



WILMINGTON CHRISTIAN SCHOOL

Lower School Handbook Table of Contents

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Foundational Statements

Vision

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

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

Values

Biblical Worldview

To flourish as humans made in the image of God, we believe 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.

Exemplary Academics

We believe that a Christian school should have 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 is marked by engaging lessons and challenging courses, mentoring as the context for teacher/student relationships, and honoring each student's unique design and potential through a highly individualized approach to learning.

Cultural Influence

Our ultimate goal for WCS students is that they would become godly influencers, having a positive and restorative effect on the nature and development of the surrounding culture. We believe that this kind of influence can come as a result of what a person creates or cultivates and that the foundational elements for creating and cultivating are Christlike character, vocational proficiency, and strong connections with others.

Grace-based Community

A Christian school community should be marked by honest, joyful relationships and by a clear understanding of mutual commitments. When an individual fails to live, learn, and serve consistently with community values and expectations, we joyfully extend grace, but standards are not lowered. Grace comes with humility in the form of support for success, appropriate discipline and accountability, and a merciful posture towards one another.

Portrait of the 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 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

WCS's Statement of Faith reflects commitment to the key theological truths (orthodoxy) and life application (orthopraxy) of a Biblical worldview. Possessing a Biblical worldview involves relating with God, others, and His creation in ways that are faithful to the historic Evangelical interpretation and application of Scripture.

Section One: The Godhead

We believe there is one God, sovereign creator of all, eternally existent 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 13-14).

Section Two: The Bible

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).

Section Three: 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 11:25; 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).

Section Four: 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, 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).

Section Five: 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).

Section Six: 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). 4

Section Seven: 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 Corinthians 12:12–13; Galatians 3:26–28; Hebrews 10:22-25).

Section Eight: 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 (Genesis 1:26-28; Psalm 139:13-14; Matthew 19:4; Mark 10:6; Galatians 3:28).

Section Nine: 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 Corinthians 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.

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/or ethnic origin in the administration of its education policies, admission policies, tuition assistance programs, athletics, the arts, and other school-administered programs.

ACADEMIC PROGRAM

Wilmington Christian School seeks to provide a Christ-centered challenging academic program with instruction based on a Biblical view of God and the world. The lower school curriculum is primarily designed to introduce and reinforce foundational concepts to the student, as well as prepare the student with the tools necessary to successfully complete middle school and high school. Students are taught, influenced, and encouraged to effectively integrate Biblical truth into their daily lives.

The academic program of Wilmington Christian School is reviewed and evaluated on a systematic basis to ensure that each area of the curriculum meets or exceeds chosen standards and effectively integrates Biblical truth into each of the subject areas. The academic program of WCS provides a full range of offerings for the student.

Student Class Assignment

Our teachers and support staff work together at each grade level to propose class groupings for the coming year. They seek to balance the groupings in terms of gender balance, personalities, learning styles, friendships (which may be conducive to being paired together in class or which may require separating to be better focused on learning), a balance of diversity, and a mix of groupings from the current year. Once those groupings are proposed, we work to incorporate our newly enrolled students. Teachers and the administration, who all have come to know your children well, consider all the factors that go into class placement; it is a complex job—one that is thoroughly prayed over. We do not accept parent requests for a specific teacher.

Special Classes

In addition to classroom activities, elementary students receive instruction in Art, Literary Enrichment, Physical Education, Music Education, and Digital Literacy. These special classes provide a wide range of opportunities for our students to expand and further develop skills and an appreciation of God's world.

Art education encourages students to develop an appreciation for the beauty and purpose of art. Students in K through Fifth Grades attend art class once a week. The curriculum includes hands-on activities in a wide variety of media, the basics of drawing, an investigation of art movement, and the study of various artists throughout history. Students will discover God as the author of creativity as they explore foundational elements and principles of art.

Music Education is designed to develop and encourage our students' God-given musical abilities. The music curriculum develops skills that support lifelong music-making, teaches fundamental concepts in music literacy, provides a rich and varied music experience spanning time, cultures, and traditions, and encourages students to use the artistic elements of music to create self-expression.

Our students sing and play thoughtfully curated literature that is both sacred and secular. We recognize the distinction between secular music that is non-Christian and secular music that is anti-Christian. Our programs are not limited to exclusively sacred music. As image bearers, non-Christians are capable of creating music that points to the beauty of our Creator and greater truths found in Scripture.

The Elementary Strings Program matches students in Grades 2-5 with an in-school instructor. The in-school strings instructor/s will provide individual or small group lessons held before, during, or after school once a week. There is an additional fee for strings instruction. Students are required to bring their instruments for scheduled lessons and practices.

Students in Grades 4-5 can participate in small group instrumental lessons. Students are required to bring their instruments for scheduled lessons and practices. Instrument purchase and rental may be offered by a private contractor through the music department for parent convenience. Arrangements for small group and individual lessons are scheduled through the music department. The in-school band instructor will determine eligibility for participation in the Elementary Band and Ensemble. Band and Ensemble instruction is held during or after school.

In all lessons, individual practice is an essential piece of the Wilmington Christian School instrument program and is a commitment the student makes upon acceptance.

Elementary students will expand their knowledge of technology within their classroom and during digital literacy held in the computer lab. Instructional concepts include learning basic office suite applications, computer terminology, keyboarding, and graphics. Students are also given an opportunity to develop creative and logical thinking skills through patterning and programming. Internet safety and digital literacy are also addressed at age-appropriate levels with a biblical worldview.

Reading is the key to personal and academic competency. In Literary Enrichment (LE), the goal is to create and inspire joyful readers through modeling a reading culture and developing literature appreciation, teaching age-appropriate library and research skills, and having fun with reading while fostering a biblical worldview. Offering choice plays a part in this. Students are encouraged to check out self-selected reading materials that challenge and interest them and to explore texts from a variety of genres throughout the year. In collaboration with classroom teachers, students will be

supported through cross-curricular literary enrichment activities with an emphasis on critical thinking skills.

All Elementary students participate in Physical Education classes twice a week. Students are expected to participate each week unless a physician's note or a parent's note is received requesting that the student be excused for illness. A physician's note is necessary to be excused for more than one (1) week. If a student is excused from physical education, they may not participate in physical activity during recess.

Proper physical education clothes are required to participate in class. Our Kindergarten through second-grade students do not change for PE. They are encouraged to wear uniform clothing conducive to PE participation: shorts, pants, and skorts. Although dresses and jumpers are discouraged on PE days because they hinder some activities, if they are worn, shorts or leggings must be worn underneath them. Third through fifth-grade students are required to change into PE clothing at school. The "uniform" is black shorts or sweatpants and red, black, white, or grey t-shirts or sweatshirts. Students may also wear Warrior/Spirit Wear t-shirts. All students are required to wear sneakers to participate in PE.

Homework

Homework is an integral part of the learning process and is one of the elements that 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 should be a purposeful extension of the school day, which provides students with reinforcement of, or preparation for, 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 activities and obligations outside of school responsibilities. Therefore, WCS seeks to maintain a balance of high academic standards and recognition of the time necessary to complete homework assignments to provide the needed reinforcement or preparation. Faculty members assign homework that will assist the student in the learning process. Homework grading is based on both completion and accuracy.

Although the amount of time spent on homework will vary from student to student, the approximate time spent on daily assignments should be limited each evening to no more than a total of the following:

- 10 minutes in Kindergarten (during the third trimester)
- 10 minutes in First Grade
- 20 minutes in Second Grade
- 30 minutes in Third Grade
- 40 minutes in Fourth Grade
- 50 minutes in Fifth Grade

Long-range papers, projects, reading assignments, weekly Bible memory verses, spelling, and vocabulary tests are included in this time allotment.

During absences, if books or work must be sent home, parents should call the lower school by 10:00 am to provide faculty members sufficient time to collect the necessary instructional materials without disrupting classes. Assignments should be picked up from the lower school office by 2:00 pm. Please do not go directly to the classroom for assignments as this will disrupt the educational process of the students.

Grading/Report Cards

Wilmington Christian School faculty members are required to maintain an accurate attendance record and grade book. Report cards for Grades K–5 are issued three times per year.

Parent conferences are held in the fall and in the spring for all grade levels. Additional conferences, at any grade level, may be scheduled by parents or teachers throughout the year as needed.

Incomplete/Make-Up Work

A grade of “Incomplete” may be recorded on a student’s report card if absences or extenuating circumstances have prevented the completion of required work by the end of the marking period. A grade of incomplete will only be given after prior consultation with the principal. Incomplete work must be completed in a determined period of time, not to exceed the subsequent marking period.

Students who are absent from school will be granted the same number of days to complete the work that was missed. Students who are dismissed early should provide any required work before leaving for the day.

Late Work

Students are expected to complete all assignments by the date due. Due dates for assignments are to be taken seriously and full credit cannot be given for daily assignments that are turned in late. Assignments should be completed even though full credit will not be given.

Academic Probation

The purpose of Academic Probation is to set before upper elementary students and parents a system of accountability regarding academic progress in situations where performance, motivation, study habits, and/or behavior must be improved. Academic Probation is designed to improve study habits and to monitor the upper elementary students’ progress regularly to promote academic success. WCS seeks to work in partnership with parents to effectively monitor student progress and development. The program of Academic Probation will operate under prescribed guidelines agreed upon by both the school and the home.

Students placed on Academic Probation:

- Demonstrate a need for reinforcement of study skills and/or organizational skills.
- Are new to Wilmington Christian School and may benefit from a transitional support.
- Have a poor academic performance record.

Probation may vary in length. After the probationary period, a determination will be made regarding the student's academic status with the following options:

- The student will be removed from Academic Probation
- The student will continue Academic Probation for a determined amount of time.
- The student will not be able to continue at Wilmington Christian School

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

- The teacher and parent will monitor a daily assignment book to improve organization and responsibility to ensure completion of assignments and promote communication between home and school.
- Outside tutoring may be required to improve needed skills
- Enrollment in the WCS Learning Support Program
- Further educational testing and evaluation

The responsibilities of Wilmington Christian School are as follows:

- The requirements of Academic Probation will be in writing with specific conditions stated and agreement from parents, student (as appropriate), and principal will be required.
- Regular communication between the teacher and parents will be established to monitor progress.
- Periodic parent conferences may be scheduled to gauge progress on performance and to discuss strategies for continued success.
- Early intervention and enrollment in the Learning Support Program may be considered.

Online Grading Program

Wilmington Christian School has implemented a Student Information System (SIS) for all students, with the addition of grading information for students in grades three through twelve. This grading program provides access to students' grades, assignments, and attendance through your computer and the Internet. Each year, parents receive instructions for access to student information. Parents may access this information at any time and are encouraged to do so at least weekly.

Student Records

Wilmington Christian School keeps records of registration and attendance of students and shall maintain an up-to-date, permanent, cumulative record of individual students. The cumulative record includes personal data and progress throughout the student's educational career at Wilmington Christian School. This cumulative folder will include academic achievement, health information, disciplinary records, and test results.

The principal, faculty, and office staff are responsible for the maintenance of these records and folders. Parents and legal guardians who wish to review their child's records should make an appointment with the principal. Copies of student records will be obtained by request of the principal.

Testing

Classroom teachers administer tests and quizzes to evaluate the student's academic progress and understanding. Students will not be required to take more than two major tests on any given day. In addition, major tests are not administered on the day following a major school event. Study materials, notes, and/or outlines for major tests will be provided for students in Grades 3 through 5 at least five days before the test. Although these documents will assist students in preparing for tests, the responsibility of paying attention in the classroom is still the responsibility of the student.

Bible Version

The use of the Bible in the classroom is a fundamental, integral, and principal piece of the educational process at Wilmington Christian School. WCS recognizes the English Standard Version (ESV) as the translation typically used in the classroom for study, quotations, and memorization. This decision is made for several reasons:

- Modern language, grammar, syntax, and style
- Ease of reading
- Translation philosophy

We also encourage the use of the NIV for our younger students in kindergarten through third grade. WCS recognizes the King James Version (KJV) for student use if the student's parents and their church feel strongly that this is the version of choice.

Bible Memorization

All students will be involved in Bible memorization each year. Classroom teachers may require students to memorize verses each week as part of the Wilmington Christian School 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

With the Biblical principle of stewardship as our guide, Wilmington Christian School requires students to take good care of their textbooks. Textbook covers may be required. There is a cost assessed for the damage and/or replacement of textbooks due to abuse or loss.

Learning Support Services

WCS's Learning Support Program provides supplemental academic, executive functioning, and social-emotional support to students who experience difficulties across various academic and developmental areas. We serve students by equipping them with tools and strategies to help bolster their academic performance, independence, and overall self-confidence while encouraging a love for learning.

The Elementary Learning Support Program provides individualized academic and social skills coaching in a one-on-one or small group setting to students struggling across various developmental areas.

Sessions with the learning support specialist vary in frequency from one to five times per week. Informal assessments are completed regularly to identify areas of need and monitor progress. Supplemental curricula and educational activities are carefully selected and aligned with areas of identified needs and current practices in each student’s regular education classroom. Instructional methods are research-based and multi-sensory in nature. There are additional fees for some of the LSP offerings. **There are no LSP services for our ELC students.**

Summer Learning Program

Students in Wilmington Christian School are required to participate in summer activities that keep them thinking and learning. These activities should be completed before school begins for the student to be prepared for discussion and assignments during the first week of the school year. Summer reading requirements can be found on our school website.

Field Trips

Field trips are a valuable part of the educational program that enhances class instruction and the integration of subject matter with real-life experiences.

When a field trip is scheduled, all students in the designated classes are expected to participate. Exceptions require the permission of the principal and the teacher in charge of the trip. Students who do not participate in a field trip are considered absent. Field trips may vary from year to year depending upon cost and availability. In some cases, a parent may be required to attend a field trip for their child to participate.

Requirements for Driving School Children

It is the WCS policy that we utilize contracted buses or school vans for student transportation. Sometimes, parent drivers are a more viable option due to class size or distance traveled. When this is the case, parents may not “request” specific drivers for their children.

If individual parent drivers are utilized, a copy of their current insurance coverage must be on file in the lower school office before the trip.

The WCS Board of Directors requires the following minimum insurance coverage on all vehicles carrying school students to and from activities sanctioned and sponsored by Wilmington Christian School:

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| Bodily injury and liability | \$100,000 - \$300,000 |
| Property damage | \$ 50,000 |
| Personal injury | \$100,000 - \$300,000 |

Please look for the above numbers on your policy and send us a copy of that page, along with your name and policy expiration date. *The school has a policy that students **may not** ride in the front passenger seat of any vehicle due to the increased potential for injury in the event of an accident.*

Parent Chaperone Responsibilities

- Chaperones will be responsible for the supervision of a small number of students during the entire trip, under the supervision of WCS staff.
- Chaperones must be adults 21 years or older and must be related to a student attending the field trip.
- Chaperones will sit with and supervise assigned students on the bus.
- Chaperones will be given a packet of information that will include their group roster, bus number assignment, and specific seating, as necessary.
- Chaperones are not permitted to bring other children on field trips.
- In case of emergency, the chaperone should contact the faculty member in charge of the field trip.
- All parent contacts (via phone) during the field trip should be made only by the teacher(s) in charge.
- Chaperones must escort students into the restroom when possible. For the safety of the students, students are required to enter restrooms in pairs.
- All chaperones must have a current background check on file with the school office.

ATTENDANCE AND MEDICAL INFORMATION

Attendance

Consistent classroom attendance and engagement are among the most critical factors influencing student success. This policy is designed to ensure that all parties (parents, students, faculty, and administrators) understand attendance expectations and how absences are handled by the school. Refer to Appendix 1.

Inclement Weather – School Closings and Early Dismissals

In the event of the closing of school due to inclement weather information will be provided to parents through our Student Information System. Email, text messages, and social media will be utilized to convey information to parents in a timely manner.

Medical Policy

Upon admission to Wilmington Christian School, the following requirements must be met to comply with Delaware state regulations and recommendations. **Please take this information with you to your child's physical.** This will help prevent trips back to the physician to get missing immunizations or screenings.

- 1. A physical examination completed by an MD, DO, or CNP presented by the first day of attendance. A student physical form may be provided for this purpose.**
 - The form must be signed and dated by the examiner. The date of the physical should be within two years before the first date of school. Additionally, updated physicals shall be provided by students entering 6th and 9th grades.
 - *Upper School students* participating in athletics may present a copy of the ***DIAA Physical Form***.

2. A full immunization record is required by the first day of attendance at WCS. The following are acceptable forms of documenting immunizations:

- The *Student Physical Form* which contains a section to record the dates of immunizations. If a *DIAA Physical Form* is used, a copy of the immunization record will need to be attached, as immunization information is not included on that form.
- A copy of the physician's medical record of immunizations may be presented.
- A valid immunization record provided by the State of Delaware, or any other state.

Failure to provide information related to immunizations may affect your child's continued attendance.

3. The following immunizations or screenings are required by state law for all K through 12th-grade students enrolled at WCS.

- 5 or more doses of DTaP, DTP, or Td vaccine (unless 4th dose was given after the 4th birthday)
- 4 doses of IVP or OPV (unless 3rd dose was given after the 4th birthday)
- 2 doses of MMR vaccine administered after the age of 12 months (individual combinations of measles, mumps, and rubella may be used to meet this requirement)
- 3 doses of Hepatitis B vaccine
- 2 doses of Varicella vaccine (or written documentation of Chicken Pox disease from a health care provider instead of vaccine)
- Tuberculosis results of Mantoux screening completed within the last 12 months or written documentation of a TB Risk Assessment from a physician or public health clinic stating that the child has a low risk factor.
- **Students entering 9th - 11th grade must additionally have had 1 dose of Tdap (adult booster) and 1 dose of meningococcal.**

4. The following immunizations or screenings are required by state law for all ELC students enrolling at WCS:

- 4 doses of DTaP vaccine (3 doses accepted for children less than 19 months)
- 3 doses of IPV vaccine (2 doses accepted for children less than 19 months)
- 1 dose of MMR vaccine administered after the age of 12 months (individual combinations of measles, mumps, and rubella may be used to meet this requirement)
- 3 doses of Hepatitis B vaccine
- 1 dose of Varicella vaccine (or written documentation of Chicken Pox disease from a health care provider instead of vaccine)
- Tuberculosis results of Mantoux screening completed within the last 12 months or written documentation of a TB Risk Assessment from a physician or public health clinic stating that the child has a low risk factor.

5. All students (including out-of-state students) entering WCS must have documentation of blood lead testing with results recorded.

6. The following exemptions from immunization may be obtained:

- Documented history of acquired immunity to varicella (only for exemption to varicella vaccine).
- Submission of the DPH School Vaccination Medical Exemption Form Completed by a medical provider (MD, DO, APN, NP, PA) and approved by the DPH. Form is provided on request.
- Notarized statement (affidavit) from the parents that immunization is contrary to their religious beliefs (must be renewed annually). The form is provided on request.

Refer to Appendix 2 for our Food Allergy Policy.

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 diseases 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 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 of treatment before returning to school: strep throat, scarlet fever, pink eye, and ringworm. Lice, scabies, and pinworms require treatment before re-admittance.

The Delaware Department of Education and Department of Public Health require notification of specific communicable diseases. The nurse will provide details regarding this, as necessary.

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

Medications

To dispense medications safely and accurately, parents and students must 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 (including cough drops) on their person, or in their backpacks, nor administer medication to themselves or others, at any time during the school day, including field trips, or during Extended Day with the exception that middle and high school students may carry emergency inhalers and Epi-Pens on their person and/or in their backpack if proper documentation from the parent/guardian is 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.

Prescription and over-the-counter medications must be in their original container. Prescription medications must have a current prescription label that is intact. Additional prescription containers and labels may be obtained from the dispensing pharmacy.

Administration of any medication requires a parent's authorization/signature. Medication authorization can be completed on our SIS. If you cannot access the SIS or have questions, please call the school nurse for assistance.

GENERAL STUDENT POLICIES

Discipline Code

Wilmington Christian School seeks to train each of its students in accordance with Biblical principles of conduct, promoting high standards of honor, to teach respect for authority, to develop self-discipline, and to teach Christian love for one another. To maintain a proper atmosphere in which the teaching/learning process can develop, students are expected to:

- Uphold respect for the things of God upon which our school is built.
- Be courteous, cooperative, and respectful toward one another, their teachers, and other WCS personnel.
- Arrive to class on time; be prepared and attentive.
- Adhere to the school's standard of dress.
- Be honest in your work and in dealings with others.
- Refrain from involvement and situations in the areas of drugs, alcohol, tobacco, and immorality.
- Respect the property of the school and that of others in the school.
- Not harass, "bully," or insult other students. (Note: See Appendix 5 for Policy on Bullying Behavior.)
- Guard both heart and mouth regarding profanity or taking the Lord's Name in vain.

Discipline

Discipline in the lower school at Wilmington Christian School is viewed as part of the process of *"training children in the way they should go."* Students are held responsible for their actions. Wilmington Christian School desires to instruct each of our children to live a life worthy of the Lord, and to please Him in every way. Students are encouraged to follow God's principles as established in His Word (Proverbs 20:11, 22:6; Ephesians 6:4; Colossians 1:10).

Classroom Management/Discipline

Teachers use a variety of classroom management techniques, based on Biblical principles, to ensure a good learning atmosphere. Teachers utilize techniques such as positive reinforcement, verbal and written reminders, time out, alternatives to recess, lunchtime detention, and notes or phone calls to parents.

Parent conferences may take place at any point throughout the discipline process. Administration and faculty keep parents involved in the discipline process as we seek together to assist students in the correction of inappropriate behavior, learn more self-control, and develop the habit of using Biblical principles in everyday decision-making. A behavioral contract may be required to clearly document the expectations required of the student.

For more serious offenses a student may be sent to the principal, serve an in-school suspension, serve an out-of-school suspension, be required to have a conference with the teacher, parent, or principal, be required to seek counseling, be placed on disciplinary probation, or be required to withdraw from school.

In-School Suspension

In cases where a student violates a specific rule or has repeated behavior in conflict with the WCS Discipline Code, an in-school suspension will be issued. In these cases, a student will sit in an isolated situation and will complete assignments for the day. Students who are given an in-school suspension may not participate in after-school activities that take place on the same day.

Out-of-School Suspension

More serious violations of the WCS Discipline Code will result in an out-of-school suspension. In such instances, the principal will determine the number of days the student will be suspended. The duration may be one to three days in length. The suspended student and parent(s) are required to meet with the principal before the student's return to class.

Students suspended from school are required to complete all assignments missed while suspended. Absence from school for a suspension is considered an absence toward the 20-day limit. Students who are given an out-of-school suspension may not participate in any school activities that take place on the same day.

Disciplinary Probation

A student may be placed on disciplinary probation due to continued or willful disobedience to the WCS Standard of Conduct. In such cases, the principal will determine the terms and length of the probation period.

Expulsion

When it is in the best interest of the school, because of the seriousness of the offense or continued lack of respect and/or response to the school's standards, a student may be expelled from WCS.

Conflict Resolution

The procedure for resolving grievances, conflicts, or problems is patterned after the Biblical principles found in Matthew 18. Concerns should begin at the source of the problem, and the place where it can be solved. If the matter cannot be solved at the initial level, the parent or student should take their concern to the next level of authority.

The resolution of problems is best accomplished when the initial feelings of hurt and anger have subsided. Waiting until feelings are controlled to be able to discuss the problem constructively is essential. It is equally important that all parties involved avoid the escalation of a given situation through gossip. Discussion and comments should be confined to those involved in solving the problem.

STANDARD FOR COMMUNITY LIFE

Standard of Dress

Refer to the complete Standard of Dress – Appendix 3

Physical Education Dress Code Standards

Grades Pre-K-2: Students in Pre-Kindergarten through Second Grade are not required to change clothing for Physical Education class but may wear shorts under uniforms to be worn for Physical Education Class. Students must wear sneakers on the days they have physical education.

Grades 3-5: Students in Third through Fifth Grades must bring a change of clothing on the days they attend Physical Education class. Students may wear black shorts or long athletic pants and white, red, black, or grey t-shirts or Warrior wear. Sneakers must be worn for Physical Education classes.

Recess and Playground Rules

Children may bring appropriate toys from home for use **AT RECESS ONLY**. All personal items from home should be clearly marked with the student's name and grade. Any items brought from home are the property and responsibility of the individual. **Toys and cards may not be "traded" with other students.**

Toys may include the following: balls, jump ropes, dolls, matchbox cars, etc.

Toys that are not acceptable include the following: cards (including trading cards, Pokémon cards, etc.) sharp instruments, toy guns or knives, crayons, markers, skateboards, roller skates, blades, bats, lacrosse sticks, hard balls, super balls, Frisbees, and electronic devices, etc.

Parents are discouraged from sending mobile phones and smart watches to school with students. **If these devices are brought to school, they must be turned off and stored in a book bag by 7:30 AM and are NOT to be used while the student is under WCS supervision.**

Wilmington Christian School reserves the right to send home any toys not deemed suitable or safe for use during recess. Students who bring toys to school should be prepared for the possibility of breakage or loss. **Wilmington Christian School will not be responsible for the replacement of toys brought to school due to loss or damage for any reason.**

Students are expected to respect the authority of the individuals who supervise them during recess. Obedience and cooperation with a positive attitude and a willing and kind spirit are expected from students.

GENERAL STUDENT LIFE

Acceptable Use Policy

See the complete Technology Acceptable Use Policy – Appendix 4

Assemblies

Assembly programs are scheduled throughout the school year and are selected for educational value for the students. Typical assembly selections include outside speakers and educators, dramatic or musical presentations, class performances, and/or multi-media presentations.

Cell Phones and Electronics

If a student brings a cell phone to school, it must be turned off during the school day (7:30 AM-3:00 PM) and stored in a book bag or cubby. Watches that have the same capacity as a phone (Apple Watch, for example) may not be worn during the school day. If they are brought to school, they must be turned off and stored in a book bag. Watches used for counting steps or telling time are allowed during the school day, but students are not allowed to use them for texting or playing games. If a cell phone or watch is used without permission or found to be turned on (ringing or vibrating) during class, the device will be taken and given to the principal to be claimed after school. Loss or theft of electronics is not the responsibility of Wilmington Christian School.

Chapel

Chapel services are scheduled on a regular basis to enhance the spiritual life of the students through corporate worship. Chapel services include student-led music, group praise and worship, a Biblical lesson or application, and the opportunity to share testimonies and pray together.

Chewing Gum

Students are not allowed to chew gum in school.

Closed Campus

Wilmington Christian School is a closed campus. Therefore, visiting students are not permitted in, or around, the school during the regular school hours of 8:00 AM to 3:00 PM. Requests for visitation during the school day are limited to prospective students, out-of-town family members, or foreign exchange students by appointment. These visits are to be approved by the principal in advance.

Communication

Phone Calls: Incoming phone calls should be limited to stated office hours (7:45 am to 3:15 pm). **All calls for students must be directed to the main office** (ext. 3001). Our 24/7 policy requires teachers to return calls within 24 hours. Calling between 2:30 and 3:15 pm is discouraged as the focus in the lower school office will be on the safe dismissal of the students.

Also, please understand that teachers cannot take messages or become involved in conversations during the time students are in class. Please make an appointment to talk with the teacher or leave a voicemail for a return call.

Student/Parent Communications with Teachers

Students and parents should not contact teachers on their private phones concerning routine homework questions or other matters that can be handled during the school day. Each teacher has a voicemail number and an e-mail address at school. Although some teachers provide their private phone numbers, this should be used with discretion.

If you have a concern or problem with a classroom matter, please communicate directly with the teacher via phone (through voicemail), written note, email, or a scheduled conference. We wish to follow the Matthew 18 principle of speaking directly with the persons involved. If this communication is unsatisfactory, it is appropriate to make your concerns known to the principal. Following these protocols, if the problem has not been resolved, a scheduled conference may be arranged with the parents, teacher(s), and an administrator in attendance.

Communication with Parents

Wilmington Christian School believes that it is vital for the home and school to work together. To promote effective communication and understanding, WCS has established the following avenues for information regarding school and student life:

Sheet of the Week/On-Line Posting

Classroom teachers will publish a weekly sheet that contains information pertaining directly to your child's classroom. This sheet will include weekly assignments, including spelling lists and Bible memory, scheduled tests, field trip news, and reminders of special activities that will take place. These sheets will be sent home by the previous Friday (if hard copy) or by Saturday evening (if electronically.) Faculty members may also provide parents access to online posts they may have.

A red folder travels with each student, to and from school. Parents are encouraged to empty the folder **with their children** each evening to better prepare the students for each school day. The information in these folders provides an excellent opportunity to discuss the school day together.

Parents and students are encouraged to utilize our website for school information.

Lost and Found

Articles that are misplaced or forgotten will be stored in the first-floor hallway. Parents and students are encouraged to check often for misplaced items. Items of value (purse, calculator, etc.) that are found will be taken to the school office. Unclaimed items will be donated to charities after each marking period. It is strongly recommended that all personal items be labeled with the student's first and last name.

Lunch

Students may bring their own lunches or purchase lunch through our food service. Refrigeration, hot water, or microwave access is not available for student use although there is limited microwave access for 3rd – 5th grade students. A snack time is provided during the day for each of the elementary students. We request that the children bring fruit, raw vegetables, or a healthy snack rather than sweets or less nutritious snacks. When sending beverages in your child(ren)'s lunch, please avoid brightly colored juice drinks.

My Hot Lunchbox is a third-party vendor that assists WCS in providing a lunch solution that offers lunches from local restaurants, delivered to school. Information about the WCS lunch program is available at info@myhotlunchbox.com.

Visitors/Student Safety

Parents are welcome to visit classrooms provided arrangements have been made in advance by calling the school office. *Visitors and parents who come for ANY reason are required to stop at the school office to sign in and to receive and wear a **Visitor's Pass**.*

Personal Belongings

Please make sure that ALL possessions are clearly marked with your child's name and grade. Items in the Lost and Found accumulate rapidly with book bags, coats, hats, etc., that no one claims. These cannot be returned unless identifiable by name.

TRANSPORTATION

Morning Arrival Procedures

Lower School students may not arrive before 7:45 am (8:00 am for ELC students) unless they are enrolled in the Extended Day Program. Students must enter the Lower School and go directly to the designated area immediately after leaving the curbside carline or bus.

Dismissal Procedures

High School students who drive lower school students to and from school are to report to the lower school office to escort the lower school students to the car in the student parking lot. ***Student(s) will be released only to the driver of the car and that driver will assume the responsibility to safely accompany the student(s) to the automobile.***

Elementary students may NOT walk unescorted to the upper school foyer to meet their middle/high school siblings.

Elementary students who ride a bus or are picked up in carline are dismissed from the classroom.

All students must be picked up by 3:15 pm Any student who remains after 3:15 pm will be sent to the Extended Day Program, and a fee will be charged accordingly through FACTS.

The procedures outlined above have been instituted to assist in alleviating traffic congestion and to provide for the safe arrival and dismissal of our students. Parents who are unable to arrive at the appropriate dismissal times should make contractual arrangements with the Faculty Accounts Manager for the supervision of their child(ren).

Placing your assigned SCHOOL ISSUED carpool number in your vehicle's passenger side window, where it is visible to our supervisory staff, is required and will help expedite the student dismissal process. We appreciate your understanding and support in helping us maintain a safe and efficient arrival and dismissal procedure. Extra signs are available upon request.

½ Day dismissals will operate the same way as a full-day dismissal.

Carline

Please drop students off at the curbside adjacent to the Elementary Gymnasium. Following the directions of school personnel and safety patrol members, please pull along the curb as close to the red awning as possible, allowing other carpool vehicles to pull in behind you.

All students in cars must exit on the curbside. To ensure the safety of all our students, elementary students must utilize crosswalks and sidewalks. Cars should not be left unattended in the carpool line.

Please pull forward to the location designated near the Upper School entrance or as directed by the safety patrol or supervisory staff to safely allow a student(s) to leave your vehicle with the assistance of members of our safety patrol and our supervisory staff.

Elementary students are not permitted to enter the parking lot without supervision. If you are escorting your child into or out of the building, please park first in an open parking space, then enter the building to pick up your child. We request that drivers do not use the designated handicapped parking spaces unless you or your passengers are disabled. During carline, the parking spaces closest to the elementary office are reserved for parents of PreK students. All parents and students must use the designated crossing lane.

Transportation Changes and Adjustments

The staff of the Elementary School office will assign carline numbers and keep a record of your child's usual mode of transportation (carpool or bus number). **Should there be any exceptions, written notification is required. Any changes in transportation arrangements must be in writing and presented to the Elementary Office at the beginning of the school day. Emergency changes may be phoned into our office at 239-2121, ext. 3001, before 1:00 pm.** This includes changes in carpools, after-school (co-curricular) activities, or medical appointments.

Bus Students

Bus students board and/or disembark at the lower school entrance. Students must proceed to and from their bus in an orderly manner following the instructions of supervising personnel. All district bus rules and regulations must be obeyed by the students.



Appendix 1 - Attendance Policy

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

A note from the parent or guardian, including the reason for the absence, must be submitted to the school office documenting the absence. There is an online form on our website:

<http://wilmingtonchristian.org/info/parents/submit-absentee-notice/>

For elementary school students, absences that total more than 20 days are in jeopardy of repeating the current grade or attending summer school. Those students who experience long-term absence (a minimum of 5 consecutive school days) for medical reasons which would place them over the policy limit for attendance, **must submit a letter to the Administration, along with a written explanation from a physician, indicating the nature of the illness and that it was just cause for the extended absence.**

Students missing classes due to school-sponsored activities are not considered absent. School-sanctioned activities would include the following: field trips, athletic competition, or administrative removal (office discipline, in-school suspension, testing, and counseling.) Students representing WCS at special events such as ACSI Student Conference or All-State Fine Arts events would not be considered absent.

Attendance Requirement for Extracurricular and Other After-School Activities

Students must be in attendance for a minimum of ½-day to participate in any extracurricular or other after-school activity. This includes mandatory participation events like concerts and drama performances.

Tardiness

Wilmington Christian School seeks to establish a productive educational environment that will benefit all students. Tardy students not only hinder their own educational progress but also disrupt the progress of the entire class. Families are urged to arrange appointments before and after school. **Students are considered tardy when they arrive at school after 8:00 am.** Frequent tardiness may result in a required parent conference or time spent after school on required make-up work.

If your child or carpool arrives after 8:00 am, please accompany your child(ren) to the Lower School Office to sign them in for school. Students arriving late to school due to poor weather conditions or a late bus are not considered tardy. Students arriving late to school on a bus will be considered “excused tardy.” A “late bus” pass will be issued in these instances.

Length of School Day

The school day for students begins at 8:00 am on the Elementary Campus. Supervision begins at 7:45 am in the Elementary Gymnasium. The school day ends at 2:45 pm. Teachers will be responsible for the supervision of students during the school day until 3:15 pm. At 3:15 pm students who remain at school will be taken to Extended Day, where a fee will be assessed for their supervision. Students using bus transportation after dismissal time will be supervised until the bus departs.

Early Dismissals

Students are expected to be present in school for the entire day (8:00 am – 2:45 pm). **If it is necessary to pick up your child(ren) early, written (emailed) notification is required.** Students will be permitted to leave school for illness, medical appointments, family illnesses, or funerals. All notes should be presented to the teacher upon arrival and will be sent to the office to notify the staff of an early dismissal. We encourage parents to use the early dismissal form on our school website <http://wilmingtonchristian.org/info/parents/submit-early-dismissal-note/>. The date, time of dismissal, and reason for dismissal must be included in the notification.

Please come to the office to pick up your child(ren). Students will not be dismissed early except to the parent(s) or a legal designee. You will be requested to sign out your child in the office. **Please note that parents or their designees are not permitted to go directly to the classroom.** This policy is intended to provide a greater measure of safety for all students and staff. The administrative assistant will inform the teacher that you have arrived, and your child will then be sent or escorted to the office. If a student returns to school later that day, he/she and a parent should report to the office and sign in before returning to class.

Family Vacations

WCS discourages families from taking vacations during scheduled school days. If parents choose to take students out of school for vacation, parents must notify the principal in writing at least two weeks before the upcoming absence. If students miss school due to a family trip, the teacher will use his/her discretion in issuing homework/classwork before the trip. Any work given before the vacation must be completed and turned in as specified by the teacher; otherwise, no credit will be given for the assigned work. Further, if the teacher decides that no work will be given before the trip, then all work missed is to be completed within the same number of school days the student missed. Missed days of school due to family vacations are considered “unexcused absences.”



Appendix 2 - WCS Food Allergy Policy

According to the US Centers for Disease Control, confirmed cases of food allergies increased by 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 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 to life-threatening anaphylactic shock. In addition, there is also the potential for social and emotional challenges that can arise because 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 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 student's parents, and are shared with WCS personnel on a need-to-know basis.
3. Considering 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 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.



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 of 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, "croc" (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.
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.



Appendix 4 - 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, and local and international communities in a safe, responsible, and Christ-honoring manner.

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 the 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 themselves or other people. This includes, but is not limited to, telephone numbers, addresses, social security numbers, birthdays, 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 forbidden. This includes the 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 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 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, like 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 notetaking, 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 the 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 accounts and should take all reasonable precautions to prevent others from being able to use their accounts. 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 children 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 student’s 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 gmail 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 origins 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

If 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.



Appendix 5 – 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 toward 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, cyberbullying 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 in 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 timeframe, 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 parent reporting of bullying and assumes that such reports are valid and worthy of investigation. All such reports will require additional verification from eyewitnesses 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.



Appendix 6 – Early Learning Center



EARLY LEARNING CENTER at Wilmington Christian School

The Wilmington Christian School Early Learning Center (ELC) has PreK 3 and PreK 4 classes and uses play and children’s curiosity as the foundation from which to support their cognitive, language, social, physical, emotional, and spiritual development. Our desire is for children to become healthy, whole persons by building strong spiritual foundations to help prepare them for life. Parents and other family members are essential partners in this process.

Age requirements for each classroom are birthdates before September 1.

The ELC employs staff members who have a mature faith in Jesus Christ and education and/or experience in early childhood instruction and care.

Absences

If your child is absent or will be absent, please contact your child’s teacher by email or by using the MY WCS tab on our school website. If your child is absent, we do not offer the option to “make up” that day. For example, if your child attends school on Tuesday, Wednesday, and Thursday but is sick on one of those days, your child cannot attend on a Monday or Friday to compensate for the missing day.

Allergies

Parents are required to notify and meet with the Wilmington Christian School nurse if the child has any allergies to medications, food, or the environment. Parents must provide an individualized care plan from the child’s health provider if the child has special health care needs, food allergies, or special nutritional needs.

Birthdays

If you wish to provide a special snack to celebrate a birthday, please notify the child’s teacher at least 3 days in advance. The teacher will inform you of any food allergies and specific procedures.

Chapel

A weekly ELC chapel is held in the indoor playroom. Children gather for worship, Bible instruction, and prayer. The weekday curriculum provides a Bible emphasis and classroom activities to reinforce the teaching throughout the week.

Closings Due to Inclement Weather or Emergencies

The WCS administration will determine appropriate actions during inclement weather. If a late opening, early dismissal, or closing is necessary, families will be informed through FACTS, our student information system by email and text messaging.

If there is a two-hour delay, the ELC will open at 9:00 am for contracted extended day students and 10:00 am for school-day children.

Clothing

Preschool students are required to wear WCS uniform clothing except for special dress-down days.

To ensure their safety, all children should wear shoes that will protect them and stay on their feet while running and engaging in play activities. Except in extreme conditions, children will go outside daily and should be dressed appropriately. Layers and warm outer clothing, including hats, gloves, and boots should be provided during cold, wet, or snowy weather conditions. Hats for sun protection and sunscreen should be provided by the parents during sunny weather conditions. Sunscreen should be labeled with your child's name and a sunscreen form must be on file.

Each child should have a minimum of one change of clothing at the ELC. Please label all items.

Communication

Parent-teacher conferences occur twice per school year. During conferences, teachers will share child assessments, concerns, and developmental progress. Additional conferences may be scheduled by the teacher or parent, as necessary.

The students will carry a red folder to and from home each day. Parents should review the contents of the folder each day.

Curriculum and Assessment of Children

The curriculum at the ELC for all age groups is designed to support the growth and development of the whole child. Activities are planned for children that stimulate and promote their growth in all developmental areas. The ELC staff will assess children's current level of development and plan activities to support their growth. Our approach is to allow children to explore materials and engage in play, so they construct and discover knowledge

and develop skills through high-quality purposeful activities provided and supported by the teachers.

Assessment of children is an integral part of the ELC program. Teachers use a variety of assessment methods and tools throughout the year to assess the children across all areas of development. Assessments serve as a foundation for teachers' planning. Teachers value effective communication with families and share assessment information with families during family conferences.

Bathroom

We require children entering our ELC to be potty trained, and we expect them to be able to wipe themselves. Our staff will assist in the bathroom if needed. If you or your child have a concern about the bathroom, please let us know so that we may attend to your child's needs in the best way possible. We understand that accidents sometimes happen. If they become frequent and disrupt the classroom routine, you may be asked to keep your child home for a period of time to work on successful potty training before your child returns to the classroom.

Discipline/Positive Guidance

The ELC educators disciple (teach) children with nurturing love while using preventative approaches, engaging environments, and clear expectations to help children be successful. Children are given age-appropriate boundaries and guidance that allow them to feel safe, loved, and accepted. Educators understand the importance of teaching and nurturing self-regulation skills and the ability to negotiate relationships and care for others. This includes intervention strategies that model for children (and families) skills that enable them to be successful in learning and life.

ELC teachers recognize their role as models of Christ and that their purpose is to guide the children in His ways. Children are taught that they are made in God's image, and this truth is reinforced in how they are treated and how they are taught to treat others. Teachers nurture children's social competence and take intentional steps to ensure that every child feels accepted and loved, with a sense of belonging. We promote pro-social behavior by interacting respectfully with all staff and children and by modeling behaviors, including turn-taking, listening, negotiating, serving others, and comforting. Further, teachers actively teach social communication and emotional regulation skills, and they assist children in resolving conflicts. ELC staff guides children who tease/target, isolate, or hurt other children to help them learn to interact more appropriately.

When challenging behavior occurs, teachers observe the child and the entire learning environment to identify events, activities, interactions, and other contextual factors that may elicit challenging behavior. Throughout this process, teachers identify skills that need to be taught and incorporate these into the children's activities and routines. Teachers use environmental modifications, activity modifications, adult or peer support, and other

strategies to support the child's appropriate behavior. Communications and reports to the child's parents will be ongoing.

ELC teaching staff responds to a child's challenging behavior, including physical aggression, in a manner that provides for the safety of the child and others. All such responses are respectful and provide the child with information and encouragement concerning acceptable behavior. If challenging behavior persists, then teachers meet with the lower school principal to examine collected data and to create a specific plan on how to proceed. After meeting with the principal, the teaching staff will meet with the family to share observations, discuss concerns, and determine if any related issues could contribute to the behavior. Families are also asked to assist in developing a behavior support plan to support the child.

The ELC strives to meet the individual needs of every child. However, if a child persists in putting himself or others at risk for injury after reasonable interventions, including removal from the classroom and parent notification, the child may be dismissed from the program.

Drop Off and Release of Children

After the first week of school, ELC students will participate in carline for drop-off and pick-up. Older siblings, safeties, or WCS faculty/staff will assist the students. Students should not be dropped off before 7:45 am unless they are enrolled in Before Care. All families are issued a carline number. Parents are expected to display the number upon entering the parking lot at the end of the school day. Students will be dismissed from their classrooms. Students must be picked up by 3:15 pm unless you are contracted for After Care. For families utilizing Before or After Care, students will be dropped off/picked up in the designated area. Door codes are issued at the beginning of each year.

Emergency Contact Information

The ELC needs to have accurate contact numbers for the parent/guardian and pick-up people. These should be entered into FACTS and updated as needed.

Health Requirements

Upon arrival, each child will be observed for common signs of communicable disease, physical injury, or other evidence of ill health.

Children shall be excluded from care if they have symptoms of illness specified below, unless written documentation from a licensed physician, or verbal notice with written follow-up states the child has been diagnosed and poses no serious health risk to the child or other children. The symptoms of illness for possible exclusion shall include, but not be limited to, any of the following:

- Temperature: equivalent to 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness. School inclusion is when the child is fever-free for 24 hours without fever-reducing medication.
- Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, inexplicable irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs) – until medical evaluation allows inclusion.
- Uncontrolled diarrhea, that is increased stool water, and/or decreased form – until diarrhea stops.
- Vomiting illness two or more times in the previous 24 hours until vomiting-free for 24 hours.
- Mouth sores with drooling, unless a health care provider determines that condition is non-infectious.
- Rash with fever or behavior change, until a health provider determines that these symptoms do not indicate a communicable disease.
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until after 24 hours after treatment has been initiated.
- Scabies, until 24 hours after treatment has been initiated.
- Impetigo, until 24 hours after treatment has been initiated.
- Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever.
- Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions; or
- Unspecified illness if it limits the child’s comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of the other children.

The child may return to the ELC when the symptoms are no longer present, or a licensed physician indicates that there is no serious health risk to the child or other children. If a child that has already been admitted to the ELC manifests any of the illnesses or symptoms specified here, the ELC will remove the child from the group of well children to a separate area until the child can be picked up by a parent/guardian or authorized pick up person, or licensed physician indicates verbally or in writing that the illness/symptom pose no serious health risk to the child or other children. While a child is cared for in a separate room/area, the ELC will ensure that the child is supervised and the child’s individual needs for rest, comfort, food, drink, and appropriate activity are met.

Meals and Snacks

All meals and snacks are provided by the parents unless the family participates in the My Hot Lunchbox program. There are scheduled morning snacks, lunch, and afternoon snacks. All foods and beverages brought from home must be in unbreakable, single-serve containers (labeled with the child’s name) that maintain the food or beverage at the proper

temperature. Food will not be heated by ELC staff. Please provide the proper eating utensils each day. Food should be cut into pieces so children can use self-help skills when eating. All food should be contained in an insulated lunchbox that is stored in your child's cubby.

Medication

All medications are administered by the WCS nurse.

Parent Concerns

Should you have a question or concern regarding your child's care, please first contact your child's classroom teacher. If your concern is not addressed or resolved to your satisfaction, please contact the lower school principal.

Pictures & Communications

Throughout the year, teachers will email pictures to families. Please do not "share" any photos that contain other ELC children on social media sites. Children will receive daily reports about rest, food intake, toileting, and the day's activities. Families of preschool children will receive weekly reports containing classroom activities and announcements.

Rest Time

The ELC provides mats for all ELC children. Linens are also provided. Soiled linens will be sent home upon discovery and at the end of your child's school week. Please return laundered linens upon your child's return to school. Families should provide a crib-sized blanket and a pillow if your child uses one. A special stuffed animal or "lovie" can be provided for rest time.

Safety and Security

The main doors to the lower school are open for drop-off from 7:15 – 8:15 am and pick-up from 2:30 – 3:00 pm. At all other times, the doors are locked for security purposes. If you need to enter the building during school hours, please press the intercom button next to our entrance and identify yourself. Families enrolled in the extended day program will be provided with codes that will give access to the building.

Fire drills and other safety drills are practiced regularly, and in an age-appropriate way, to prepare children in the event of a school emergency.

Toys from Home

Unless specifically requested/approved by your child's teacher, toys should not be brought to school. Young children who have a transition object such as a stuffed animal or blanket may bring that item to the center, but the ELC is not responsible if it is lost, damaged, or broken in any way.

Volunteers

Parents are encouraged to volunteer at WCS. When visiting campus, parents must sign in at the lower school office and secure a visitor badge. All volunteers must have a current background check on file with the school office.

Weather Policy for Playing Outdoors

There are many benefits for children in outdoor play. Our children participate in outdoor activities daily. ELC children are outside when the wind chill factor is 32 degrees or higher or the heat index is 89 degrees or lower and the weather conditions do not pose a significant health or safety risk. Please dress your child appropriately for the daily weather forecast. If children are not well enough to go outdoors, they should not be brought to school.