



# 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 of His creation through the lens of Scripture. Doing so reflects a commitment to the Lordship of Christ and demonstrates the nature, character, and works of God to the community.

#### ***Exemplary Academics***

We believe that a Christian school should have the highest quality academic program available, in which students' God-given design is matched with exceptional learning experiences in and out of the classroom. Great teaching is marked by: engaging lessons and challenging courses; mentoring as the context for teacher/student relationships; and honoring each student's unique design and potential through a highly individualized approach to learning.

#### ***Cultural Influence***

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

#### ***Grace-based Community***

A Christian school community should be marked by honest, joyful relationships and by a clear understanding of mutual commitments. When an individual fails to live, learn, and serve consistently with community values and expectations, we joyfully extend grace, but standards are not lowered. Grace comes with humility in the forms 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

- A. We believe there is one sovereign God, eternally existing in three persons: Father, Son, and Holy Spirit. (1Tim. 1:17)
- B. We believe the Bible to be the inspired, the only infallible, authoritative Word of God for faith and practice. (2 Tim. 3:16)
- C. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Heb. 1:1-3)
- D. We believe that for the salvation of lost and sinful men, one must be saved by the ministry of the Holy Spirit. (Acts 16:31)
- E. We believe in the present indwelling ministry of the Holy Spirit, whose intercessory and sanctifying work continually renews the Christian and enables him to live a godly life in conformity with the Scripture. (John 14:15-17)

- F. We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life and the lost unto the resurrection of damnation. (1Cor. 15)
- G. We believe in the spiritual unity of believers in our Lord Jesus Christ as evidenced in the local body of Christ, the church. (Heb.10:22-25)
- H. We believe that God created all human life, in His image, both male and female, having inherent value and equality before God (Gen. 1:26-28; Gal. 3:28).

WCS seeks to partner with the family and their church to nurture children in a Christian world and life view. As part of this focus, our faculty, staff, and families affirm, on an annual basis, their agreement with and commitment to our Statement of Faith, along with their commitment to be in regular attendance in a local evangelical church.

## **ACADEMIC PROGRAM**

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

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

### **Student Class Assignment**

Our teachers and support staff work together at each grade level to propose class groupings for the coming year. They work together to balance the groupings in terms of gender balance, personalities, learning styles, friendships (which may be conducive to being paired together in class or which may require separating to be better focused on learning), a balance of diversity, and a mix of groupings from the current year. Once those groupings are proposed, we work to incorporate our newly enrolled students into the mix. Teachers and the administration, who all have come to know your children well, consider all the factors that go into class placement; it is a complex job – one that is thoroughly prayed over.

### **Special Classes**

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

Art education encourages students to develop an appreciation for the beauty and purpose of art. Students in Pre-K through Fifth Grades attend art class once a week. The curriculum includes hands-on activities in a wide variety of media, the basics of drawing, as well as an investigation of art

movement and the study of various artists throughout history. Students will discover God as the author of creativity as they explore foundational elements and principles of art.

Music Education is an integral component of the Elementary curriculum. The elementary music program includes classroom instruction and singing, choral groups, concerts, and the opportunity for some instrumental instruction. Students are required to participate in scheduled programs and concerts as part of the music curriculum.

In addition to our music program, Wilmington Christian School offers students in Grades 3-5 the opportunity to participate in the Elementary Choir. The members of the Elementary Choir are selected through the music department, by audition. Student selection and continuation in Elementary Choir is predicated upon music ability and commitment to the program. Students are required to purchase a choir uniform.

4<sup>th</sup> and 5<sup>th</sup> grade students have the ability to take lessons with an in-school or private instructor. The in-school band instructor will determine eligibility for participation in the Elementary Band and Ensemble. Band and Ensemble instruction is held during or after school.

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

Students in Grades 4-5 have the opportunity to participate in small group instrumental lessons for an additional fee. Students are required to bring their instrument for scheduled lessons and practices. Instrument purchase and rental may be offered by a private contractor through the music department for parent convenience. Arrangements for small group and individual lessons are scheduled through the music department.

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

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

Elementary students attend library class once a week. During their time in the library, students will choose and check out books, learn to navigate in a library setting, experience a group read-aloud time, and develop a love for reading. Students are instructed in library science and research skills as well as various genres of literature.

Books may be checked out for one (1) week. Students who do not return library books in a timely manner will forfeit the privilege of borrowing another book. Until all books have been returned, the teacher and librarian reserve the right to reinstate borrowing privileges. **At the end of each marking period, any students with overdue books may not receive their report card. Parents will be notified by the librarian of missing books prior to the close of each marking period.** Lost books

must be paid for or replaced within a reasonable time, at the current replacement cost. These policies help to maintain the availability of library books for all students, and assist students in developing responsibility and becoming good stewards of the instructional materials available for loan.

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

Proper physical education clothes are required to participate in class. Students must wear sneakers for Physical Education class. Students in Kindergarten through Second Grade should wear shorts under their uniform (skirt.) Students in Third through Fifth Grade are required to bring a change of clothes for gym. They may wear shorts and appropriate tee shirts. In cooler weather, a loose fitting sweatshirt or sweater will be necessary for outside activity. Gym clothes are not to be worn to or from school. **All gym attire should be labeled with the student's name and grade.**

## **Homework**

Homework as an integral part of the learning process and is one of the elements that is at the foundation of academic excellence at WCS. Meaningful home study is a necessary part of each pupil's educational program and should be related to the educational philosophy and goals of the school. **Homework should be a purposeful extension of the school day, which provides students with reinforcement of, or preparation for, the school's instructional objectives. The assignment of homework is a consistent part of a student's education and is to be expected on a regular basis.**

At the same time, it is recognized that students have activities and obligations outside of school responsibilities. Therefore, WCS seeks to maintain a balance of high academic standards and recognition of the time necessary to complete homework assignments in order to provide the needed reinforcement or preparation. Faculty members assign homework that will assist the student in the learning process.

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

- 10 minutes in First Grade
- 20 minutes in Second Grade
- 30 minutes in Third Grade
- 40 minutes in Fourth Grade
- 50 minutes in Fifth Grade

Long-range papers, projects, reading assignments, weekly Bible memory verses, spelling and vocabulary tests are not included in this time allotment.

During absences, if books or work must to be sent home, parents should call the Elementary Office by 10:00 a.m. in order to provide faculty sufficient time to collect the necessary instructional materials without disrupting classes. Assignments should be picked up from the Elementary Office by the end of the day. Please do not go directly to the classroom for assignments, since this will disrupt the educational process of the students.

### **Grading/Report Cards**

Wilmington Christian School faculty members are required to maintain an accurate attendance record and grade book. Report cards for Grades 1-5 are issued four (4) times per year. Kindergarten progress reports are issued two (2) times per year at the end of each semester.

Parent conferences are held at the end of the first quarter for all grade levels. Spring conferences are scheduled for Kindergarten and First Grade students during the month of May. Additional conferences, at any grade level, may be scheduled by parents or teachers throughout the year as needed. An explanation of grades follows.

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

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

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

### **Late Work**

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

### **Academic Probation**

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

Students placed on Academic Probation:

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

- Have a poor academic performance record

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

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

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

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

The responsibilities of Wilmington Christian School are as follows:

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

### **Online Grading Program**

Wilmington Christian School has implemented a Student Information System (SIS) for students in Grades 3-12. This grading program provides access to students' grades, assignments, and attendance through your computer and the Internet. Parents receive a login sheet with instructions for access to student information. Parents may access this information at any time and are encouraged to do so at least weekly.

### **Student Records**

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

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

## **Testing**

Classroom teachers administer tests and quizzes in order to evaluate the students' academic progress and understanding. Students will not be required to take more than two major tests in any given day. In addition, major tests are not administered on the day following a major school event.

## **Bible Version**

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

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

WCS also recognizes the King James Version (KJV) for student use if the students' parents and church feel strongly that this is the version of choice.

## **Bible Memorization**

All students will be involved in Bible memorization each year. Classroom teachers require students to memorize verses each week as part of the Wilmington Christian School Bible curriculum. There are also instances where a passage or special section of God's Word is to be memorized over an extended period of time (i.e. Psalm 23, The Lord's Prayer, the Ten Commandments, etc.)

## **Student Textbooks**

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

## **Learning Support Services**

Learning Support Services assist students in Kindergarten through Fifth Grade with individualized instruction, tutoring, and mentoring, along with providing accommodations in their regular classroom setting. Students may be enrolled in the Learning Support Services Program for the following reasons:

- The diagnosis of a learning disability
- Achievement that is below grade level in a particular area
- Achievement that is considerably above grade level

Outside testing, counsel, or physical examination may be required in order to ascertain the severity of the learning disability, or the school's ability to service the student's need.

Parents seeking this additional instructional service must apply through the Director of Learning Support Services, who oversees this program. Procedures for admission to the program have been established and can be obtained at the time of application. There is an additional tuition charge for this program.

#### Educational Therapy

The WCS Board of Trustees has established a program of educational therapy for students with diagnosed needs in specific learning areas. The school is a member of the National Institute for Learning Development (NILD), with teachers trained, and the program operated under their guidelines and methodologies.

The student meets for 80 minutes twice a week with an educational therapist. Therapy is non-tutorial and non-remedial, seeking instead to stimulate the underlying perceptual areas necessary for learning. Focus is placed on critical thinking skills and language processing.

The goal of Educational Therapy is to strengthen the skills that cause learning difficulties, allowing students the opportunity to become independent and successful in their learning experience and in life.

#### Learning Support

The Learning Support Program exists to provide the necessary help and guidance for students to succeed in the classroom as independent learners and provide the tools for life-long learning. The Resource Room Program has small groups of five or fewer students meet at least twice a week with a certified teacher who provides help with a subject, organizational skills and/or study skills depending on the need of the student.

### **Summer Reading Program**

Students in Wilmington Christian School are required to read particular pieces of literature and particular Bible passages during the summer months. Summer reading should be complete before school begins in order for the student to be prepared for discussion and assignments during the first week of the school year. Summer reading requirements can be found on our school website.

### **Field Trips**

Field trips are a valuable part of the educational program that enhance class instruction and the integration of subject matter with “real life” experiences. A student’s academic performance and behavioral standing will be evaluated and may affect participation and attendance on some special trips.

When a field trip is scheduled, all students in the designated classes are expected to participate. Exceptions require the permission of the principal and the teacher in charge of the trip. Students who do not participate in a field trip are considered absent.

#### Requirements for Driving School Children

It is the WCS policy that field trips will utilize bus transportation. This policy assists in maintaining the safety of our students, helps to eliminate the shortage of sufficient volunteer drivers for field trips, and limits the potential liability that is carried by parent drivers.

In the unlikely necessity to utilize individual parent drivers, there must be a copy of your current insurance coverage on file in the elementary school office before the trip.

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

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

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

#### Parent Chaperone Responsibilities

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

## **ATTENDANCE AND MEDICAL INFORMATION**

### **Attendance**

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

### **Inclement Weather – School Closings and Early Dismissals**

In the event of the closing of school due to inclement weather information will be provided to parents through the use of *School Reach*. *School Reach* is a telephone broadcast system that will enable Wilmington Christian School to notify households and parents by phone within minutes of an

emergency or unplanned event that causes early dismissal, school cancellation, or late start. **Please note that School Reach is not only for emergencies, but it may be used to notify our school community of events throughout the year.**

## **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.

## **GENERAL STUDENT POLICIES**

### **Discipline Code**

Wilmington Christian School seeks to train each of its students in accordance with Biblical principles of conduct, promoting high standards of honor, to teach respect for authority, to develop self-discipline, and to teach Christian love for one another. 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 your work and in dealings with others
- Refrain from involvement and situations in the areas of drugs, alcohol, tobacco, and immorality
- Respect the property of the school and that of others in the school
- Not harass, "bully," or insult other students
- Guard both heart and mouth regarding profanity or taking the Lord's Name in vain.

### **Discipline**

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

### Classroom Management/Discipline

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

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

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

### In-School Suspension

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

### Out-of-School Suspension

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

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

### Disciplinary Probation

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

### Expulsion

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

### Conflict Resolution

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

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

## STANDARD FOR COMMUNITY LIFE

### Standard of Dress

Refer to complete Standard of Dress – Appendix 3

### Physical Education Dress Code Standards

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

Grades 3-5: Students in Third through Fifth Grades must to bring a change of clothing on days they attend Physical Education class. Students may wear shorts or long pants and tee shirts with **non-offensive slogans**. Sneakers must be worn for Physical Education classes.

### Recess and Playground Rules

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

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

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

Electronics and hand-held devices may be brought to school by students participating in our Extended Day Program. **Those devices must be turned off and stored in a book bag by 7:30 AM and are NOT to be used during carpool.**

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

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

## GENERAL STUDENT LIFE

### Acceptable Use Policy

See the complete Technology Acceptable Use Policy – Appendix 4

### Assemblies

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

### Cell Phones

If students bring cell phones to school, they must be turned off during the school day (7:30 AM-2:50 PM) and stored in a book bag or cubby. If a cell phone is used without permission or found to be turned on (ringing or vibrating) during class, the phone will be taken and given to the principal to be claimed after school. Loss or theft of the cell phone is not the responsibility of Wilmington Christian School.

### Chapel

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

### Chewing Gum

Students are not to chew gum in school.

### Closed Campus

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

### Communication

Phone Calls: Incoming phone calls should be limited to stated office hours (7:45 a.m. to 3:15 p.m.). **All calls for students must be directed to the main office** (ext. 3001). Our 24/7 policy requires teachers to return calls within 24 hours.

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

Ordinarily, students are not granted permission to use school phones. The secretary will make phone calls when necessary. In order to assist parents in teaching responsibility, no calls will be made for forgotten items. Articles of clothing, schoolbooks or lunches brought to school by parents after 8:10 a.m. should be brought to the school main office—not the classroom.

### **Student/Parent Communications with Teachers**

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

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

### **Communication with Parents**

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

#### Sheet of the Week/On-Line Posting

Classroom teachers publish a weekly on-line sheet that contains information pertaining directly to your child's classroom. The Sheet of the Week may include weekly assignments, field trip news, and reminders of special activities that will take place. Faculty members also have an online post that may be accessed through the Wilmington Christian School website.

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

### **Lost and Found**

Articles that are misplaced or forgotten will be stored in the first-floor hallway. Parents and students are encouraged to check often for misplaced items. Items of value (purse, calculator, etc.) that are found will be taken to the school office. Unclaimed items will be donated to charities after each marking period.

### **Lunch**

Students may bring their own lunches or purchase lunch through our food service. Refrigeration, hot water, or microwave access is not available for student use. A snack time is provided during the day for each of the elementary students. We request that the children bring fruit, raw vegetables, or a

natural type snack rather than sweets or less nutritious snacks. When sending beverages in your child(ren)'s lunch, please avoid brightly colored juice drinks.

Hepbron Food Service, Inc. is our cafeteria food service provider. The menu is posted at the Wilmington Christian School website. Current menu and pricing information will be available through the Wilmington Christian School website. Parents are encouraged to view what their child is purchasing in the cafeteria.

### **Visitors/Student Safety**

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

### **Personal Belongings**

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

## **TRANSPORTATION**

### **Morning Arrival Procedures**

Elementary students may not arrive before 7:45 a.m. unless they are enrolled in the Extended Day Program. Students must enter the Elementary School and go directly to the Gymnasium immediately after leaving their curbside carpool or bus. Students will be supervised in the gymnasium from 7:45-8:05 a.m. Students will be permitted to sit and talk quietly with their classmates while waiting for school to begin.

### **Afternoon Dismissal Procedures**

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

Elementary students who ride a bus or carpool are dismissed from the classroom. Bus students are taken to the appropriate bus by school personnel. Students who carpool will be dismissed from the classroom upon carpool arrival at the designated curbside.

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

The procedures outlined above have been instituted to assist in alleviating traffic congestion and to provide the safe arrival and dismissal of our students. Parents who are unable to arrive at the

appropriate dismissal times should make contractual arrangements with the Extended Day Director for the supervision of their child(ren).

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

The New Castle County Crossing Guards located at the entrance of WCS, on Loveville Road, request that turn signals be used and their directives be followed, both on entering and leaving WCS property. **Crossing guard directives take precedence over the stop sign located at the exit of Wilmington Christian School.**

### **Carpools**

Please drop students off at the curbside adjacent to the Elementary Gymnasium. Following the directions of the faculty members and the Safety Patrol members, please pull along the curb as close to the red awning as possible, allowing other carpool vehicles to pull in behind you. School personnel and Safety Patrol members will be at curbside to assist with student arrivals and to escort them into the gymnasium area.

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

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

**Elementary students are not permitted to enter the parking lot without supervision.** If you are escorting your child into or out of the building, please park first in an open parking space, then enter the building to pick up your child. We request that drivers do not use the designated handicapped parking spaces, unless you or your passengers are disabled. During carpool times, the parking spaces closest to the elementary office are reserved for parents of PreK students who are required to walk their students to the classroom. All parents and students must use the designated crossing lane located by the main entrance with the red awning.

### **Transportation Changes and Adjustments**

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

## **Bus Students**

Morning bus students disembark at the bus loading and unloading area. Afternoon bus students are escorted to the bus loading area at the end of the school day. Students must proceed to and from their bus in an orderly manner following the instructions of supervising personnel. All district bus rules and regulations must be obeyed by the students.



## Appendix 1 - Attendance Policy

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

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

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

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

## Tardiness

Wilmington Christian School seeks to establish a productive educational environment that will benefit all students. Students who are tardy not only hinder their own educational progress, but also disrupt the progress of the entire class. Families are urged to arrange appointments before and after school. **Students are considered tardy when they arrive at school after 8:10 a.m.** Frequent tardiness may result in a required parent conference or time spent after school on required make-up work.

**If your child or carpool arrives after 8:10 a.m., please accompany your child(ren) to the Elementary Office to sign them in for school.** Students arriving late to school due to poor weather conditions or a late bus are not considered tardy.

## Length of School Day

**The school day for students begins at 8:00 a.m. in the Elementary Campus.** Supervision begins at 7:45 a.m. in the Elementary Gymnasium. The school day ends at 2:50 p.m. Teachers will be responsible for the supervision of students during the school day until 3:15 p.m. At 3:15 p.m. students who remain at school will be taken to Extended Day, where a fee will be assessed for their supervision. Students using bus transportation after dismissal time will be supervised until the bus departs.

## Early Dismissals

Students are expected to be present in school for the entire day (8:00 a.m. – 2:50 p.m.). **If it is necessary to pick up your child(ren) early, written (emailed) notification is required.** All notes should be presented to the teacher upon arrival and will be sent to the office to notify the staff of an early dismissal. We encourage parents to use the early dismissal form on our school website. The date, time of dismissal, and reason for dismissal must be included in the notification.

**Please go to the office to pick up your child(ren). Students will not be dismissed early except to the parent(s) or a legal designee.** You will be requested to sign out your child in the office. **Please note that parents or their designee are not permitted to go directly to the classroom.** This policy is intended to provide a greater measure of safety for all students and staff. The secretary will inform the teacher that you have arrived, and your child will then be sent or escorted to the office.

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

## Early Dismissals

Students are expected to be in school for the entire day (8:00 AM to 2:50 PM.) 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. 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 and a parent should report to the office and sign in before returning to class.

### **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 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 - Standard of Dress

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

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

#### General Expectations:

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

#### Specific Expectations:

1. Footwear:
  - a. Dress shoes, boots, or sneakers are the only acceptable footwear.
  - b. If shoes have pointed heels, those heels may not exceed 2 ½ inches in height.

- c. Flip-flops (defined as open-backed shoes, consisting of a y-strap that connects between the toes), sport sandals, slippers (including moccasins and fur/fleece trimmed), and shoes with wheels are not permitted.
  - d. Elementary footwear must have a back or strap.
2. Accessories:
  - a. Legwear, including knee socks, must be solid school colors: red, black, or white (no patterns, or lace stockings.)
  - b. Sweatpants may not be worn during the school day. (Elementary students may wear sweatpants during recess only.)
3. Hair:
  - a. Hairstyles and colors that are distracting or draw undue attention to the wearer are not permitted.
  - b. Boys' hair must not be below the collar, covering their ears, eyes, or in their face.
4. Piercing:
  - a. Girls facial piercing is limited to the ears only.
  - b. Boys may not wear earrings during school hours or at school functions.
5. All dress shirts are to be appropriately buttoned. When worn with a tie, dress shirts are to be tucked in.
6. Plain, white, red, or black short or long-sleeved undershirts may be worn under an approved uniform polo. No wording on the undershirt may be visible. All undershirts are to be tucked-in or must not be visible below the uniform shirt. Students may "layer" the uniform shirts.
7. If a buttoned sweater or zipper fleece is worn, a uniform polo or dress shirt must be worn underneath it.
8. Immodesty regarding tightness of pants and shortness of skirts will not be permitted. **Girl's skirts and skorts may not exceed 4" above the kneecap.** Girls are to have their midriffs covered at all times.
9. Hats or other head coverings are not to be worn inside the school building.

Enforcement:

1. Students out of uniform will 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 receive an infraction and parents will be notified.
3. Proper dress for extracurricular activities, field trips, or special events will be announced in advance.

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



## **Appendix 4 - Technology Acceptable Use Policy**

### **Introduction**

It is our desire to provide the opportunity for all students to develop the skills necessary to effectively utilize changing technology as they interact with the school, church, 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.