



# WILMINGTON CHRISTIAN SCHOOL

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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 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 through 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 in order to adapt to rapidly changing environments, and
- Think logically and critically to discern and apply truth.

#### *Creators and cultivators, who*

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

## **Statement of Faith**

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, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:21–26, 5:8–9; Ephesians 2:8–10; Titus 3:5).

#### 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).

#### 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.

## Attendance and Medical Information

### Attendance Policy

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, administrators) understand attendance expectations and how absences are handled by the school. Refer to Appendix 5.

### 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 a 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 prior to the first date of school. Additionally, updated physicals shall be provided by students entering 6<sup>th</sup> and 9<sup>th</sup> 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 12<sup>th</sup> grade students enrolled at WCS.**
  - 5 or more doses of DtaP, DTP or Td vaccine (unless 4<sup>th</sup> dose was given after the 4<sup>th</sup> birthday)
  - 4 doses of IVP or OPV (unless 3<sup>rd</sup> dose was given after the 4<sup>th</sup> 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 Hepatitis B vaccine

- 2 doses Varicella vaccine (or written documentation of Chicken Pox disease from health care provider in lieu 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 9<sup>th</sup> - 11<sup>th</sup> grade must additionally have had 1 dose Tdap (adult booster) and 1 dose meningococcal.***

**4. All students (including out of state students) entering Kindergarten must have documentation of blood lead testing with results recorded.**

**5. 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). 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 disease, for the school population. The school nurse must make a nursing judgment relative to the presenting symptoms, health history and known diagnosis of the child in order to determine if exclusion, a referral to a healthcare provider or other appropriate intervention is needed.

Note the following infections are considered infectious and require a minimum of 24 hours of treatment prior to returning to school: strep throat, scarlet fever, pink eye and ringworm. Lice, scabies and pinworms require treatment prior to re-admittance.

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

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

## **Medications**

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

Students may not carry medication (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 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.

## **Academic Policy**

WCS seeks to provide a quality program of Christ-centered education. One of the goals of our middle school is to prepare our students for the vigorous, challenging program of our high school. Course Description details are available in the school office and on our website.

The following grading standard is utilized for evaluating student achievement:

|    |          |                            |            |
|----|----------|----------------------------|------------|
| A+ | 98-100   | Non-numerical Grading Key: |            |
| A  | 95-97    | I                          | Incomplete |
| A- | 92-94    | M                          | Medical    |
| B+ | 89-91    | P                          | Pass       |
| B  | 86-88    | F                          | Fail       |
| B- | 83-85    |                            |            |
| C+ | 80-82    |                            |            |
| C  | 77-79    |                            |            |
| C- | 74-76    |                            |            |
| D+ | 71-73    |                            |            |
| D  | 68-70    |                            |            |
| D- | 65-67    |                            |            |
| F  | Below 65 |                            |            |

Courses designated as “Pass/Fail” are not included in the calculation of a student’s Grade Point Average (GPA).

## **Pupil Records**

The school shall keep records of the registration and attendance of the students and shall maintain an up-to-date permanent cumulative record of individual students showing personal data and progress

through school. This cumulative folder will include academic achievement, health information, disciplinary records, and test results.

The principal, guidance counselor, and office staff are responsible for maintaining these records and folders. Parents and legal guardians who wish to review any of their child's records should make an appointment through the administrative secretary. Parents wanting a copy of such items may make a request through the principal.

### **Report Cards**

Student report cards are issued quarterly for all students. These report cards will include grades and comments, which help gauge student performance and conduct.

Teachers are required to maintain an accurate attendance record and grade book on-line. Parents and students have the ability to view this information. Details, including passwords, will be given to the parents and students at the beginning of each school year.

### **Testing Policy**

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

There is to be no test administered on days following a major school event. These events will be determined by the administration and announced in advance.

### **Semester and Final Examinations**

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

### **Incomplete/Make-Up Work**

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

Students that are absent from school for any reason will be granted the same number of days absent to make up the work that was missed.



**Students that are dismissed early for a school-sanctioned activity are required to give any work due for classes prior to their leaving school.**

## **Late Work**

Due dates for assignments are to be taken seriously. Full credit cannot be given for daily assignments that are late. Students and parents should refer to the Course Description Sheet for each class for details regarding late work. Students are expected to complete all assignments even though they will not receive full credit.

## **Academic Probation**

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

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

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

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

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

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

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

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

1. All academic probations will be placed in writing, with specific stipulations stated, and signatures of the parent(s), student, and administration are required.
2. Regular communication will be established between teacher(s) and parent(s) to monitor progress.

3. Teachers and administration may periodically schedule parent conferences in order to gauge performance and to discuss strategies.
4. The administration may arrange mentoring by another student.
5. The student may be referred to the Learning Support Program (LSP) for possible enrollment if an opening exists.

## **Course Failure**

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

- Students may take no more than two classes per summer at a recognized summer school.
- Students may participate in individualized tutoring for forty (40) hours with a WCS approved tutor.
- A failure in a Bible course must be made up by completing an approved independent research project.
- Students may be retained in accordance with the stated board policy.

Participation in Extra-Curricular activities (after school games, high school plays and musicals) is a considered a privilege and is available to students in good academic standing. Students must maintain passing grades in their five course subjects (Bible, English, math, science, and social studies) at all times. If a student is failing a subject, he/she will be removed from the activity for a period of two weeks in order to focus on improving the grade. At the end of the two-week period, the student may be reinstated if the student improves the grade to a passing score. Communication between the athletic director, coach, teacher, administration, and parent is key.

## **Homework**

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

1. Assignments will be limited in time: no more than 60 minutes for 6<sup>th</sup> graders, 75 minutes for 7<sup>th</sup> graders, and 90 minutes for 8<sup>th</sup> graders.
2. Long-range papers, projects, or reading assignments are not to be included in this 90-minute time allotment.
3. Teachers will coordinate tests, papers, and projects so that major assignments do not overlap, run concurrently, or create a burden on the students. Teachers will not assign two major projects and/or papers for the same time period or schedule two major tests for the same day unless receiving prior approval from the administration.
4. Students will use standard 8 ½" x 11-inch paper, unless otherwise instructed by the teacher, and will include the following heading:

Subject  
Specific Assignment

Student Name  
Date

## Summer Reading

Students are required to complete summer reading and related assignments for both English and Bible; these are due the first day of school. Details are available on the school website.

## Honor Roll

The honor roll is determined through a student's weighted GPA each marking period. Designations include the following:

|                          |   |
|--------------------------|---|
| <i>High Honor</i>        | <i>3.75 (with no grade lower than a B-)</i> |
| <i>Honors</i>            | <i>3.5 (with no grade lower than a C-)</i>  |
| <i>Honorable Mention</i> | <i>3.0 (with no grade lower than a C-)</i>  |

## Standardized Testing

Achievement testing is administered each spring to all middle school students and is used for monitoring progress, evaluating teaching, learning, and curriculum, and for placement in the following school year.

## Bible Memorization

Each student will be involved in Bible memorization each year. In most cases, students will be required to memorize a verse or passage of Scripture each week. There are also instances where a passage or section of God's Word is to be memorized over an extended period of time.

## Student Textbooks

Students are responsible to take good care of their textbooks. Textbooks are required to be covered at all times. **Ill-fitting book "socks" or cloth covers will actually damage the binding of a textbook and are not permitted.** There is a required cost for the damage and/or replacement of textbooks due to abuse or loss.

Students are required to bring a Bible to school to use as the textbook for Bible classes and to use during chapel. A Bible may also be required for other classes.

## Teaching of Literature

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

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

## Teaching of Science

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

## Teaching of Human Sexuality

The WCS Science, History, and Bible curriculum contains teaching on human sexuality that is presented from a Biblical perspective from both a physical and ethical perspective. WCS holds strongly to the Biblical view that sex before and/or outside of the marriage relationship is sin and is in direct opposition to God's plan for a man and woman. Teachers discuss various areas of human sexuality such as anatomy, childbirth, consequences of immoral sex, and contraception all in an age-appropriate and context-appropriate educational setting.

## Showing of Videos/DVDs/Movies

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

## Physical Education

Refer to the WCS Middle School Athletics Policy – Appendix 3.

## Learning Support Services (LSS)

Wilmington Christian School's Academic Program provides for differences in ability, interest, and learning style. WCS seeks to recognize and diagnose students vulnerable to learning problems as early in

their education as possible and throughout their school experience so that appropriate interventions can be implemented.

The underlying philosophy of our educational services is that all students can learn if given the right tools and strategies. The Learning Support Services of WCS desires to help students learn more efficiently, grow in knowledge, and in confidence so that they can better impact the world for Christ.

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

There are two levels of service:

Learning Support Program – Small group classes are offered two times per week. These classes are usually scheduled during a non-core class/subject, elective, or study hall. Small group or individualized help can be given in note-taking, thinking and study skills, and the reinforcement of new concepts. Reviews for tests and quizzes are regular activities. Students receive academic tutorial help (in each subject as needed), assistance with setting goals, extended time for tests as needed, help in planning long-term projects/assignments, test preparation and guidance in the organization and management of time and materials.

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

Learning Support Services serves the total school ministry by partnering with parents as a support for their child's needs and learning, with teachers as a resource to implement instructional and testing accommodations in the regular classroom.

## **Field Trips**

Field Trips are a valuable part of the educational program that enhance classroom instruction and the integration of the subject matter with "real life" experience. A student's performance and behavioral standing will be evaluated and may affect his/her participation and attendance on some field trips.

All students are expected to participate in a scheduled field trip. Exceptions require the permission of the principal and the teacher coordinating the trip. If a student misses a trip due to illness or other extenuating circumstances, refunds are not guaranteed, and the student may be assigned an alternate educational experience.

All students are expected to wear their school uniforms (Refer to Appendix 4 for Standard of Dress.) during all field trips unless otherwise specified by the teacher coordinating the field trip.

## **Discipline Policy**

### **Discipline Code**

Christian discipline has its foundation in the Scriptures (Hebrews 12, II Timothy 3:14-17, II Peter 1:5-8). Its purpose is to bring about Godly conduct, character, obedience, and self-control. WCS strives to promote high standards of honor, to teach respect of authority, to develop self-discipline and to teach Christian love for one another.

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

- Uphold a respect for the things of God 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 their work and in their 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
- Guard their heart and mouth regarding profanity and taking the Lord's Name in vain

As with all of life, choices have consequences. With the school's discipline code, these consequences will follow a graduated scale.

For offenses that are disrespectful in nature to another student, a faculty or staff member, or property, the student will be issued a warning. If the behavior continues or escalates, the student will be removed from the setting, and the teacher will contact the parent as soon as convenient. If the student continues to show disrespect after parental involvement, the student will be sent to the building Dean of Students' office, and a parent conference with the Dean and faculty member may be required.

Offenses that are considered disrespectful include, but are not limited to, the following: lying, "back talk", disobedience, verbal harassment, name-calling, making fun of another person, and profanity.

Other offenses will be dealt with as listed below:

| Offense   | Consequence  | Additional Consequence   |
|---|--|--|
| Gum/Candy   | Infraction,<br>Lunch Detention,<br>After-School Detention,<br>or<br>Saturday Detention |  |
| Late to Class   |  |  |
| Skippping Class   |  |  |
| Disrupting Class  |  |  |
| Unpreparedness  |  |  |
| Inappropriate behavior  |  |  |
| Plagiarism  |  | Includes re-do and lowering of grade                               |
| Continued violations of above   | Suspension in School   |  |
| Disrespect for Godly principles   |  |  |
| Cheating  |  | Includes lowering of grade   |
| Stealing  |  | Includes restitution   |
| Misuse of school technolog  |  | May result in suspension from technology use                       |
| Continued violations of above   | Suspension from School/<br>Possible Expulsion from School                              |  |
| Vandalism   |  | Includes restitution   |
| Fighting  |  | Includes restoration   |
| Involvement with drugs, tobacco, and alcohol – purchase, possession, or use |  | May result in removal from sports team and/or leadership positions |
| Weapon possession/use   |  |  |
| Sexual immorality   |  |  |

## Detention

Detention will be given for minor infractions of school and classroom rules. They will be issued upon a student's accumulation of infractions. (See Infraction Notices.) There may also be situations where a student receives a detention at the discretion of the Dean of Students. Detentions will be assigned after school on Wednesdays, during lunch, or after school from 3:00 – 4:30 PM. Parents will be given notification of the detention and will confirm receipt of the notice. Students will be required to serve on the date assigned, with only emergency situations being considered for rescheduling. Saturday detention will be assigned when a student has accumulated 20 infractions, or at the discretion of the Dean. This detention will be held from 9:00 – 11:00 AM and require a fee of \$20 to cover supervisory costs.

## Suspension in School

In cases where a student violates a specific rule or has accumulated several detentions, an in-school suspension will be issued. In these cases, the student will sit in an isolated area and be given assignments for the entire school day.

Students suspended in school are required to complete all assignments missed while suspended.

Students who are suspended in school may not participate in or attend cocurricular or extracurricular activities that take place on the suspension day.

### **Suspension from School**

More serious violations of the school discipline code will result in the student being suspended from school. In such instances, the administration will determine the number of days that a student will be suspended, not to exceed three days. In all cases of suspension from school, the student and parent(s) are required to sign a suspension letter before being permitted to return to school.

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

Students that are suspended from school may not participate in cocurricular or extracurricular activities for the period of the suspension.

### **Disciplinary Probation**

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

### **Disciplinary Contract**

In some cases where a student is suspended from school, a Disciplinary Contract, clearly stating the conditions and stipulations in which the student will be able to continue at WCS, will be issued. This will be reviewed and signed by all parties, at the time of a conference, prior to the student's return to school.

### **Expulsion**

When it is in the best interest of the school, because of the seriousness or continued lack of response to the school's standards, a student may be expelled from WCS. This could result from a student's failure to comply with the terms of the Disciplinary Contract or be an immediate consequence of a student's action.

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



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

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

Procedure:

1. The teacher notifies the student, fills out the Infraction Notice, and gives the student the gold copy. The teacher keeps the pink copy for his/her records. The teacher gives the office both the white and yellow copy. If the teacher requires a parent to sign the infraction, he/she will check the appropriate space. The student is responsible for getting the parent signature on the gold copy and returning it to the teacher.
2. The Dean of Students will assign points to each infraction and record the number on the white copy of the Infraction Notice.
3. The office staff will record the number of points in the student's discipline record and fill in the total number of points-to-date in the appropriate space on the Infraction Notice. The yellow copy will then be returned to the student. If necessary, the office will give the student a letter to inform them of their detention date, which must be signed by a parent and returned to the office the next school day. Detentions take priority over any school cocurricular or extra-curricular event.

Accumulation of Infraction Points:

|           |   |  |
|-----------|---|--|
| 5 Points  | = | Lunch Detention  |
| 10 Points | = | After School Detention (Tues, Wed, or Thurs 3:00 – 4:30 PM)  |
| 15 Points | = | After School Detention (Tues, Wed, or Thurs 3:00 – 4:30 PM)  |
| 20 Points | = | Saturday Morning Detention (9:00 – 11:00 AM; Cost \$20) AND<br>Parent Conference with Dean of Students |
| 25 Points | = | Suspension and Disciplinary Probation  |

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

#### Appeal Process:

1. The student would first appeal to the teacher issuing the infraction. The teacher will either remove the infraction or decide to issue the infraction.
2. The student would then appeal to the Dean of Students in writing. The Dean will either remove the infraction or decide that the infraction is warranted.

### **Moral Conduct**

The potential for serious moral misconduct by students is as real in a Christian school as it is in society. While the parents, not the school, are the primary entity responsible for corrective discipline, it will be the school's responsibility to deal with moral issues and their impact on the reputation, atmosphere, and standard of the school. Therefore, the thrust of the school's action must be the maintenance of moral standards of conduct and the presentation of the Biblical role model.

It is the policy of WCS that any immoral sexual activity on the part of the students will be investigated by the school authorities and dealt with in accordance with the school's Discipline Code.

The discipline policy of WCS applies to students while they are on campus, on a school bus, or at any school-sponsored function or activity. Behavior that impairs the testimony of the school will not be ignored. **Behavioral offenses that occur outside the limits of the jurisdiction of the school will be considered as to the severity and the impact on the school's reputation.**

### **Personal Electronics Use**

Electronics (cell phones and other handheld devices) must be turned off and stored in the student's locker between 8:00 AM to 2 PM. Cell phones must be placed in backpacks for the activity period.

Laptops, tablets and/or iPads are permitted in school for educational purposes. Initial approval must be given by the principal and/or teacher.

If electronics are found to be "on" or in a student's possession, faculty or staff members will take the device and give it to the Dean of Students. Students may go to the Dean to retrieve the device at the end of the day. For a first offense, the device will be returned to the student at the end of the day, and a warning will be issued. For a second offense, the electronic device will be returned to the student at the end of the day, and the student will be given a lunch detention. For a third offense the device will be returned at the end of the day and given an after-school detention. For all subsequent offenses, the

electronic device will be kept by the Dean of Students until a parent retrieves it, and the student will be given a Saturday detention.

If a student has an emergency and needs to use a phone, he/she must get a pass to come to the office. The office staff will either allow him/her to use the office phone or give permission to use his/her cell phone. Permission will only be granted at lunch, during study halls, and after school.

The school will not be held responsible for the loss or theft of any electronic devices.

**If parents need to get a message to a student, the parent must contact the middle school office by 11:00 AM. All messages will be given to students during lunch. This is for emergency messages only (changes in transportation or unscheduled doctor appointments.)**

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

Refer to our Acceptable Use Policy – Appendix 1.

### **Cheating and Plagiarism**

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

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

Consequences for cheating and plagiarism range from an infraction to suspension. No credit will be given when cheating occurs. The teacher and administration may require that the assignment be redone following proper citation and sourcing protocol and will have an appropriate grading penalty due to plagiarism.

### **Harassment**

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

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

## **Student Pregnancy**

In accordance with the school's Affirmation Standards, Standard of Community Life, and Policy on Moral Conduct, the school will not condone nor ignore sexual activity (including when it results in pregnancy) outside the marriage relationship. The Board of Trustees' Policy Manual further details this.

## **Drug Abuse**

We at WCS believe that any non-medical involvement (consumption, procurement, or provision) with controlled substances or material generally acknowledged to be harmful to an individual's physical, spiritual, or psychological health is inconsistent with the Christian lifestyle and the testimony we desire of our students here at WCS.

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

## **General Student Policies**

### **Standard of Dress**

Refer to our Standard of Dress – Appendix 4.

Periodically, a Dress Down Day or Jeans and T-Shirt Day will be scheduled. Students are to wear jeans that are in good repair, and all t-shirts and sweatshirts must be appropriate for WCS standards.

### **Students Living at Home**

It is the philosophy of WCS that the home and the school are working in harmony in the nurturing and development of our students. It is this relationship that brings stability to the home, to the school, and to the student. Therefore, all students attending WCS must be living at home with a parent or guardian, as recognized by the administration. There may be instances where a student needs to stay with a family other than his/her own for a brief period of time. In order for the student to be able to attend WCS, these temporary living arrangements must be made with the knowledge of the school administration and recognized by the school as acceptable.

## **Student Employment**

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

## **Church Attendance**

We affirm that the home, church, and school all have an important role in the lives of our students. Believing that our role at WCS is to assist the home and the Church, we feel that it is of utmost importance for all our students, with their families, to be in regular attendance at their church (Hebrews 10:25). We do not feel that we are working in harmony with the home if the family is not active in church.

## **Chapels and Assemblies**

In order to enhance the spiritual life of the school through a group experience, students will meet for corporate worship and expression in chapel services on a regular basis. These chapel services will include the following: student-led music, a Biblical lesson or application, testimonies, and/or prayer. Chapel is also be an opportunity for students to lead and serve, and for students to see examples of others serving the Lord in ministries and missions.

Assemblies are also scheduled throughout the school year. Programs are selected for their educational and entertainment value. Typical selections include outside speakers, dramatic or musical presentations, class performances, and multi-media presentations.

## **Closed Campus**

WCS is a closed campus. This means that no visiting students are allowed in or around the school during normal school hours of 8:00 AM to 3:00 PM. Requests for visitation during the school day are limited to prospective students upon appointment, out-of-town family members, or foreign exchange students. These are to be approved by the principal at least two days in advance.

## **Visitors and Guests**

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

## **School Calendar**

The Administration shall establish an annual school calendar, which shall meet or exceed 180 days of school, including faculty in-service days.

## **Closing of School**

In the event of the closing of school due to inclement weather or other emergency, school families will be notified through our SIS and/or by visiting our school website. Closings will also be posted on social media. Please note that SIS notifications are not solely used for emergencies. They may be used to inform our school community of various school-related events or announcements.

## **Communication with Parents**

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

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

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

## **Conflict Resolution**

Procedure for resolving grievances, conflicts, or problems is patterned after the Biblical model found in Matthew 18. Students and parents are asked to take their concerns to the source of the problem and the place where the problem can best be solved. If the matter cannot be settled at this level, the parent or student should take their concern to the next level of authority. The order of authority at WCS is as follows: teacher, principal, and then headmaster.

The resolution of problems is best accomplished when one is past the initial feelings of anger and hurt. All persons are asked to wait until they are in control of their feelings so as to be able to discuss the

problem in a constructive manner. It is equally important that all parties involved avoid the escalation of the situation through gossip by confining their discussions to those who need to know.

## **Daily Student Life**

### **Before School**

Students may not enter the school building earlier than 7:30 AM. Students must be in the elementary gymnasium between 7:30 AM – 7:45 AM if they are inside the building. The 7:45 AM bell allows students to go to their lockers and report to homeroom.

### **After School**

After the conclusion of activity period, students should gather their belongings and then go directly to the bus or car. At 3:30 PM, all students not attending an athletic event or taking part in a supervised extracurricular activity are to leave the building or report to Extended Care. There is an additional fee for Extended Care.

### **Lunch Program**

Middle School students will eat lunch daily in the WCS cafeteria. Each year, parents will receive information explaining the process of purchasing lunch for their students. Students are expected to follow the rules listed below:

1. Students are to enter the cafeteria by walking quietly.
2. If a student is picking up a purchased lunch, he/she should move through the line in an orderly and polite manner and then sit at the assigned table.
3. If a student is not picking up a lunch, he/she is to go directly to and sit at the assigned table.
4. Students are not allowed to leave the cafeteria without the permission of the duty teacher and a pass.
5. Students are responsible to make sure their area is clean. Both the table and the floor must be clean prior to dismissal. All recyclable material should be placed in the appropriate trash containers.
6. Students should talk quietly. Students are to be quiet when the intercom system is being used.
7. Students should use the restrooms prior to entering the cafeteria. The cafeteria restroom is for emergencies only.
8. Students should remain seated until they have been dismissed by the duty teacher.

In the best interest of some of our students, WCS has adopted a Food Allergy Policy. Refer to Appendix 2.

### **Student Planners**

All students will be issued a student planner. Students are required to write their assignments in this planner each day. This planner is also used as a passbook and is the primary tool to verify permission to

be out of a study hall or class. Students are to write their names at the top of each pass page. Students are not to share their passbook with other students.

### **Hall Passes**

Students are required to have a pass from a teacher to leave a classroom for any reason. If students are detained between classes by a teacher, they are to ask that teacher for a pass before arriving late to the next class.

### **Gum Chewing**

Gum chewing and/or eating candy is not permitted anywhere in the building. Students that chew gum will be given an infraction. Repeated offenses will quickly escalate to more severe consequences.

### **Public Displays of Affection**

Students are to refrain from public displays of affection on campus.

### **Lost and Found**

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

### **Substitute Teachers**

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

### **Study Hall**

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

1. During study halls, students must sit in their assigned seats.
2. Students are to bring all necessary books and supplies with them to the study hall. Students will not be allowed to go to their lockers for books after the period has begun.
3. Students should expect to study for the full duration of the period.
4. Students may not work together unless they have received the teacher's permission to do so. They may then do so only if their work together is academically profitable and not distracting to the other students.
5. Quiet and order must always be maintained to promote a good environment in which all can study.



6. In the event the students complete all assignments, they may pursue some other academic activity such as reading a library book or magazine. They may not cause any disturbance or waste time.

## **Emergency Drills**

Fire and other emergency drills will be performed periodically. All emergency exits will be clearly marked in each classroom. Individual teachers will review emergency drill procedures with the students. During a drill, all students are expected to follow our procedures. After all necessary procedures have taken place to ensure safety and efficiency, the signal will be sounded for all to resume classroom activities.

## **Extra-Curricular Activities**

Extra-curricular activities are those that meet only after school hours or during a student's free time. There is no grade assigned for participation. Extra-curricular activities enrich the middle school experience for students at WCS and are strongly encouraged. Commitment to extra-curricular activities should be made after considering the impact that participation will have on the other areas of middle school life. Academics take priority over extra-curricular activities at WCS.

## **Student Government**

Students seeking a position of leadership and responsibility among the student body are encouraged to run for a position in the middle school student senate. The student senate is an advisory body that brings student concerns and recommendations to the faculty and administration. They also provide several community services and organize student activities. Representatives are elected to the student senate by their classmates. All members must attain a 2.5 grade point average and show evidence of Christian leadership. The senate meets monthly during school hours.

## **Class Functions**

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

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

## **Class Funds**

All middle school grades will maintain their funds in one account held by the Business Office. Class dues are paid annually for the purpose of class events and needs. At the end of each school year, remaining funds will be saved for the future.

## **Student Activity Accounts**

All student activity groups will also maintain their funds in one account held by the Business Office. All disbursements must be made by check and must be pre-approved by both the appropriate faculty

sponsors and principal. Fund-raising activities must be pre-approved by the principal and the Advancement Office.

The following are the responsibilities of the student officers:

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

## **Social Functions**

As a co-ed institution, WCS seeks to provide many wholesome activities for student development and their social life in a Christian context. The activities planned by each individual class and the Student Senate provide opportunities for participation, companionship, and social interaction. All students are encouraged to be involved with their class planning of activities and to participate in school-wide events.

Regarding dancing, WCS will sponsor student events that incorporate dancing as part of the activity. These will be held on a limited basis and with administrative approval and direction. Separate guidelines have been established for the planning of such events.

While the school will have no jurisdiction regarding student conduct at non-school functions, behavior that impairs the testimony of the school will be considered as to the severity and the impact on the school's reputation.

## **National Honor Society**

WCS has both a junior (grades 7 and 8) and a senior (grades 10 – 12) chapter of the National Honor Society. The purpose of National Honor Society is to create enthusiasm for scholarship, stimulate a desire to render service to the school and community, recognize and encourage leadership in the student body, and develop Christian standards of good character in our students. Those who accept the honor of being members of the NHS are obligated to use their God-given talents and abilities for the benefit of others. This will include mandatory public service to be performed on an annual basis. The service will consist of an approved project, with a required twelve (12) hours for high school NHS members and eight (8) hours for NJHS members.

Candidates for National Honor Society can acquire a copy of the Society by-laws and school's selection process. Consideration is given based on Christian character, leadership, service, and academic achievement. In order to be considered as a candidate academically, a student must have a minimum of 3.4 GPA (unweighted). A candidate must also have been a student in good standing at WCS for at least one (1) semester prior to the start of a given school year. With membership in either society comes the obligation for students to fulfill the requirements of continued membership listed in the by-laws. Inductees become official members at an annual induction ceremony. A copy of the bi-laws is available on our school website.

## **Math League**

Interested, capable students are encouraged to participate in the statewide math league sponsored by the Delaware Council of Teachers of Mathematics. WCS has middle school teams for 7th and 8th grade students. Teams visit regional schools for after-school competition once a month from November through March.

## **Science Olympiad**

Science Olympiad prepares students for a rigorous academic competition consisting of a series of team events. These challenging and motivational events are well balanced between the various science disciplines of biology, earth/marine science, chemistry, physics, engineering, mathematics, and technology. Science Olympiad is an elective class that meets Fridays 5<sup>th</sup> period for the first three marking periods. Each student will prepare for the competition during the year and consequently compete in the state competition. The state competition also gives the students the opportunity to participate in workshops and converse with many college professors.

## **Transportation Policies**

### **Bus Policy**

All district bus rules and regulations must be obeyed by all Wilmington Christian School students who ride a bus. Any parent concerns regarding the discipline of students on the bus should be directed to the Dean of Students.

### **Transporting Students to Activities**

WCS accepts the responsibility to transport students to events that are scheduled immediately after school. Students will be transported by van and/or by car. For events that do not meet immediately after school, WCS can aid in transportation but will not take the responsibility to transport students (i.e. Saturday and evening games, late practices at facilities away from our school). When WCS transports students by car, the school will use only adult drivers (teachers, staff, and parents). These drivers should have the following insurance coverage:

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

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

### **Parking Lot**

Pedestrians and drivers must exercise extreme caution in the school parking lot and driveways. Drivers may not exceed 10 mph and must yield to all pedestrians and follow the instructions of those directing traffic. Drivers must follow the painted arrows indicating the flow of traffic. **Cell phones and other handheld devices should not be used while driving through the parking lot and on the driveways.**

## **School Facilities**

The Lord has blessed WCS with beautiful buildings and grounds. To keep the facilities in the best condition, students are required to remain in supervised areas of the buildings and grounds. The office is open to students throughout the school day. Students should not go beyond the administrative assistant's desk unless given permission to do so.

Students are not to enter the teachers' room, private offices, or any storage areas without teacher permission. In order to maintain good relations with WCS neighbors, students should not wander onto private property near the school.

### **Cafeteria**

All students must eat lunch in the cafeteria unless they are attending a supervised lunch meeting. Students may purchase lunch from the food service provider or bring lunch from home. The food service is My Hot Lunchbox. All orders must be made at least 24 hours before lunch.

Students are to leave their book bags by their lockers before coming to lunch. When the cafeteria bell rings, every student in the cafeteria should immediately stop talking and listen to announcements or prayer for the food. Each student is to clean up his/her own eating area, throwing out trash recycling as possible. Each week a student is assigned a table to clean. Spray bottles and paper towels are provided for this purpose.

Students are expected to behave appropriately while in the cafeteria. Throwing food, leaving a mess for others to clean up, and other misbehaviors will have consequences to sufficiently ensure that the cafeteria remains a pleasant, safe place in which to eat lunch and socialize.

### **Gymnasiums**

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

- Students are required to wear sneakers (not stocking feet, turf shoes, or other cleated footwear) for activities on the gym floor.
- Students are not to climb onto or move the bleachers or hang onto the center curtain.
- Students may not enter the equipment storage areas without teacher permission and supervision.
- Due to the potential for injury that misuse of the gymnasiums and equipment can cause, any misbehavior or inappropriate use of these facilities will result in disciplinary action.

### **Hall Bulletin Boards**

Students wishing to post an announcement or notice of any kind on a wall or bulletin board in the hallway must have the item approved and initialed by an advisor or the principal.

### **Lockers**

Homeroom teachers will assign each student a locker. All personal items are to be kept stored in the locker when not in use. Students may not use unassigned lockers. Lockers may be used before school (7:45 – 8:00 AM), between classes, at lunch, and at pack up time at 2:00 PM, and when given a pass from a classroom teacher.

Lockers will be cleaned at the end of each marking period. Students may bring a combination lock from home, but the combination must be on file with the homeroom teacher and the middle school office.

Pictures, stickers, and schedules may be fastened to the inside of the lockers with sticky tack or magnets. Such items must be consistent with WCS standards. Lockers remain the property of the school, and the administration reserves the right to search a locker at any time.

## **Media Center**

The Media Center is open and supervised throughout the school day and may be used when classes are not meeting there. All students are required to obtain a pass from the classroom or study hall teacher in order to use the Media Center.

## **Computers and Internet Use**

Students may have access to the computer room during study halls for school-related purposes unless a class is being taught in the room. Any student using the computer room must have a teacher's signature on their student planner pass or a pass from the computer teacher. Students will return to their study hall before the end of that period to verify attendance.

All students and parents are required annually to sign the Acceptable Use Policy (AUP) – See Appendix 1, which outlines the procedures for proper use of the school computers and internet. **Students will not be permitted to use school technology until the AUP is signed and on file in the office.** Any misuse of school technology will result in suspension from technology use and additional discipline.

## **Restrooms**

Student restrooms are on each floor of the middle school building and may be used between classes. Each classroom has a 'Restroom Pass' that can be used to go to the restroom with teachers' prior permission from class or study hall. **The restroom pass should be hung on the hook in the restroom while in use and then replaced once the student has returned to the room.**

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

## **Visitors and Guests**

All visitors to WCS are expected to sign in with the Upper School Office and receive a name tag to be worn while in the building.

## **Elementary and High School Buildings**

Students are not to enter the elementary or high school buildings during the school day unless given permission by a teacher or a class is scheduled there. Students going to those buildings (not for a scheduled class) must sign out/in at the office after receiving permission from a teacher.



## **Appendix 1 - Technology Acceptable Use Policy**

### **Introduction**

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

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

### **Definitions**

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

### **Purpose of this Policy**

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

### **Privileges and Responsibilities**

Use of school technology is a privilege and not a right. Inappropriate use will result in termination of those privileges. In situations where this policy does not provide clear direction, School Administration will determine what is or is not appropriate. School Administration is charged with the implementation and enforcement of this policy and may, at any time, restrict, suspend, or terminate access privileges if necessary. Parents should understand that Network and Internet access is for educational purposes only and that Wilmington Christian School has taken reasonable steps to ensure that access is limited to such purposes. Parents and students shall not hold Wilmington Christian School responsible for non-educational usage or inappropriate materials accessed or acquired through or supplied to the Internet. Students and employees are expected to abide by the terms and conditions of this policy. Students and employees must also understand that failure to comply with the terms and conditions of this policy will result in disciplinary action as specified in the student and employee handbooks.

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

## **Terms and Conditions**

### *A. Personal Safety*

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

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

### *B. Respecting Others*

Users should be polite when using technology. Harassment, which is persistently acting in a manner that distresses or annoys another person, is unacceptable.

Engaging in personal attacks by performing sexual, prejudicial, discriminatory, or hurtful actions is strictly forbidden. This includes distribution of media (pictures, video, audio, etc.) regardless of format. In addition, messages and/or media received should not be redistributed without the written permission of the sender.

Users will not post information that, if acted upon, could cause damage or a danger of disruption.

Users will not knowingly or recklessly post false or defamatory information about a person or organization.

### *C. Plagiarism and Copyright Infringement*

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

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

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



#### *D. Inappropriate Language/Materials*

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

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

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

#### *E. Illegal Activities*

Neither school nor personal technology may be used to engage in illegal acts, such as computer fraud, threatening the safety of self or others, hacking, or engaging in any activity that violates local, state, or federal laws.

Users will not attempt to gain unauthorized access to the school system or to any other computer system through the school system or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing."

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

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

#### *F. Bring Your Own Device*

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

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

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

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

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

#### *G. Privacy*

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

#### *H. System Security*

Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.

Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access. Users will not download and install any software to school technology.

#### *I. Liability of Users*

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

#### *J. Limitation of School Liability*

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

#### *K. Parental Notification and Responsibility*

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

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

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

The school will provide students and parents with guidelines for student safety while using the Internet.

#### *L. Email*

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

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

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

#### *M. Solicitation/Commercial Use*

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

### **Violations of this Policy**

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

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





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## **Appendix 2 - WCS Food Allergy Policy**

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

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

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

1. In the past, it was common to use food for various purposes in the classroom with little consideration about how certain foods could adversely impact students' health. However, with the prevalence of food allergies, we have now instructed our teachers to give careful thought to how and when food is used in the classroom and to consult with the school nurse or the principal as necessary. When food items are part of the lesson plans or part of class celebrations (such as with science, studying and celebrating holidays and other cultures, etc.) parents of students with food allergies will be given ample notice so that they can work with the teacher to find a suitable replacement activity for their student, as necessary. Additionally, teachers will no longer use food items as classroom rewards.
2. Students with severe food allergies require a "WCS Individual Food Allergy Management Plan," which is a specific, written protocol related to care for those individual students. Generated by our school nurse in consultation with the appropriate principal and the student's parents and healthcare providers, a Food Allergy Management Plan is an individualized plan that helps to ensure the proper care for each student with food allergies. Food Allergy Management Plans are crafted and implemented, and updated annually, with the full consent of the students' parents and are shared with WCS personnel on a need-to-know basis.
3. In light of the increase in incidents of severe food allergies, parents of PreK and Elementary students are encouraged to consider alternate ways to celebrate birthdays in the classrooms. While it is customary to send in sweets and other edible treats for birthdays, parents can also consider non-edible treats to mark birthdays, such as crafts that can be done in the classroom or small goodie bags. We also suggest that parents can send in pre-packaged food items marked with nutritional and packaging information. Finally, while sugary sweets are always a big hit with

the students, fruit cups and other healthy alternatives are appropriate (and welcomed!) as well.

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

### **PHILOSOPHY**

Our WCS Middle School athletic program represents a transition between the Physical Education program of grades Pre-K through 5 to the competitive sport activities that are offered at the Middle School and High School level. The physical well-being of our WCS students is important to their total development as young men and women of God. We believe that requiring all students to participate in the athletics program will greatly contribute not only to their physical development, but also to their spiritual maturity and that for the glory of God.

1. The Bible draws upon athletic imagery to describe the Christian life:
  - a. Christianity is likened to running a race for God. (Acts 20:24)
  - b. The Christian, like the athlete, needs to be determined to perform well, work hard and according to the rules. (2 Timothy 2:5)
  - c. Christians, like athletes, are to persevere to the finish, putting aside what detracts from running a successful race. (Hebrews 12:1)
  - d. Christians, like athletes, are instructed to compete to win, be disciplined, prepare, and to exercise self-control. (1 Corinthians 9:24–27)
  - e. Christians, like athletes, will receive rewards at the finish. (2 Timothy 4:7–8)
2. Athletics are an opportunity to develop Christian character and spiritual maturity through the pressures, joys and sorrows that integral to competition.
  - a. WCS has an opportunity to develop athletes who demonstrate unselfishness and humility, qualities that have become rare in athletics. (Philippians 2:3–4)
  - b. The pressure and adversity that WCS students experience in athletic competition will expose areas of character that need to be strengthened in in pursuit of spiritual maturity. Testing through success, failure and conflict is an opportunity for spiritual growth. (James 1:2–4)
  - c. There will always be a variety of abilities and gifts within the team. Christian athletes have an opportunity to celebrate the abilities and gifts of others over their own, showing love and honor to others for the gifts God has given. (Romans 12:10)
3. Athletics are an opportunity for WCS to give glory to God and demonstrate the power of the gospel.
  - a. God is to get the glory for every aspect of the athletics program, not the athletes, coaches, staff or parents. (Colossians 3:17)
  - b. Christian athletes, as they demonstrate the marks of Christian maturity, testify to the power of the gospel and the grace of God. (Acts 20:24)

Athletics and physical education are a fundamental part of the WCS curriculum, as students will develop motor skills, teamwork, sportsmanship, knowledge of various sports, self-discipline, self-confidence and

an appreciation for physical fitness. Every effort will be made to play athletes based on safety, attitude and awareness, skill and knowledge of the specific sport, and regular attendance at practice.

#### **PARTICIPATION POLICY**

A strong commitment to the Middle School athletic program is paramount to its success. Participation in athletics as an active team member replaces a traditional Physical Education experience. All Middle School students are required to participate on a Wilmington Christian athletic team in each of the three seasons. Students choose the sport they want to play. The last period of each school day will be set aside for practices from 2:00-3:15. All games are played after school.

Our program will offer appropriate instruction and interscholastic competition. Fundamentals will be stressed, and students will be encouraged to do their best and play to the best of their ability.

Students who come to practice/games and have participated with effort and purpose should play in each game; however, playing time will not always be equal but will be fair. Participation on our Middle School teams is mandatory and requests for exceptions to the participation policy are highly discouraged.

Any anticipated absence from athletic practice or competition for family holidays or special events should be communicated in advance to the coach in writing.

#### **GUIDELINES FOR ELIGIBILITY & PARTICIPATION**

To be eligible to participate in games/competitions, the student athlete must abide by all eligibility and attendance policies as specified in the Athlete Handbook.

#### **MIDDLE SCHOOL ATHLETIC PROGRAMS**

| <b>FALL</b>  | <b>WINTER</b>  | <b>SPRING</b>   |
|--|--|---|
| <ul style="list-style-type: none"><li>• Cross Country (Coed)</li><li>• Field Hockey (Girls)</li><li>• Volleyball (Girls)</li><li>• Soccer (Boys)</li></ul> | <ul style="list-style-type: none"><li>• Basketball (Boys and Girls)</li><li>• Wrestling (Boys)</li><li>• Indoor Track (Coed)</li><li>• Physical Fitness (Coed)</li></ul> | <ul style="list-style-type: none"><li>• Lacrosse (Boys)</li><li>• Soccer (Girls)</li><li>• Baseball (Boys)</li><li>• Outdoor Track (Coed)</li></ul> |

#### **ATHLETIC EXEMPTIONS**

If a Middle School student has developed a high talent level, not just a recreational interest, in a specific activity not offered at WCS, he/she may petition the principal to pursue that activity in place of the school activity. This written request must be completed and signed by the student and parents by the following deadlines:

Fall Sports Request - **August 15th**    Winter Sports - **November 1st**    Spring Sports - **February 15th**

Exemptions are not automatic and will be determined on a case-by-case basis. Students will be granted a maximum of one outside activity exemption per school year.

#### **8<sup>th</sup> Grade Participation**

The DIAA has approved 8<sup>th</sup> grade participation on the varsity level. With prior approval of the administration and coaching staff (Varsity Head Coach, Athletic Director, Middle and High School Principals) 8<sup>th</sup> grade students may compete on the Varsity level when fielding a team is at issue and/or it



is determined that an athlete is well beyond the level of middle school competition and would not benefit from the experience.

DIAA limits participation of 8<sup>th</sup> grade students unless they were fully enrolled in WCS for the entire school year preceding 8<sup>th</sup> grade.



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## **Appendix 4 - Standard of Dress**

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

1. Neat, modest, and appropriate clothing encourages and reinforces conduct, which is conducive to learning, healthy interactions, and a sense of Christian community.
2. It is the intent of the uniform Standard of Dress to create clear and consistent guidelines for all students. It serves as a tool in fostering the academic and character development of the students as they participate in the educational process.
3. Parents are responsible to ensure that students are following the WCS Standard of Dress.

General Expectations:

1. The WCS standard of dress is to be worn by Upper School students during all school hours.
2. Lands' End is the exclusive clothing provider for WCS.
3. Students may wear black or tan long pants that are not Lands' End brand. Pants should be khaki style. Students may not wear cargo pants, pants with hems gathered at the ankle, or pants with patchwork pockets (Example: tan jeans).
4. Students may wear Warrior wear but not t-shirts or sweatpants.
5. Girls skirts must be Lands' End brand chosen from one of the styles offered on the Lands' End Web site for Wilmington Christian School - Upper School students. Regarding the issues of modesty and neatness, appropriate sizes are to be worn (Lands' End websites for correct sizing as stated in # 8 under Specific Expectations.)
6. Accessories (belts, socks, hairbands, etc.) are optional, may be purchased elsewhere, and should complement the uniform. Accessories should be red, black, white, brown, gold, or silver (no colors or patterns that "clash").
7. In addition to Lands' End fleeces and sweaters, Warrior wear light jackets, hoodies (hoods may not be worn on the head during school), and sweatshirts may be worn during school hours as well as WCS logo flannel shirts. T-shirts of any kind (long or short sleeve) are not permitted to be worn during the school day. No other outerwear (coats, jackets, etc.) may be worn during the school day.
8. Upper School students may not wear shorts or skorts as part of the school uniform.

Specific Expectations:

1. Footwear:
  - a. Dress shoes, dress sandals, Crocs, clogs, boots, and sneakers, are the only acceptable footwear.
  - b. Flip-flops (defined as open-backed shoes, consisting of Y-strap that connects at the toes), sport sandals (slides), slippers (including moccasins and fur/fleece trimmed), and shoes with wheels are not permitted.

2. Accessories:

- a. Legwear (including knee socks) must be solid colors red, black, white, tan (no patterns or colors that “clash”).
- b. Sweatpants may not be worn during the school day.
- c. Leggings (spandex) may only be worn under dresses or skirts.

3. Hair:

- a. Hairstyles and colors that are distracting or draw undue attention to the student are not permitted.
- b. Boys’ hair must not be below the collar, completely covering their ears, eyes, or in their face.

4. Piercing:

- a. Upper School Girls’ facial piercing is limited to the ears only and may not include gauges. If piercings are in non-ear locations, no “rings” or metal post earrings may not be worn, only clear spacers.
- b. High School Boys’ facial piercing is limited to the ears only and may not include gauges.
- c. Middle School Boys may not wear earrings during school hours or at school functions and may not have facial piercings.

5. All dress shirts have to be appropriately buttoned. When worn with a tie, dress shirts are to be tucked in.

6. Plain white, black, or red short or long-sleeved undershirts may be worn under any approved uniform apparel. No wording or symbols on the undershirt may be visible. All undershirts are to be tucked-in or must not be visible below the uniform shirt.

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

8. Immodesty regarding tightness of pants and skirts and shortness of skirts will not be permitted. Girl’s skirts may not exceed 4” above the kneecap. A good guide for this is when arms are by the side, 4” is at fingertip length. Midribs are to be covered at all times.

9. Hats or other head coverings are not to be worn inside the school building. (Hoodies down.)

Enforcement:

- 1. Students out of uniform remain in the office until acceptable clothing is obtained. Continued violation will result in a parent conference.
- 2. Students wearing the WCS uniform in an inappropriate manner will be expected to correct the issue and will receive an infraction from the homeroom or classroom teacher.
- 3. Proper dress for extracurricular activities, field trips, or special events will be announced in advance. The administration holds the authority to make specific and individual determinations regarding immodesty, outlandish, or inappropriate manners of dress or appearance. Violations may possibly result in the student being suspended in the office for the remainder of the day.

Revised: July 2023



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## Appendix 5 - Attendance Policy

The civil law requires that a student be regular in school attendance. We also believe that regular attendance is the only way for a student to progress academically and to benefit substantially from the total program of the school. The instructional program designed by each teacher is a progressive and sequential experience. It is, in a general sense, impossible for that experience to be “made up.” For these reasons, a continuous failure of a student to attend school will be seen as a serious problem. Failure of a student to attend school is considered an absence. The Board has established that students must attend school for a minimum of 85% of the school year in order to keep pace and achieve success in their educational development. Therefore, any student who accumulates more than 20 days of 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 on-line form on our website:

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

For middle school students (grades 6-8), absence from individual classes that total more than 20 days (14 for ½ - credit courses; 7 for ¼ - credit courses) will not receive credit for that course. 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.

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

### Attendance Requirement for Extracurricular and Other After-School Activities

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

## **Tardiness**

All students are considered tardy who are not in their assigned classroom/homeroom when the 8:00 AM bell sounds. **When a student arrives late to school, he/she must go directly to the office to sign-in and receive a pass to class.** Students arriving late to school due to poor weather conditions (as determined by the principal) or late bus are not considered tardy. If a student has a medical or dental appointment that makes him/her late to school, it will be termed “excused tardy.” A note from the doctor’s office should be given to the school office upon arrival to school.

## **Late Bus Arrivals**

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

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

Students are required to be on time to class, study hall, and homeroom. A written pass, stating the reason for lateness from the previous period, should accompany any student coming late to his/her next scheduled class. Three unexcused tardies to class will result in an infraction. Five unexcused tardies to homeroom will result in an infraction. Repetitive, chronic lateness will result in infraction point accumulation. A student’s class participation grade will also be affected by continued lateness. (See Discipline Policies.) Students missing more than fifteen (15) minutes of a class will be considered absent from that class.

## **Early Dismissals**

Students are expected to be in school for the entire day (8:00 AM to 3:15 PM.) No students are permitted to leave school early in order to avoid a class, study hall, or to go out to lunch. Any such departure will be counted as a half-day absence and may have disciplinary consequences. Students will be permitted to leave school for illness, medical appointments, family illnesses, or funerals. Parents are to provide written approval for such dismissals. Using the school website Early Dismissal Form <http://wilmingtonchristian.org/info/parents/submit-early-dismissal-note/> is the best method for notification, however, a signed note, or e-mail to the office staff is also acceptable. The date, time of dismissal, and mode of transportation should be included in the note. Notification should be given to the office by 8:00 AM in order for the student to obtain an early dismissal form to leave class. Students must come to the office and, along with a parent or guardian, sign-out prior to leaving the building. If a student returns to school later that day, he/she should report to the office and sign in before returning to class.

## **Truancy**

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

scheduled classes or activities without prior approval. Such actions will incur at least the following consequences:

- Skipping a scheduled class without permission = After School Detention
- Leaving the school campus without permission = Saturday Detention
- Each repeated offense will incur more severe consequences

### **Family Vacations**

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

## Appendix 6 - Policy on Bullying Behavior

### Introduction

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

### Definition

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

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

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

### Bullying vs. Teasing

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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

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Research about bullying suggests that there are three interrelated reasons why students bully.

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

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

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

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

#### Responding to Bullying

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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

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

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

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

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

#### Note on Parent Reports of Bullying

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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 eye-witnesses or via other means prior to going through the steps outlined above. When a parent informs a teacher or administrator of a suspected bullying incident, the matter will be referred to the appropriate administrator, who will then keep the reporting parent/guardian informed as to the progress and conclusions of the investigation.

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

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