: High School Principal). After reviewing the case, the administrator will fully inform the Headmaster of

the incident and will gain approval from the Headmaster regarding the plan for handling the ongoing discipline and monitoring of the situation.

3. The administrator will give immediate disciplinary consequences to the student who perpetrated the bullying. Those consequences should match the level of intensity of the bullying incident, using the discipline policy of the appropriate student handbook as a guide.

If the bullying behavior rises to the level of potentially criminal activity and/or being extremely severe and/or personally injurious, appropriate law enforcement personnel will be notified. In such cases, WCS's own internal investigation will follow the lead of law enforcement officials, including how and when parents are notified of the incident/pattern.

4. The administrator will contact the parents/guardians of all parties involved to inform them of the incident/bullying pattern once it is discovered and confirmed. Such communication should occur as soon as possible. Parents/guardians of the victim will be provided with verbal notice of the perpetrator's discipline.

5. The administrator will initiate an in-person meeting with parents/guardians of the offending party to put a behavior contract in place. All confirmed incidents of bullying will result in a written behavior contract, which outlines behavioral expectations and consequences for future repeated bullying. The administrator will inform WCS staff members who interact with the offending student, as appropriate, about the behavioral contract, so that accountability for behavioral improvement will be as comprehensive and seamless as possible.

6. In addition to the normal disciplinary consequences for a particular infraction, a period of forced separation between students will be enacted, as much as practical.

7. Administrators will check with teachers, students, and parents on a periodic basis to ascertain the long-term success of the discipline, i.e. a positive change in the heart and behavior of the student.

8. The appropriate administrator (or a designee) will check-in with the bullying victim on a regular basis to ascertain whether or not the bullying behavior has ceased and to care for the emotional and spiritual well-being of the victim. Frequency of these check-ins will match the severity and impact of the bullying, but will be at least weekly for the first month after the incident. Parents/guardians of bullying victims will also be kept apprised of the ongoing status of the situation.

9. A full formal review of the case and the offending student's ongoing behavior will occur at the end of the school year or after three months, whichever is sooner. At this time, the offending student's behavior contract may be rescinded, if doing so is deemed by the appropriate principal and the headmaster administration to be in the best interests of all involved. Alternatively, the behavior contract may be renewed for a set period of time and reviewed again in the future.

10. Note that all steps in dealing with and investigating any bullying incident must be fully documented by the appropriate administrator and filed in the Headmaster's office, along with any supporting documents or artifacts produced during the investigation. This includes, but is not limited to: meeting notes, emails, screenshots, etc. The Headmaster will determine what documentation will be placed in a student's permanent file.

11. The Headmaster may choose to involve school legal counsel as necessary.

If Bullying Continues

Whenever bullying behavior has been identified, the parents notified, and a student has received appropriate initial and long-term consequences (including a written behavior contract), the expectation is that the student will be sufficiently encouraged and supported in the change process, resulting in an end to the bullying behavior. However, if the student continues the pattern of bullying behavior, the parent/guardian will be required to immediately pick up the student from school and the student will serve an out of school suspension for two days. The student will also receive reflective and redemptive writing exercises and/or be required to attend counseling as deemed appropriate by the administration.

In order for the student to return to school after the suspension, the parents/guardians and the student will be required to meet with the appropriate administrator. The meeting will be for the purpose of ascertaining whether or not the student is repentant and to determine if any updates to the behavior contract are in order. If the student does not demonstrate a repentant heart, the school administration may at that time move towards dismissal of the student.

If after the suspension, the student commits one additional inappropriate action as outlined by their behavior contract and does not respect the firm yet grace-filled discipline process outlined above, the student will be dismissed from WCS (Proverbs 22:10).

After a suspension for repeated bullying behavior, a returning student will remain on a behavior contract to the end of the current school year, or, for suspensions occurring in the last three months of school, for five months of school (not including the summer). At the end of such time-frame, a full evaluation of the

situation will occur to determine whether or not the student's behavior contract can be rescinded.

Note on Parent Reports of Bullying

At times, the person reporting suspected bullying will be a parent/guardian. WCS respects and welcomes parental reporting of bullying and assumes that such reports are valid and worthy of investigation. All such reports will require additional verification from eye-witnesses or via other means prior to going through the steps outlined above. When a parent informs a teacher or administrator of a suspected bullying incident, the matter will be referred to the appropriate administrator, who will then keep the reporting parent/guardian informed as to the progress and conclusions of the investigation.

Once a situation has been brought to the attention of the administration, and the appropriate administrator is handling the issue, parent/guardians are asked to honor the role of the administrator by allowing him or her to be the hub for all communication relating to the situation.

At times, the administrator may conclude that some kind of contact between the parents/guardian and a student or a student's parents/guardians may be appropriate and helpful to a successful resolution to the bullying issue. In such cases, the administrator will take the lead in making such contact happen, including such options as a letter of apology, a meeting between parents/guardians of involved students, etc. In all cases, WCS will work to maintain the highest level of confidentiality and accountability.

WILMINGTON CHRISTIAN SCHOOL

Appendix 5 – Volunteer Service: Cultivating Servant Leaders

Service is Key to Our Mission
Wilmington Christian School provides a distinctively Christian, innovative education that effectively develops Godly influencers who are well prepared for life after high school and who impact the culture for Christ. A key part of this vision is fostering a culture of selflessness and serving among our students. One of the four characteristics of the mature, godly influencer that we want each student to be (both now and long after they have graduated from WCS) is that of a servant leader, who . . .

- Readily accepts responsibility to serve and lead others,
- Communicates with clarity, civility, and conviction, and
- Wisely engages the culture as citizens of two kingdoms.

There are four pathways that we provide for our students to help develop this mindset. Two occur organically throughout the school year for all age groups, and two require Upper School students to take the initiative to fulfill the service expectation.

1. In-School Service Opportunities (Lower School & Upper School)
In the Lower School, students are given age-appropriate opportunities to serve their classmates, such as helping as line leaders, classroom helpers, chapel leaders, and sidewalk safeties. In the Upper School, students serve as Student Council and class officers, lunchtime table cleaners, sports team captains, elementary Teachers' Aides, and by volunteering on the Chapel Worship Team or Tech Crew.

Additionally, in the Upper School, members of the National Honor Society and National Junior Honor Society complete additional hours of service which are tracked by these clubs as part of the student's membership requirements.

2. Class or Group Service Days (Lower School & Upper School)
In both the Lower School and Upper School, WCS organizes service opportunities for classes or other groups (sports teams, etc.) to serve alongside local ministries and non-profits during a school day. This also exposes our students to the great work that is being done in our region.

3. Individual Student Service Opportunities (Upper School Requirement)
Students in the Upper School are expected to look for opportunities to serve others in their local church, local community, nationally in the United States, or abroad internationally. This is a continual expectation throughout the Upper School years. High school students will serve at least 12 hours and middle school students will serve at least 6 hours per academic year. These hours may be served at one time, or may be spread out over a period of months. Hours are due by April 15 each year and will be counted as a 4th Quarter grade for the student's Bible class. Any hours completed after April 15 or over the summer may be counted toward the next academic year.

Examples of potential service opportunities include (but are not limited to):

- Serving in the weekly children's ministry or at a summer VBS through their local church ● Participating in a mission's trip through WCS, a local church, or other agency
- Volunteering at a local, non-profit organization
- Raking leaves or shoveling snow (without pay) for an elderly neighbor
- Running the sound, lights, or other technical needs for their local church
- Babysitting (without pay) for a family in need
- Collecting food, clothing, or other resources for those in need

Essentially, anything a student does (1) for the benefit of others, (2) outside of his/her family, (3) without pay or stipend, (4) for at least the minimal required hours, and (5) by April 15 each year will meet this requirement.

Each year, students will articulate and reflect on their service on the Christian Service Form that they submit to their Bible teacher.

4. Community Engagement Experience (Upper School only)
This is a one-time service project of at least 20 hours that each WCS student will complete as a graduation requirement. After requesting and receiving approval from WCS, the high school student will volunteer for a local, non-profit organization and write a reflective response about their experience. The Community Engagement Experience must be completed within a 6-month period, sometime between the end of 8th grade and Thanksgiving of the student's senior year.

A separate document which contains the specific process and necessary forms can be found in the Upper School office or on the WCS website.

Local agencies that WCS students have served in the past include the following. Students are not limited to these organizations, but must receive prior authorization from the Dean of Students before beginning their project.

A.I. DuPont Hospital for Children
Ashland Nature Center
Boys' and Girls' Clubs
Brandywine Senior Center
Brandywine Zoo
Cokesbury Village
Delaware Children's Museum
Delaware Nature Society
Delaware Special Olympics
Delaware State Parks
Emmanuel Dining Room
Food Bank of Delaware
Good Neighbors
Habitat for Humanity
Hagley Museum
Kennett Area Parks and Rec
Local Public Library
Local Senior Center
Local YMCA
Mary Campbell Center
Millcroft Senior Living
New Castle Co. Safety Town
Newark Parks and Recreation
Police Athletic League-Hockessin
Read Aloud Delaware
Regal Heights Healthcare & Rehab
Reins of Life PA
Rockwood Museum
Ronald McDonald House
Shoes to Share
St. Francis Hospital
Urban Promise

More Information
For more information on these or other service opportunities, please contact the Lower School or Upper School offices.

***"But whoever would be great among you must be your servant, and whoever would be first among you must be servant of all. For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many."* – Jesus (Mark 10:43-45)**

***"In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven"* – Jesus (Matthew 5:16)**