



Student/Parent Handbook  
2010 - 2011

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*Providing a Christ-centered education to the western  
communities of Palm Beach County since 1981*

# Table of Contents

<b>INTRODUCTION TO WELLINGTON CHRISTIAN SCHOOL</b>	<b>7</b>
Purpose of this Handbook .....	7
The WCS Story.....	7
Mission Statement.....	7
Vision Statement.....	7
Core Values .....	7
Accreditation and Certification .....	8
School Verse .....	8
School Colors .....	8
School Mascot .....	8
Web Page.....	8
Wellington Christian School Board .....	8
<b>ACADEMICS</b>	<b>8</b>
Overview (Early Childhood and Elementary).....	8
Academic Probation .....	9
Academic Retention (Elementary) .....	9
Course Changes (Secondary) .....	9
Extra Credit .....	9
Grading Scale PK4 through Kindergarten .....	9
Grading Scale First through Fifth Grade .....	9
Grading Scale for Specials Classes Kindergarten through Fifth Grade .....	10
Grading Scale: Grades 6-12 .....	10
High School Graduation Requirements .....	10
Homework .....	11
Honor Roll (Elementary).....	11
Honor Roll (Secondary).....	11
Honors and Advanced Placement (AP) Courses.....	11
Making Up Low and Failing Grades .....	12
Mid-Term Grade Reports.....	12
Parent-Teacher Conferences .....	12
Report Cards.....	12
Senior Exam Exemption.....	12
Standardized Testing.....	13
Student Disability Accommodations .....	13
Valedictorian and Salutatorian .....	13

<b>ADMISSIONS, RE-ENROLLMENT, AND WITHDRAWAL</b>	<b>13</b>
Overview of the Admissions Process.....	13
Americans with Disabilities Act .....	13
Birth Certificate.....	13
Conditional Admission and Re-enrollment .....	13
Nondiscrimination .....	14
Withdrawal.....	14
<b>ARRIVAL AND DISMISSAL</b>	<b>14</b>
Arrival for Early Morning Care .....	14
Arrival (Early Childhood and Elementary).....	14
Dismissal Procedure (Early Childhood and Elementary) .....	15
Arrival and Dismissal (Secondary) .....	15
Dismissal—Inclement Weather .....	15
School Closing.....	16
Dismissal—Late Pick Up.....	16
Early Dismissal .....	16
After-School Care Dismissal (PK3-8).....	16
Extended Care (PK3/PK4) .....	16
Lunch Bunch (Early Childhood) .....	16
Teacher Help After School .....	16
<b>ATTENDANCE</b>	<b>17</b>
Importance of Class Attendance .....	17
Attendance and Grade Reduction (Secondary).....	17
Absences .....	17
Absences (Unexcused) .....	18
Planned Absences.....	18
Planned Absences (Extended) .....	18
Closed Campus.....	18
Make-Up Work.....	18
Tardy Policy (Elementary).....	19
Tardy and Absence General Policies (Secondary) .....	19
Tardy to Class (Secondary) .....	19
Tardy to School (Secondary) .....	19
<b>EXTRACURRICULAR ACTIVITIES AND ELIGIBILITY</b>	<b>20</b>
Extracurricular Activities (Elementary) .....	20
Extracurricular Activity Schedule Conflicts (Secondary) .....	20
Extracurricular Eligibility (Secondary) .....	20
Extracurricular Activity Schedule Conflicts.....	20

<b>FINANCIAL POLICIES AND PROCEDURES</b>	<b>21</b>
Application and Testing Fees .....	21
Registration Fees.....	21
Tuition .....	21
Outstanding Financial Obligations .....	22
Activity Fees.....	22
Athletic Fees .....	22
Fine Arts Fees .....	22
Early Morning Care (EMC) .....	22
Lunch Bunch (LB) .....	22
Extended Care (EXC) .....	22
After-School Care Fees .....	23
Miscellaneous Expenses .....	23
<b>HEALTH AND SAFETY</b>	<b>23</b>
Child Abuse and Cooperation with Governmental Authorities .....	23
Contagious Illnesses.....	23
Driving on Campus.....	24
Immunizations.....	24
Medications at School.....	24
Pets .....	24
School Physicals .....	24
Student Drivers .....	25
Visitors and Volunteers .....	26
Walking and Biking to School .....	26
<b>RENWEB</b>	<b>26</b>
<b>SCHEDULES</b>	<b>27</b>
School Hours .....	27
Bell Schedule for Secondary ( <i>MS</i> = Middle School; <i>HS</i> = High School) .....	27
<b>STUDENT CONDUCT</b>	<b>28</b>
Bullying and Harassment.....	28
Cell Phones and other electronic devices .....	29
Deception .....	29
Drugs, Alcohol, Tobacco.....	29
Drug and Alcohol Testing .....	29
Electronic Communication .....	30
Expectations for Students in the WCS Community .....	30
Family Cooperation .....	30

Fighting / Roughhousing .....	30
Gum .....	30
Hazing .....	31
Inappropriate Sexual Conduct.....	31
Other Prohibited Items .....	31
Plagiarism and Cheating .....	31
Respectful and Disrespectful Language and Behavior .....	32
Searches.....	32
Stealing.....	32
Uniform Violations.....	32
Weapons and Threats .....	32
Elementary Discipline Procedures.....	32
Overview (Elementary).....	32
Alternative Classroom (Elementary) .....	33
Detention (Elementary).....	33
Early Childhood Behavior Plans and Parent Communication.....	33
Elementary Behavior Plans and Parent Communication .....	33
Early Childhood Discipline.....	34
Elementary Discipline and Classroom Rules .....	35
<b>SECONDARY DISCIPLINARY PROCEDURES</b>	<b>35</b>
Student Discipline Report (SDR) for Secondary.....	35
Detention .....	36
All-Day Detention, Suspension, Expulsion/Disciplinary Withdrawal.....	36
Behavioral Probation.....	36
Additional Consequences .....	37
<b>DRESS CODE</b>	<b>37</b>
Why Have a Dress Code? .....	37
General Policies .....	37
Boys' Dress Code .....	38
Girls' Dress Code.....	39
Cold Day Clothing.....	39
School Function Clothing (field trips, dances, special events on and off campus).....	39
Athletic Game Day Clothing .....	40
Early Childhood (PK3 and PK4) .....	40
Spirit Day Clothing .....	40

<b>WCS COMPUTER SYSTEM POLICY</b>	<b>40</b>
General .....	40
E-mail, Text Messages, Instant Messages, Chat Rooms, Social Networks..	41
Inappropriate Materials and Misuse of the WCS Computer System.....	41
Internet Safety.....	41
Malware (Viruses, etc.) .....	42
Pirated Software .....	42
School’s Right to Inspect.....	42
<b>MISCELLANEOUS</b>	<b>42</b>
Athletic Letters.....	42
Communication .....	42
Cell Phones and Telephones .....	42
Chapel and Small Groups .....	42
Class Lists and Sharing of Personal Information.....	43
Community Service .....	43
Dances .....	43
Elevators.....	43
Field Trips.....	43
Fundraising .....	44
Grievances .....	44
Library.....	44
Lockers .....	44
Lost and Found.....	45
Lunches .....	45
Parent-Teacher Fellowship (PTF) .....	45
Personal Property Brought to School .....	45
School Pictures.....	45
Students 18 Years Old.....	46
Take Your Child to Work Day (Elementary) .....	46
Textbook Care .....	46
Upperclassmen Privileges .....	46
Party Invitations .....	46
Student Placement – Early Childhood and Elementary .....	46

# INTRODUCTION TO WELLINGTON CHRISTIAN SCHOOL

## Purpose of this Handbook

1. This handbook was developed to answer many of the common questions that students and parents ask during the school year. The handbook contains information about student privileges and responsibilities. Therefore, parents and students are responsible for knowing its contents. Please take the time to become familiar with this handbook. It is a valuable and ready reference during the school year when questions arise.
2. The school reserves the right to interpret the content of the handbook, including the rules and regulations governing the academic and non-academic conduct of students. This handbook is not a contract and is not intended to be construed as a contract. Wellington Christian School (WCS) reserves the right to modify and/or amend the content of this handbook at any time during the year. If you have questions about the handbook, please contact the school office.

## The WCS Story

In 1981, God provided the resources and the courage for a small group of committed Wellington Presbyterian Church (WPC) members to start Wellington Christian School (WCS). On February 16, 1981, WCS officially opened Building B to forty-three students, with classes for two-year-olds through five-year-olds. The goal of this ministry has always been to glorify God and the tradition of faculty and staff members starting the day with devotions and prayer began on the first day.

Each year a grade was added. Building C was completed in 1986, and the first class of fifth grade students graduated in 1987. From 1987 to 1993, more preschool and elementary sections were added, and in 1993, WCS opened its middle school. Building D was opened in 1994. In 1996, WCS graduated its first class of thirty-eighth grade students. The high school opened in 1999, and the Schaefer Building was completed in 2002. WCS graduated its first senior class of seventeen in 2003.

Since 1981, WCS has grown to be a school of about six hundred students in grades PK3 - 12 and is the largest ministry of Wellington Presbyterian Church. The school is fully accredited by Christian Schools of Florida (CSF) and the Southern Association of Colleges and Schools (SACS). Approximately ninety-eight percent of the school's graduates go on to college. WCS provides a strong college preparatory program staffed by dedicated faculty, the vast majority of whom are state certified and all of whom teach from a biblical worldview.

## Mission Statement

The mission of Wellington Christian School is to impact the world by educating students in a Christ-centered, loving atmosphere that pursues spiritual and academic excellence.

## Vision Statement

Wellington Christian School will be a home for students to receive a Christ-centered education, focused on college preparatory studies where Christ is pre-eminent and the Bible is the guiding authority. Serving Palm Beach County, the school partners with parents and Wellington Presbyterian Church (Presbyterian Church in America), to train, develop, nurture, and uniquely instruct all students to their highest God-given potential. Loving, dedicated, and highly qualified teachers instruct and challenge students to love God, apply biblical principles to their lives, and to become lifelong learners through an educational program defined by spiritual, academic, and extracurricular excellence.

The ultimate goal is to graduate a mature, well-educated student, who lives for the glory of God, thinking biblically and critically, upholding Christian character and servant-leadership through a personal relationship with Jesus Christ.

## Core Values

1. **Standing with Christ**—Christianity is a personal relationship with Jesus Christ, not a set of rules.
2. **Founded on the Bible**—The Bible is God's Word, His message to humanity, giving us the good news (gospel) of how our sins may be forgiven through faith in Jesus Christ and how we may live successfully – enjoying God, ourselves, others, and the natural world.
3. **Educational Community**—WCS is an educational community that exists to nurture young people in living and thinking Christianly. We are dedicated to building teams and relationships in ways that honor God and contribute to strengthening Christian families and impacting the world for Christ.

4. **Servant Living**—Christ calls us to leadership via serving, that is, to building the Kingdom of God by being instruments of God’s grace as we serve one another.
5. **Dignity of all People**—Because every student, employee, and parent is a unique bearer of God’s image, they are worthy of equal value and respect.
6. **Partnership with Parents**—Faculty and staff serve as partners with parents, supporting one another in teaching and instructing the parents’ children.
7. **Raising the Bar**—We are committed to excellence in all things, to continuous school improvement, and to providing a quality education for our students.

## **Accreditation and Certification**

WCS is accredited by SACS (Southern Association of Colleges and Schools) and by Christian Schools of Florida (CSF). CSF is recognized nationally by the National Council of Private School Accreditation (NCPISA) and is authorized by the Florida Department of Education (FDOE) as an accrediting agency. WCS is subject to renewal of accreditation standards every five years, and its faculty is required to complete a self-study for renewal.

With the exception of secondary Bible teachers and teachers holding WCS-approved lifetime teaching certificates, full time classroom teachers are required to obtain and maintain a current State of Florida teaching certificate.

## **School Verse**

“All your children will be taught by the Lord, and great will be your children’s peace.” Isaiah 54:13

## **School Colors**

Blue, green, and gold

## **School Mascot**

Eagle

## **Web Page**

The official website of WCS can be found at [www.wellingtonchristian.org](http://www.wellingtonchristian.org). Parents and students are encouraged to check the website weekly. A link for the RenWeb service is on the school’s website.

## **Wellington Christian School Board**

Each member of the WCS School Board must be an active member of Wellington Presbyterian Church. The school headmaster acts as an ex-officio member of the board.

The WCS School Board is comprised of members who serve a three-year term. The board is composed of five to twelve members. At least half of these members must have children or grandchildren enrolled in WCS. A board member whose child withdraws from WCS shall tender his/her resignation to the board for board action, subject to confirmation by the leaders (session) of Wellington Presbyterian Church.

# **ACADEMICS**

## **Overview (Early Childhood and Elementary)**

The PK3 and PK4 curriculum teaches to the whole child, guiding each child to grow socially, spiritually, cognitively, physically, and emotionally. WCS uses age-appropriate activities to develop the child’s learning skills in the following areas: pre-writing, pre-reading, pre-math, language arts, music, art, science, physical education and Bible. The children also learn about God’s love and the world around them. PK3 students receive a progress report at the end of the school year. PK4 students receive a progress report at the end of each semester. A Beka curriculum is also implemented in the PK4 program, which provides the students with a balance of structured and hands-on learning.

Elementary grades are intended to provide a solid foundation in each of the following areas: social, spiritual, physical, emotional, and cognitive. The curriculum includes Bible, reading, grammar, spelling, writing, math, social studies, science, library skills, physical education, art, Spanish, computer, and music. Fourth and fifth grades will be given additional experiences in fine arts through the music appreciation program.

Biblical principles and concepts are interwoven throughout the curriculum. Each elementary class has computer access in the classroom, which is used for curriculum reinforcement and enrichment. Study skills are taught in each grade and emphasized in the upper elementary grades. Grades in each level are based on homework, in-class assignments, tests, quizzes, projects, and other assignments.

The annual Christmas and spring musical programs will be mandatory events for students.

## **Academic Probation**

### **Elementary**

An elementary student will be placed on academic probation if he/she has one or more failing grades in a grading period or a combination of one failing grade and two or more grades of "D". After parents are notified of the probationary status, an academic plan will be devised between the parent, teacher, principal, and student to provide the necessary help the student needs.

### **Secondary**

The State of Florida requires that students have a cumulative grade point average (GPA) of at least 2.00 (a C average) in order to graduate from high school. The Florida High School Athletic Association also requires a 2.00 GPA in order for students to participate in interscholastic sports. For these reasons and others, WCS places secondary students on academic probation if they are failing subjects and/or their cumulative GPA falls below 2.00. As a part of academic probation, WCS might declare a student ineligible for extracurricular activities. More significantly, if sufficient improvement is not shown in a specified period, WCS may request that the student be placed in another school.

## **Academic Retention (Elementary)**

Elementary students who have two or more failing grades for the year will be reviewed before grade promotion. Some students may be recommended for retention for reasons other than academic, i.e. immaturity.

Wellington Christian School seeks to co-labor with parents to determine if retention is the best educational decision for the student. The administration reserves the right to make the final decision regarding the promotion or retention of students.

## **Course Changes (Secondary)**

1. Student-requested course changes may occur only during the first two weeks of school (or the first two weeks of the second semester, for second semester courses only).
2. Teacher-initiated course changes may occur at other times with administrative approval.

## **Extra Credit**

At the teacher's discretion, extra credit assignments may be given to students desiring to improve their academic standing. Extra credit work is not given to replace required work or incomplete work. Individual teachers will determine their class policies with regard to extra credit work, including if and when they will accept it. Generally, extra credit work is discouraged during the final week of a marking period. In no case will extra credit work be used to raise a grade that has been previously entered into a student's record.

## **Grading Scale PK4 through Kindergarten**

M = Mastery – student has mastered the skill

G = Generally proficient – student is normally skillful

I = In progress – student is in the process of learning the skill

N = Not progressing – student is not progressing at grade level expectations

/ = Slash indicates that the skill was not assessed during the particular quarter

## **Grading Scale First through Fifth Grade**

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

## Grading Scale for Specials Classes Kindergarten through Fifth Grade

The specials grades are on a pass/fail basis and will encompass the following areas: class participation, diligence and effort displayed in the subject, goals accomplished, and conduct. All of these areas will bear equal weight. Students will be graded on these four areas on a weekly basis. Specials grades will not be included for high honor roll or honor roll.

Pass (P) = 70 and above

Fail (F) = 69 and below

## Grading Scale: Grades 6-12

Letter Grade	Numerical Range	Quality Points
A	90 – 100	4.00 Excellent
B	80-89	3.00 Good
C	70-79	2.00 Average
D	60-69	1.00 Poor
F	59 and below	0.00 Failure

## High School Graduation Requirements

1. **Required Credits** Twenty-six credits and a minimum of a 2.00 cumulative grade point average (GPA) are required for graduation from Wellington Christian School. The credits must be distributed as shown below.

Subject	Credits Required: Class of 2010	Credits Required: Class of 2011	Credits Required: After 2011
English	4	4	4
Bible	4	4	4
Social Studies	4	4	4
Math	3	4	4
Science	3	3	4
Foreign Language	2	2	2
Physical Education	1.5	1	1
Fine Arts	1	1	1
Electives	3.5	3	2
Total	26	26	26

2. **Transfer Credits** After a student has enrolled at WCS, transfer credits (credits from a course taken elsewhere) will not be applied to the student's graduation requirements unless the following requirements are met.
  - The student must have administrative approval, in advance, to take the course and transfer the credits to meet WCS graduation requirements. Generally, approval of transfer courses is limited to courses that WCS does not offer, or to courses taken to raise D or F grades. See "Making Up Low and Failing Grades" below.
  - Transfer courses must be applied to the student's transcript during the same calendar year in which they are taken.
3. **Community Service** WCS students must complete 75 hours of community service to graduate. All forms must be turned in to the secondary office no later than April 30 of the student's senior year to be considered for the Community Service award and scholarship.

## Homework

1. WCS students are encouraged to attend midweek church functions. However, for many reasons, it is difficult to eliminate Wednesday night homework or Thursday tests in secondary school. Also, some churches have midweek meetings on other days than Wednesday. If a student's homework or test schedule creates a conflict with his/her attending midweek church functions, the student or parent should contact the teacher to arrange a mutually satisfactory solution. WCS is committed to recognizing the importance of both students' schoolwork and church involvement.
2. Homework (including studying for tests and completing projects) should generally take a typical middle school student one to one and one-half hours per night to complete. A typical high school student might spend closer to two hours per night. These are general guidelines, not rules or school policies of any kind. Individual students differ, as do their classes (homework loads can be heavier in honors and AP classes), and only rarely does homework spread itself evenly over each night of the week. However, if a student regularly seems to be spending far too little or too much time on homework, parents or students are encouraged to discuss the situation with the student's teachers.

## Honor Roll (Elementary)

Students in second through fifth grade earning all A's on their report card qualify for High Honor Roll, those earning all A's and B's qualify for Honor Roll. Elementary students who are suspended will not be eligible for Honor Roll during the same quarter of suspension. Grades from specials classes are not included.

## Honor Roll (Secondary)

1. **High Honors** Secondary students whose quarter grades are all 95% or above (90% or above in honors and AP courses) qualify for High Honors.
2. **Honor Roll** Secondary students whose quarter grades are all 85% or above (80% or above in honors and AP courses) qualify for Honor Roll.
3. **Conduct Requirement** An unsatisfactory conduct grade (1 or 2 on the report card) or behavioral probation will disqualify a student from either honor.

## Honors and Advanced Placement (AP) Courses

1. WCS offers honors courses in most subject areas, usually beginning in ninth grade. In general, students are selected for these courses based on high aptitude and outstanding past performance in the subject. Each academic department differs in its specific requirements for honors courses; interested students should speak with a teacher in that department to find out more.
2. Advanced placement (AP) courses are college level courses offered to high school students. WCS offers a number of AP courses to qualified juniors and seniors. Colleges and universities often (but not always) grant college credit to students who satisfactorily complete high school AP courses and perform well on the courses' standardized AP exams. Even if a student is not given college credit, taking an AP course and exam is a valuable experience. All students who take an AP course for WCS credit are required to take the course's AP exam. The AP exam replaces the final exam that would otherwise be given in the course. A student who fails to take the AP exam for any reason will be given honors credit for the course instead of AP credit and will be required to take a final exam (regardless of his/her grade in the course).
3. Honors courses carry an extra 0.50 of weight when calculating a student's GPA. AP courses carry an extra 1.00 of weight. For example, an A in a regular course counts as a 4.00 for purposes of calculating GPA. A student who takes seven regular courses one year, and earns an A in each course, has  $[7 \times 4.00 = ] 28.00$  quality points. Those points, divided by the number of courses yields a GPA of  $[28.00 \div 7 = ] 4.00$ . An A in honors course, however, counts as 4.50 quality points; an A in an AP course counts as 5.00 quality points. A student with five As in regular courses  $(5 \times 4.00 = 20.00)$ , one B in a regular course (3.00), and one A in an AP course (5.00) still has a 4.00 GPA.  $[20.00 + 3.00 + 5.00 = 28.00 \div 7 = 4.00]$

## Making Up Low and Failing Grades

1. Students who fail a required course must make up the course in one of the following ways:
  - Repeat the course at WCS, schedule permitting. The new grade will replace the original one on the student's transcript. Some restrictions apply (e.g., a student may not take 9<sup>th</sup> and 10<sup>th</sup> grade English at the same time). This is the only way to remove the original failing grade from the student's transcript, eliminating its impact on the student's GPA.
  - Pass a comparable course in a local public summer school, Florida Virtual School, or another WCS-approved summer or correspondence school. The make-up course will be added to the student's transcript as a transfer course, giving him/her credit for the required course. However, the original course will remain on the transcript, affecting the student's GPA.
  - Students who fail Bible must see the guidance director for assistance in finding a way to make up the course. Public school courses may not be taken to make up WCS Bible courses.
2. A student who wishes to raise his/her passing grade in a course may also do so in certain circumstances. Students have the following options.
  - Repeat the course at WCS, schedule permitting. The new grade will replace the original one on the student's transcript. This is the only way to remove the original score from the student's transcript, eliminating its impact on the student's GPA.
  - As a general policy, WCS does not accept transfer credits for courses the student could take on campus. However, students with a grade of D (a passing grade, but one that could lower the GPA below 2.00) will be permitted to retake the course elsewhere in order to raise their GPA. A comparable course may be taken in a local public summer school, Florida Virtual School, or another WCS-approved summer or correspondence school. The make-up course will be added to the student's transcript as a transfer course. However, the original course will remain on the transcript, affecting the student's GPA.
  - Students who wish to raise a D in a Bible course, without retaking it at WCS, must see the guidance director for assistance in finding an acceptable course. Public school courses may not be used to make up WCS Bible courses.
  - Special administrative approval is required to retake any course in which a student earned a passing (D) grade. This is necessary to protect the integrity of the WCS transcript. For example, a student will not be permitted to retake the first course in a progression (e.g., Algebra I, French I) after he/she has completed the second course (Algebra II, French II).
3. At the discretion of the administration, secondary students who complete the year with two or more failing grades, or a cumulative GPA below 2.00, may be required to repeat one or more courses at WCS, repeat the entire grade, or be placed in another school.

## Mid-Term Grade Reports

Mid-term grades are posted on RenWeb each quarter. In addition, a paper copy of the mid-term grade report will be sent home by the teacher. **A paper copy of the grade report will be sent home, only if a secondary student's grade is below 80%. Parents are required to sign and return this report to the teacher within three school days.**

## Parent-Teacher Conferences

After the first and third terms, parents are encouraged to schedule a parent-teacher conference on the two designated days. Please consult the school calendar for dates. However, parent-teacher conferences may be scheduled anytime during the school year at the request of the parent or teacher.

## Report Cards

Report cards are issued at the end of each nine-week term. If a financial obligation is overdue, a letter will be given to the parent requesting that the parent go to the business office to pay the outstanding obligation and pick up the report card. Please see "Outstanding Financial Obligations" for more details.

## Senior Exam Exemption

Seniors who have an A average in a full year course or an A average in a second semester course are exempt from the second semester final exam. Seniors are not exempt from any exam during the first semester.

## **Standardized Testing**

1. Each spring, standardized achievement tests are given to students. Standardized testing provides insight into each student's progress on a national scale and allows the school to evaluate its academic program.
2. Parents are asked to avoid scheduling medical or personal appointments and vacations during these times. Please consult the school calendar for dates.
3. Test results are included with the student's final report card if they have arrived in time. If the results have not been returned to WCS from the testing service in time to be included in the report cards they will be mailed home.

## **Student Disability Accommodations**

1. WCS will attempt to provide reasonable accommodations for qualified students with mental or physical disabilities, to the extent that such a request does not cause a fundamental alteration to the school's programs/curriculum and to the extent that it does not create an undue hardship for the school.
2. Examples of accommodations WCS has made for students include appropriate classroom seating locations, extended time on tests, use of computers, and/or dispensing medication through the clinic.
3. The first step in requesting an accommodation for a student identified as having a disability is to provide the administrator with documentation of the condition from a qualified professional, such as a physician, psychiatrist, or psychologist. Upon receipt of a diagnosis and recommendations, the administration will communicate with the parent to obtain additional information or discuss the circumstances related to the request.

## **Valedictorian and Salutatorian**

To be eligible for either award, a student must have been enrolled at WCS for his/her entire junior and senior years. Selection of the valedictorian and salutatorian will be determined at the end of the third marking period of the senior year. The WCS cumulative high school GPA (to the hundredth place: e.g., 4.36) establishes the top students. In the event of a tie, students will share the award. A recent history of discipline problems may render a student ineligible for either honor.

## **ADMISSIONS, RE-ENROLLMENT, AND WITHDRAWAL**

### **Overview of the Admissions Process**

1. All registration forms, standardized admissions test results, previous school transcripts, teacher references, and an interview must be completed and evaluated. Any false or misleading statements made during the interview or recorded on any submitted documents shall be grounds for denial of admission or dismissal.
2. All financial obligations must have been met each year. This includes previous financial obligations to another school.
3. Formal acceptance is given.

### **Americans with Disabilities Act**

WCS affirms that God created all people in His image (Genesis 1:26-27). Accordingly, all people have equal value, dignity, and worth. WCS will provide "reasonable accommodations" to make the school's programs accessible to disabled persons providing they can be made without fundamentally altering the program and/or without "undue hardship" to the school.

### **Birth Certificate**

Students' birth certificates are required to be kept on file in the school office for identification purposes.

### **Conditional Admission and Re-enrollment**

1. Occasionally, formal acceptance may be given on a probationary basis. In this case, the administration reserves the right to revoke acceptance at any time.

2. The administration reserves the right to place students in the appropriate grade and classroom and to determine on a yearly basis whether the student continues to meet the school's academic and behavioral requirements, and whether or not WCS is the best academic option for the student.

## **Nondiscrimination**

WCS does not discriminate on the basis of race, color, nationality, or ethnic origin in regards to admissions or in the administration of its educational policies, athletics, and administered programs.

## **Withdrawal**

1. If a student withdraws from WCS, whether at the parents' or school's request, the parents will need to see the secondary administrative assistant, who will start the required paperwork process for withdrawal. Once the withdrawal form is properly completed and signed, library materials and textbooks returned, any outstanding financial obligations met, the student's locker cleaned out, and security gate cards returned (if the family has no other students at WCS), records will be released as requested by the parent.
2. The financial obligation payable and due at the time of withdrawal will be based on the timing of the withdrawal. Tuition is calculated on a monthly basis and is not prorated, so a full month of tuition is due for any days of enrollment during that month. If the student withdraws prior to the start of the school year, 25% of the tuition payable through that month will be due and payable. If withdrawal occurs subsequent to the start of school, tuition is due in full through the month of withdrawal, including the full amount of all fees outstanding.
3. When a student withdraws from WCS during a grading period, the previous report card grades are sufficient to enroll in a new school. Final exit grades and transcripts are released after withdrawal obligations to WCS have been met.

Once a student withdraws, he/she forfeits all rights and privileges afforded to WCS students, such as participation in WCS events and classes (including exams).

## **ARRIVAL AND DISMISSAL**

### **Arrival for Early Morning Care**

EMC is for students who arrive at school prior to 7:45 a.m. EMC begins at 7:00 a.m. and is reserved at the time of registration. (Please see "Finances.")

### **Arrival (Early Childhood and Elementary)**

Elementary students are to be dropped off in their designated area from 7:45 a.m. to 8:15 a.m. The ONLY official drop off areas are behind Buildings A and C. The front parking lot of the school/church is not a drop off area.

All children should remain in their parent's vehicle until a teacher/teacher's assistant opens the door and helps the child out of the vehicle. Parents should have their children ready to leave their vehicles when a teacher/teacher's assistant opens the car door in order to help the child out of the car. Parents with children not ready to exit their vehicles may be asked to park their vehicles or drive through again.

Parents who choose to walk their children to the school building must park in designated parking spaces only. Parking along the split-rail fence in front of the church, or in any space other than a designated parking space is **strictly prohibited**.

Parents must escort all children across the driveway and parking lot. Early childhood parents may wait outside the building with their child until the teacher arrives or may leave their child with a Safety Patrol member. Parents are asked not to enter WCS classrooms or hallways during drop-off. Children arriving before 7:45 a.m. must go to Early Morning Care.

To keep our campus safe for our students, parents should escort their children to the entryway of their designated building at the beginning of the school day. It is important for parents to keep their children closely supervised at all times before and after school.

## **Dismissal Procedure (Early Childhood and Elementary)**

All Early Childhood students are dismissed from their classrooms, and they must be signed out by a parent or authorized individual.

When students leave and then return to school for an off campus appointment, parents must sign them in and out of the elementary office. These students will receive a re-admittance pass back to class only after they have been signed back in. Early dismissal is highly discouraged after 2:00 p.m. and should only be done in an emergency situation. Students frequently leaving early are disruptive to the classroom learning environment.

After-School Care (Camp W.ING.S.) is available for students in early childhood through eighth grade whose parents are not able to pick them up at the end of the school day. If the child is not enrolled in After-School Care (Camp W.ING.S.) and the parent wishes to have them go to aftercare, they must notify the elementary office by 2:30 p.m.

## **Arrival and Dismissal (Secondary)**

1. Students must not arrive at school before 7:30 a.m. or remain on school grounds after 3:30 p.m. because supervision is not provided. Students on campus at those times must be with an adult (receiving help from a teacher, in After-School Care, at an athletic practice, etc.).
2. Secondary students are to be dropped off and picked up on the south side of the Schaefer Educational (E) Building. Please review the traffic flow map.
3. Secondary students should not be dropped off or picked up in front of the Family Worship Center, because supervision is not provided there.

## **Dismissal—Inclement Weather**

In case of inclement weather, parents are asked to follow the guidelines below when picking up their children. This alternative plan will only be used when there are severe weather conditions (lightning, unusually heavy rain, or flooding).

On days with severe lightning at dismissal, students will be held in the classrooms until it is safe for them to leave.

1. Early Childhood Students
  - Early childhood students will be dismissed from their classrooms. Parents must park in a regular parking space and come to the classroom
2. Elementary Students
  - Elementary students will be held at designated locations and a teacher or teacher's assistant will stand in the doorway to receive runners who will indicate which students have parents waiting in the car line. During inclement weather dismissal, no siblings will be released to go and meet their sister/brother. Parents are to pick up these students at the location specific to each grade or classroom. Parents will need to go to the individual pickup location. Expect significant delays.
  - For their own safety and convenience, parents are to remain in their vehicle and allow the school staff to bring students to them.
  - Rainy day dismissal occurs when there is a steady rain at dismissal time, but no heavy rain, flooding, or lightning is present. There will be no signs posted because only internal adjustments for teachers are needed. Delays should be minimal. Faculty members with umbrellas will assist students with dismissal.
3. Middle School Students
  - Middle school students with high school siblings should go to the high school pick-up area. (Middle school students will be picked up behind the band room.
  - As vehicles in front pull out, vehicles behind should pull forward to allow the line to flow.
4. High School Students
  - High school students will be picked up in front of E building, near the main office. (Middle school siblings will join high school siblings in this area.)
  - While waiting in line to get to the pick-up area, vehicles must not block the exit from the loop around the retention pond; middle school parents need to exit there.
  - Once in front of E building, vehicles should pull forward as far as possible (just past the main office entrance) to maximize the number of vehicles that can load at once.

## **School Closing**

If school is cancelled due to inclement weather, parents will be notified by email and phone call through the School Reach system. Closure information will also be posted to the school website and RenWeb, and distributed to local news organizations. In addition to checking school sites, parents may check local television (WPEC CBS News, WPBF ABC News, or WPTV NBC News) and radio (WAY-FM 88.1). Depending on the situation, WCS may open or close on a different schedule than public schools. Parents should check the WCS website and their email for school updates.

## **Dismissal—Late Pick Up**

Students who have not been picked up by 3:00 p.m. (E/C and Elementary) or 3:25 p.m. (Secondary) may not remain on campus unsupervised. At the above times, students still waiting to be picked up must report to the After-School Care supervisor. The parents will be charged \$7 per hour while the student is in After-School Care, with a one-hour minimum charge.

## **Early Dismissal**

1. If a parent needs to take a student out of school prior to regular dismissal, he/she must sign the student out at the school office.
2. Any person other than a parent or legal guardian who picks up a student for early dismissal must present identification. Either this identification must match identification on file with parent permission or the student's parent will be called to request permission for pickup.
3. Except in cases of illness, students who leave school early are expected to turn in the next day's assignments on time, to be ready for tests the next day, etc. When this is not possible, the student should speak with his/her teachers before leaving to make arrangements for completing the work.
4. Students must attend at least four periods of their scheduled classes on Monday, Wednesday, or Friday, and two classes on the block days (Tuesday and Thursday), in order to participate in extra-curricular activities which take place on that day.
5. A parent note is required for early dismissal. The note must be given to the first hour teacher to be sent to the office with the attendance folder.

## **After-School Care Dismissal (PK3-8)**

All parents are required to sign their child out from After-School Care (Camp W.ING.S.) noting the time of pickup in the elementary office. This sign-out sheet is used for security and billing purposes. If there is no time noted on the sheet, it will be assumed that your child stayed in After-School Care (Camp W.ING.S.) until 6:00 p.m. Please pick up your child no later than 6:00 p.m., as you will be charged \$1.00 per minute for every minute past 6:00 p.m. Having students stay at school after 6:00 p.m. is against our licensing regulations with the Florida Department of Children and Families. If a parent is late picking up a student from After-School Care (Camp W.ING.S.) more than two times, suspension from the program is possible.

## **Extended Care (PK3/PK4)**

EXC is for early childhood students (PK3/PK4) that stay from 11:45 a.m. through 2:45 p.m. EXC is reserved at the time of registration. If your child is not signed up for EXC and you need care until 2:45 p.m., you must make arrangements with your child's teacher prior to 11:45 a.m. (Please see "Finances.")

## **Lunch Bunch (Early Childhood)**

LB is for early childhood students (PK3/ PK4) that stay from 11:45 a.m. through 12:45 p.m. LB is reserved at the time of registration. (Please see "Finances.")

## **Teacher Help After School**

Occasional free after school tutoring and homework help is available from teachers between 3:00 p.m. and 3:30 p.m. Prior arrangements must be made between the student and teacher. Students needing regular assistance should seek outside tutoring services. Some WCS teachers may provide paid tutoring services for students not in their class.

# ATTENDANCE

## Importance of Class Attendance

The classroom is the primary setting for the school's instructional program. Studies have shown that there is a direct correlation between consistent attendance and academic performance. Florida Statute 1003.4 establishes that the parent or legal guardian of a student is responsible for the student's daily school attendance.

Because we want what is best for our students, WCS takes classroom attendance very seriously. Students who miss a significant amount of class time, even if it is not their fault, will not learn as much or as deeply as they would have if they had been in class. Further, many experiences lost when a student misses class cannot be made up later and are not easily measured by test scores (e.g., the background, attitudes, and thinking skills developed by class discussions). These experiences are, however, an important part of the education WCS offers. Therefore, a student's presence in class is an appropriate factor to consider in assigning a course grade and course credit.

## Attendance and Grade Reduction (Secondary)

**Secondary students who miss more than ten days in any class during one semester (i.e., more than two full weeks of class) will normally receive an administrative grade reduction. In extreme cases, students will be required to repeat the course.** Absences for school-sponsored events, such as athletic games requiring early dismissal and class field trips, will not be counted toward this total. In unusual and extreme cases such as extended illness, the administration may grant a waiver from this policy.

If the waiver is granted, the student will be required to compensate for lost class time in other ways. This policy means that athletes and others who regularly miss certain classes must be especially diligent not to miss those same classes for other reasons, if it can be avoided. This policy is not to be construed as punishing students for being absent. Sometimes frequent or extended absences are the result of circumstances that are completely out of the student's control. This policy simply reflects the school's conviction that important learning experiences are lost when students miss an excessive amount of class time.

## Absences

1. A parent note is required on the day a student returns from an absence, unless it was a planned absence and the school office received a parent note in advance. The note is to be turned in to the first period (Secondary) or Homeroom (Elementary) teacher and must follow these guidelines:
  - It must be in the parent's own handwriting.
  - It must be signed by the parent.
  - It must be legible.
  - It must state the reason for the absence.
  - It must include the date(s) of the absence.
2. To increase the security and accountability of our students, parents are asked to call the school office by 9:30 a.m. each day their child is absent. A parent note is still required on the day the student returns to school.
3. On the third day of an absence, parents may ask the office to collect make-up work for pick-up from the front desk. The school office requires at least 24 hours notice to collect these assignments.
4. Class attendance is critical to student learning. (Please read "Importance of Class Attendance" above.) Secondary students may not miss more than ten class sessions of a course in one semester (ten total sessions, whether continuous or discontinuous). Ten sessions amounts to two full weeks of class, remembering that the extended classes on Tuesday or Thursday comprise two sessions each. If a student misses more than ten class sessions of a course, for any reason other than a school-sponsored activity, his/her quarter grade in the course(s) will generally be reduced 1% per session missed past ten. In some cases, the grade reduction may be waived by the administration.
5. Students who must regularly miss class for athletics and school-sponsored events should be especially diligent to avoid other absences in the same classes.

## **Absences (Unexcused)**

An unexcused absence is one for which **no written communication** was received from the parent upon the day of the student's return. Students will not receive credit for work missed because of an unexcused absence, including class work.

## **Planned Absences**

1. The procedures below must be followed when a student knows in advance that he/she will miss one or more days of school. If more than ten school days will be missed, see "Extended Planned Absences" below.
2. At least five days in advance, a parent note must be submitted to the school office and the student (or parent for elementary must contact his/her teachers to arrange for make-up work. See "Make-Up Work."

## **Planned Absences (Extended)**

Parents must apply for an administrative waiver from the excessive absence policy in order for students to miss more than ten school days in one semester without grade reduction. This waiver is necessary if a student will start school more than ten school days after the first day of class, or will leave school for a period of time greater than ten school days. In order to keep the student's schoolwork as current as possible, one of the two procedures below must be followed. Details of the family's plan for keeping the student's work current must be submitted to the appropriate administrator at the time the waiver is requested.

1. The student enrolls in an accredited school "on location" and submits a report card or transcript to WCS upon return.
2. The family hires a qualified tutor "on location" who helps the student with WCS assignments and actively teaches material which is difficult to understand. If this option is chosen, the following requirements apply.
  - When a student plans to start the new school year more than two weeks after the first day of classes, he/she must request textbooks at the end of the previous school year. New textbooks ordered over the summer will be mailed to the student as soon as possible at the family's expense.
  - Regular class assignments will be available on RenWeb. When this is not practical, assignments will be mailed to the student weekly at the family's expense. All of these assignments must be completed and mailed to the school a week after they are received. Late assignments will receive lowered grades.
  - Tests, quizzes, and other evaluations of academic work will be mailed to the parent and must be monitored by the tutor. The student will have a week to complete the evaluations. Once completed, quizzes, tests, etc. are to be returned immediately to WCS via overnight mail.
3. At each teacher's discretion, additional work (beyond the regular class assignments) may be required to compensate for classroom experiences the student will miss.

## **Closed Campus**

WCS operates under a "closed campus" policy. Once a student arrives on school property in the morning, he/she is not to leave until dismissed from school in the afternoon. If a student has a special need to leave school, such as a doctor or dental appointment, a parent must sign the student out. Student drivers must also present written permission from a parent in order to leave for an appointment, as stated above. When the student returns, he/she will receive a pass for re-admittance to class only after signing in at the front desk. Please see "Early Dismissal" below.

An exception to this policy is made for seniors who have signed forms on file, allowing them to leave for lunch. Seniors who leave for lunch and are late for their next class will lose this privilege for a month. (Please see "Upperclassmen Privileges" for more details.)

## **Make-Up Work**

1. When a student is ill, he/she will have one school day for each day missed to turn in all make-up work, not including the day of return. For example, if a student is ill on Tuesday, then on Wednesday he/she must collect all assignments and make arrangements to complete all work to be

completely up to date by the end of Thursday. If a student is ill on Wednesday and Thursday, then on Friday he/she must collect all assignments and make arrangements to complete all work to be completely up to date by the end of the following Tuesday. After this time, teachers may reduce grades for lateness. **It is the student's responsibility to contact his/her teachers to arrange for making up missed work.**

2. When a student misses school for a planned absence, he/she must contact each teacher at least five school days in advance (or as soon as possible, if the absence is not planned five days in advance), to make arrangements for turning in work. If this procedure is not followed, all work (including tests) will be due immediately upon the student's return, or (at the teacher's discretion) made up later with a grade penalty. Please also see "Planned Absences" and "Extended Planned Absences" below.
3. Students who are present only part of the school day (i.e., who arrive late, leave early, or leave and return, unless due to a field trip or other school-sponsored event) are expected to turn in all assignments due in the classes missed, to take all quizzes and tests scheduled that day, and to get all assignments due the next day. Failure to do these things will result in grade penalties.
4. Students who are going to miss class for a field trip or other school-sponsored event must make arrangements with their teachers in advance for making up missed work.

### **Tardy Policy (Elementary)**

1. Elementary students who are not in their classroom by 8:15 a.m. will be considered tardy for the school day. Elementary students arriving between 8:15 a.m. and 8:30 a.m. should go directly to their classrooms to be marked tardy by the teacher. After 8:30 a.m. students will only be allowed back in class if they have obtained a tardy pass from the elementary office. Parents are required to bring the student to the office to obtain this pass.
2. More than one tardy in the school year will disqualify the student from receiving perfect attendance for that school year. Three tardies may result in a parent conference and/or other action at the discretion of administration. To be considered present in the attendance record for the entire day, the student must be in school a minimum of four hours.

### **Tardy and Absence General Policies (Secondary)**

1. A student who misses more than 20 minutes of class, for any reason, will be marked absent for that class period. Depending on why the student missed so much time, he/she might also be charged with cutting class and referred to the dean of students for appropriate disciplinary action.
2. For attendance purposes, each double period on Tuesday (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> hour) and Thursday (4<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> hour) comprises two class sessions: Tuesday's (the first 50 minutes) and Thursday's (the second 50 minutes).
3. For policies regarding make-up work, please see "Make-Up Work."

### **Tardy to Class (Secondary)**

1. Teachers enforce the late policy for their own classes.
2. If a student is late to class three times in the same marking period, without a pass from a teacher, administrator, or staff member indicating that the tardiness is not the student's fault, the teacher may assign a detention.
3. Students who are having a locker problem, need to use the restroom (except in emergency), or want to visit an office between classes, must report to their next class on time and ask permission to leave. Otherwise, they will be marked late when they arrive after the late bell.

### **Tardy to School (Secondary)**

1. The secondary office enforces the tardy policy.
2. Students who arrive at school after 8:00 a.m., for any reason, are marked tardy to school.
3. The fourth time a student is tardy to school in the same marking period, he/she will be assigned a detention, unless a doctor note on physician's office letterhead is provided giving a medical reason for being tardy.
4. Students arriving after 8:15 a.m. must bring a parent note. If no parent note is provided, the student will be assigned a detention. If this is the student's fourth tardy, he/she will receive two detentions unless a parent note *and* a doctor note are provided.

## EXTRACURRICULAR ACTIVITIES AND ELIGIBILITY

### Extracurricular Activities (Elementary)

Students in second through fifth grade have the opportunity to participate in a variety of extra-curricular activities. These students have the opportunity to participate in spelling competitions. In addition, students in fourth and fifth grade can participate in equations, linguistics, and social studies competitions. Fifth graders can also participate in sports (girls soccer, cheerleading, and volleyball; boys' soccer and basketball) and safety patrol.

Any student failing a subject will not be allowed to participate in extracurricular activities until they have a passing grade either at the next midterm report or next report card. Any student receiving two referrals for behavior that requires administrative intervention within a nine week period will not be allowed to participate in the next extracurricular event (e.g. next basketball game or equations match). If a student receives a suspension, he/she will not be allowed to participate in the next extracurricular event.

In addition, musical performances and plays are an essential part of the curriculum. Attendance at these performances is mandatory unless otherwise indicated. Written notification of an anticipated absence at a performance must be submitted to the principal or administrative designee at least five days prior to the presentation.

### Extracurricular Activity Schedule Conflicts (Secondary)

1. When a student signs up for a particular extracurricular activity, he/she is making a commitment to that activity for the whole season (sometimes for the entire year). The student may not sign up for a competing activity without approval from the coach or supervisor of both activities.
2. If a schedule conflict arises between extracurricular activities, the student should consult the supervisors of both activities in an effort to solve the problem. If this is unsuccessful, the student should refer the matter to the secondary dean of students, who will confer with the supervisors involved and/or other school leaders (athletic director, appropriate department chair, etc.) to resolve the conflict.

### Extracurricular Eligibility (Secondary)

1. High school students must have a cumulative GPA of 2.00 at the end of each semester in order to be eligible to participate in extracurricular activities.
2. Students on academic probation may not participate in extracurricular activities. See "Academic Probation."
3. Students participating in the athletic program must have a current sports physical completed before the first practice. **No physical – no practice – no game.** This is a separate physical form which may be found in the Athletic Handbook or on the FHSAA website ([www.fhsaa.org](http://www.fhsaa.org)).

### Extracurricular Activity Schedule Conflicts

Occasionally, a scheduling conflict will arise between extracurricular activities. In this case, the following guidelines will be followed:

1. An athletic event (game) takes priority over fine arts practice or service club meeting. The student is responsible for completing any missed work or assignments.
2. A fine arts event (show or performance) takes priority over an athletic practice.
3. A fine arts final practice or dress rehearsal takes priority over an athletic practice.
4. Academic responsibilities take priority over an athletic or fine arts practice.
5. If an athletic practice is the day before a mandated game (district, regional, or state), then the athletic department may request that the athlete opt out of a fine arts practice, unless the practice is the dress rehearsal or final practice before the fine arts event.
6. A detention takes priority over all practices and events.
7. If there is a conflict, fine arts events or athletic games take priority over other non-academic, extracurricular school activities.
8. When a student signs up for a particular extracurricular activity, he/she is making a commitment to that activity for the whole season (sometimes for the entire year). The student may not sign up for a competing activity without approval from the coach or supervisor of both activities.

9. If a schedule conflict arises between extracurricular activities, the student should consult the supervisors of both activities in an effort to solve the problem. If this is unsuccessful, the student should refer the matter to the secondary dean of students, who will confer with the supervisors involved and/or other school leaders (athletic director, appropriate department chair, principal etc.) to resolve the conflict.

Recognizing that extracurricular activities are critical to the development of the whole student, the athletic director, the fine arts department chair, teachers, and other event coordinators will make every effort to avoid scheduling events that occur at the same time.

## FINANCIAL POLICIES AND PROCEDURES

Wellington Christian School (WCS) is a self-supporting ministry of Wellington Presbyterian Church. Income from tuition covers approximately 85% of the annual operating budget. The additional 15% of the operating budget is income generated by annual fundraisers and generous donations. Together, these funds permit WCS to meet its daily and monthly obligations and provide a quality education for its students.

### Application and Testing Fees

WCS combines application and testing fees into a single fee. The preschool fee is \$15 and the kindergarten through 12th grade fee is \$50. The fee is payable at the time a student application is received by the admissions office. This payment is required prior to the student's testing date.

### Registration Fees

1. **New Families** The registration fee is due after the student has been tested and officially accepted based on admission requirements. This fee is \$400 per family and is payable after notification of the student's academic acceptance.
2. **Returning Families** The registration fee is \$200 if received by March 1. If received after March 1, the fee is \$400.
3. The registration fee is due at the time of registration and is non-refundable unless admission to WCS is denied.

### Tuition

1. Wellington Christian School is pleased to offer three payment options.
  - **Option 1 – Full Tuition Payment** Payments are due June 1, or if registered after June 1, the payment is due once the student has been officially accepted and enrolled. Payments under this option are due and payable directly to the Business Office by cash or check. A \$100 full payment discount is applied to this option. Contact the Business Office for discount details.
  - **Option 2 - Bi-annual Tuition Payment** Payments are due on June 1 and December 1 or if registered after June 1, the payment is due once the student has been officially accepted and enrolled and December 1. Payments under this option are paid directly to the Wellington Christian School Business Office by check or cash.
  - **Option 3 - Monthly Payments through FACTS** Payments begin in June. Families may elect to pay tuition payments on either the 5th or 20th of each month through automatic bank payments. **Direct payment of checks and cash for families using the monthly payment option are not accepted by the WCS Business Office. These payments must be made through the FACTS payment system. There will be a \$25 late fee charged on any FACTS payment that cannot be processed on the approved draft date.**
2. Families who have used FACTS Management for tuition payments during the previous school year will be automatically renewed by the WCS Business Office if no changes are required, other than the tuition amount. FACTS will send a renewal confirmation letter to parents including the payment date and amount to be withdrawn from the parent's account. If there is any change to the bank account information WCS has on record, the family must contact the WCS Business Office immediately.

## Outstanding Financial Obligations

1. If a student's account is more than 45 days in arrears or the student has other outstanding financial obligations to the school, the student may be unable to participate in school-sponsored extracurricular activities or events until the financial obligation has been corrected. School-sponsored extracurricular activities include non-academic field trips, class trips, athletics, and clubs such as Drama, Splash, NHS and SGA. Should the student's account become delinquent for more than 60 days, WCS reserves the right to have the student withdrawn from school immediately.
2. **If student accounts are delinquent, records will be held until the delinquency is corrected.** This will include report cards being held if balances are greater than \$50, transcripts held for school transfers, and any other WCS generated documentation included in the student file..
3. **Diplomas, report cards, and final transcripts for seniors will not be released if the family has an outstanding balance. This is serious because colleges may refuse to hold a student's place in the freshman class and/or cancel scholarships if they have not received a final high school transcript by June 15.** Although WCS regrets this, the school is not responsible for these or other consequences of holding student records due to an outstanding balance.
4. In order to register for the following school year, **all balances must be current.** Although secondary students with an outstanding balance may register and select courses for the upcoming year, they will not be issued a class schedule or be permitted to try out for or participate in extracurricular activities or events, as defined above, until the outstanding balance is paid.
5. Outstanding balances at the end of the school year must be paid with cash, a bank check, or a credit card (plus 2.5% fee) before diplomas, final cards, transcripts, or other records will be released. Personal checks may not be used to pay outstanding balances at the end of the school year.

## Activity Fees

In an attempt to streamline charges that all students in a given grade level incur during the year, Wellington Christian School has combined these charges into a single activity fee for each grade level. A breakdown of this fee by grade level is on the Activity Fee Schedule included in the student enrollment information packet.

## Athletic Fees

A \$60 athletic fee will be charged for each extracurricular sport in which a student participates.

## Fine Arts Fees

A \$50 fine arts fee is charged in addition to the normal tuition for each fine arts class in which a student participates. Fine arts classes include Art, Band, Choir, and Drama. An additional costume fee may be charged for each drama production based on the cost of the costumes for that specific production.

## Early Morning Care (EMC)

EMC is for students that arrive at school prior to 7:30 a.m. EMC begins at 7:00 a.m. and is reserved at the time of registration. If After-School Care is included in your monthly tuition payment, there is no charge for this program. However, if you do not pay for After-School Care, the charge for EMC is \$3.00 **per day**.

## Lunch Bunch (LB)

LB is for early childhood students (PK3/PK4) that stay from 11:45 a.m. through 12:45 p.m. LB is reserved at the time of registration. The charge for LB is \$7.00 **per day** and will be put on your account only if your child stays until 12:45 p.m. Additional charges are incurred if a student stays more than 60 minutes for LB. A statement of charges will be sent monthly. Please remember lunch is NOT included in this fee. Your child must bring lunch to school or purchase lunch from the cafeteria.

## Extended Care (EXC)

EXC is for early childhood students (PK3/PK4) that stay from 11:45 a.m. through 2:45 p.m. EXC is reserved at the time of registration and is included in your monthly tuition payments. If your child is not signed up for EXC and you need care until 2:45 p.m., you must make arrangements with the Early Childhood Director prior to 11:45 a.m. If space is available, the charge is \$7.00 per hour or any part of an hour. Statements for these charges are sent monthly.

## After-School Care Fees

After-School Care is available for all WCS students up through eighth grade. Generally, students are enrolled in After-School Care when registering for school. After-School Care fees will be added to the academic tuition payment to formulate one monthly payment. If the student is not signed up for the After-School Care program but requires some care between the end of school and 6:00 p.m., arrangements can be made on an as-needed basis with the school office. After-School Care charges for students who are not enrolled in the program will be billed at the end of each month. See the Tuition Schedule included in the student enrollment information packet for specific After-School Care rates.

Students not enrolled in the After-School Care program will be charged \$7.00 **per hour** or portion of an hour. This will include secondary students not picked up by their parent by 3:25 p.m. Parents will be billed at the end of each month.

After-School care concludes at 6:00 p.m. Students not picked up by 6:00 p.m. will incur a late fee of \$1 **per minute**.

## Miscellaneous Expenses

There are other expenses not included in the tuition or fees discussed previously. These expenses include school uniforms purchased through Sunshine Uniform, class supplies required by specific teachers, school pictures (both fall and spring), the WCS lunch program, and special field trips. All such fees must be paid promptly when billed or a student's enrollment may be jeopardized.

## HEALTH AND SAFETY

The Palm Beach County Health Department establishes many WCS health and safety standards.

### Child Abuse and Cooperation with Governmental Authorities

WCS takes seriously its responsibility to report suspected child abuse, neglect, and abandonment. The school will cooperate with governmental authorities in their investigations. Parents with questions regarding the school's mandatory reporting obligations should contact the school office.

### Contagious Illnesses

1. For the protection of all concerned, parents may not send their child to school if the student displays any of the following symptoms. **The student must be free of any of these symptoms for a full 24 hours before returning to school.**
  - Elevation of temperature (above 99 oral temperature)
  - Skin rash, undiagnosed or not under treatment
  - Inflamed eyes or eyes with discharge
  - Sore throat and/or consistent coughing or deep chest coughing
  - Vomiting or diarrhea
  - Runny nose with a green or yellow discharge
  - Head lice or nits
2. A student who becomes ill at school will be isolated and the parent called. Parents should arrange for someone to pick up the student within one hour.
3. A parent should notify the clinic if a student or sibling has contracted measles, pink eye, strep throat, head lice, hepatitis, meningitis, mononucleosis, or any other communicable disease. A student with a communicable disease must be cleared by a doctor or nurse before returning to school.
4. Head lice are extremely contagious. Parents of students who have head lice or nits will be contacted to pick up their student immediately. The following protocol will be followed for students discovered to have lice at school.
  - The student will not be re-admitted to class until cleared by the clinic.
  - The student will have a head check in the morning, before going to class.
  - WCS has a no-nit policy. This means that if even one nit is found, the student will be sent home for the day and rechecked the next morning.

## Driving on Campus

1. Drive slowly (10 m.p.h.) while on campus. When driving through parking lot and crosswalk areas we ask that all drivers slow even more (5 m.p.h.) as students do cross frequently through these areas. This will allow drivers additional reaction time. . The safety of our students (and all others) depends on every driver operating a vehicle responsibly while on our campus.
2. Please do NOT use cell phones on campus while driving.

## Immunizations

WCS must have on file the PBC HRS Immunization Form 680 for each student with specific dates recorded. The form must be dated and signed by a Florida physician before the student's first day of school. These forms are obtained from a private physician or the PBC Health Department. The required immunizations are listed below.

- 5 doses DPT (age appropriate)
- 4 polio doses (OPV)
- 2 measles, mumps, rubella doses (MMR; age appropriate)
- Completed 3-shot hepatitis series
- Tetanus (booster for all students in 7th grade)
- Chickenpox (Varicella)

## Medications at School

1. The state health department does not allow WCS nurses to administer any medication, including over-the-counter drugs without meeting the following criteria:
  - Parents submit a Physician's Authorization Form (PAF), which is obtained from the physician prescribing the medication. It should include the date, patient name, physician signature, medication name, dosage, and times for the medication to be given.
  - Parents bring the medication to the nurse in the original container, along with the PAF.
  - If the student suffers from frequent headaches, cramps, dental pain due to braces, etc., parents must provide a completed PAF and leave the medication for the school year to be given when needed. Orthodontists and dentists will also give PAFs for dental pain.
2. The clinic has a nebulizer machine for students requiring breathing treatment during the day. The same requirements as for medication must be followed. The nurse must have a completed PAF from the physician, and parents must provide the tubing and medication for the student.
3. Students are not allowed to bring any type of medication to school to administer themselves. An exception is made for students with asthma who have a signed PAF on file with the nurse. These students may carry an inhaler with them.
4. Parents should notify teachers if a student's medication might affect his/her behavior.

## Pets

Because of health and safety concerns, pets may not be brought onto school property before, during, or after school, unless they are supervised by an adult and remain inside a vehicle (e.g., a parent has a dog in the car while waiting in line to pick up a student after school). Exceptions to this policy must be approved by the administration.

## School Physicals

1. Each student must have a physical exam on file. This must be administered by a Florida physician and recorded on the required HRS Form 3040.
2. New physical exams are required for the students below. The physical must be obtained within twelve months prior to the first day of school.
  - All seventh grade students
  - All transfer students new to Florida
3. Before a student begins school at WCS, he/she must have the physical and immunization forms on file. If moving in from another state, or transferring within the state or county, physical and immunization records must be on the correct Florida health forms: DH3040 for physicals and DH680 for immunization. No unauthorized computerized forms are accepted.

4. In order for a student to be eligible to practice with or participate on a WCS athletic team, he/she must have three forms properly completed, signed, and submitted to the Athletic Department: the Florida High School Athletic Association (FHSA) EL2 Pre-participation Physical Form, the FHSA EL3 Consent and Release from Liability Certificate, and the WCS Athletics Consent Form. These forms and the WCS Athletic Handbook can be picked up in the main office or can be downloaded from [http://www.wellingtonchristian.org/athletics\\_fs.htm](http://www.wellingtonchristian.org/athletics_fs.htm). These athletic forms are not to be confused with the Florida Health Form DH3040, nor can one be used in place of the other. No student-athlete may practice or participate without these forms properly completed, signed, and submitted.

## Student Drivers

Students must remember that driving on campus at WCS is a privilege that comes with responsibilities. Student drivers must adhere to the parking policies and driving regulations below. Failure to comply with these regulations may result in revocation of driving privileges on campus.

1. Motor vehicles must be registered each year in the secondary office. Students must bring their vehicle license tag number(s), valid driver's license, proof of insurance, and vehicle registration(s) with them. Students pay a parking fee of \$30 for each vehicle and receive a parking permit that must be displayed at all times while on school property.
2. Parking permits are available in the secondary office on a first-come first-served basis beginning on Student Orientation Day.
3. Permits must hang from the vehicle's rearview mirror.
4. Students may not park without a permit. Those who do so may be fined and lose parking privileges. Those who lose or forget their permit must notify the secondary office immediately, in order to obtain a new permit at no cost.
5. Between 7:35 a.m. and 3:25 p.m. on school days, students are to park only in the student parking area. Upon arrival, students must exit the car and go to a supervised area (the Student Union, if it is before 7:55 a.m.).
6. Vehicles should be locked on campus. WCS is not responsible for vehicles or their contents.
7. Students are not permitted to go to their vehicles during the school day unless they have a pass from a teacher or the secondary office.
8. Students may not drive off campus for any reason during the school day without written permission from a parent (for example, early dismissal for a doctor's appointment). Students must sign out in the secondary office before leaving.
9. Students may not leave campus for lunch, except seniors who have a signed "Senior Off-campus Lunch" form on file in the secondary office. Seniors who leave campus for lunch and are late to their next class will lose off-campus lunch privileges for one month (20 school days).
10. Students must drive slowly (10 mph) and carefully, following campus traffic patterns and obeying stop signs. Reckless or dangerous behavior as a driver or passenger will not be tolerated on campus. The safety of very young children (and others) depends on your maturity and caution. The following behaviors (and others not listed) are unsafe and forbidden on campus:
  - Using a cell phone while driving
  - Driving with someone on the outside of your vehicle
  - Playing loud music as you drive (You need to hear children, shouted warnings, etc.)
  - Driving on unpaved areas without permission (Sprinkler heads might be damaged, etc.)
11. Athletes are not permitted to drive to away games. In order to drive to off-campus practice and home game locations, an athlete must have a signed athletics transportation form on file. This form is obtained from the athletic director.
12. When a student enrolls at WCS, he/she waives the right to privacy related to any personal property, including student vehicles brought on campus. Refusal to comply with a request to search a student's vehicle may result in termination of driving privileges and other disciplinary action, up to and including expulsion.

13. Students who violate the parking/driving rules will be subject to the consequences below. Immediate termination of driving privileges may result from severe infractions.
  - **1st violation** \$15 fine
  - **2nd violation** \$30 fine plus driving privileges revoked for the remainder of the term (or longer, if the current term is almost over)
  - **3rd violation** All-day detention plus driving privileges revoked for the remainder of the school year

### **Visitors and Volunteers**

1. To ensure campus security, parents and visitors must first report to the appropriate school office before visiting any class or any other location on campus during school hours. All visitors will be issued a visitor name tag, which must be worn conspicuously. Parents who want to help in the classroom, lunchroom, library, etc. are asked not to bring siblings or other students with them.
2. Parents are encouraged to become involved in their child's learning experience by becoming a WCS volunteer. All volunteers are required to register with the volunteer services office. All potential volunteers are required to fill out the necessary paperwork including a background check. The WCS volunteer coordinator will keep these forms on file. Volunteer packets can be picked up at the reception desk in the secondary building.
3. Students have a dress code that stresses attractiveness, cleanliness, and modesty. WCS asks parents to be examples of these ideals when visiting the school. Parents are asked not to wear halter-tops, show bare backs or midriffs, or have plunging necklines while on campus. All dresses and skirts should be of modest length and reflect WCS standards.
4. Prospective students who would like to "shadow" a student at WCS may do so by contacting the admissions office in advance to set up an appointment. WCS graduates are welcome on campus at any time but must sign in at the reception area. Former WCS students or guests of students may visit after 3:00 p.m. but are not permitted to visit during school hours (including lunchtime).

### **Walking and Biking to School**

1. WCS assumes that all students travel to and from school by automobile. The school office must be notified and a signed parent note kept on file if a student will be walking or riding a bike to or from school on a regular basis.
2. Bikes may not be ridden on campus.
3. Bikes are to be parked in the bike racks near the exit gate.
4. Students are responsible to lock their own bikes. WCS is not responsible for bikes brought onto campus.
5. Parents are responsible to insure their child's compliance with Florida bike helmet laws.

### **RENWEB**

RenWeb is a service that is available to all parents, students, and teachers in order to help provide better communication between the school and home. It is not a substitute for personal contact between parent and teacher, or student and teacher (e.g., personal conversations, notes, or e-mails).

RenWeb can be accessed via the link on the WCS website ([www.wellingtonchristian.org](http://www.wellingtonchristian.org)). Activation codes are provided by entering the email address on file with the school office. If you have difficulty logging into RenWeb, you will need to contact the school office to ensure the correct email address is on file in the RenWeb system.).

Some of the functions and services that RenWeb provides are listed below. Parents and students are encouraged to contact teachers or the office with questions about how to get the most benefit out of these functions.

- Check student grades
- See missing work
- View report cards
- View students' combined calendars of upcoming assignments
- E-mail a student's teachers

- View a student's behavior record
- Receive e-mails with school-wide information
- View school activities (Also monitor the WCS website.)

Generally, teachers update homework and upcoming assignments for the week by Monday morning. However, because teaching plans change in response to student progress and other factors, work posted on RenWeb can change from day to day. RenWeb is a useful tool but it is only one component of good parent-teacher or student-teacher communication. When questions or concerns arise about assignments on RenWeb, parents and students are encouraged to contact the teacher. Teachers may be e-mailed from RenWeb.

Teachers update student grade information on RenWeb periodically during each marking period. Seeing scores and missing work can be useful to students and parents. At times, however, grade updates require some teacher explanation to be optimally useful. A sudden drop in a student's average might reflect a decline in effort, or it might be the normal result of posting a test score that weighs heavily in the average. As stated above, RenWeb is a useful tool but it is only one component of good parent-teacher and student-teacher communication. When questions arise about grade information on RenWeb, students and parents are encouraged to contact the teacher using the e-mail function on RenWeb.

## SCHEDULES

### School Hours

#### PK3 and PK4

8:15 a.m. – 11:45 a.m.

11:45 a.m. – 2:45 p.m. – Extended Care/Lunch Bunch

3:00 p.m. – 6:00 p.m. – After-School Care (Camp W.ING.S.)

#### Grades K – 5

8:15 a.m. – 2:45 p.m.

3:00 p.m. – 6:00 p.m. – After-School Care (Camp W.ING.S.)

#### Grades 6 – 12

8:00 a.m. – 3:00 p.m.

3:00 p.m. – 6:00 p.m. – After-School Care (Camp W.ING.S.)

### Bell Schedule for Secondary (*MS* = Middle School; *HS* = High School)

Monday and Wednesday

Friday (Like M, W but 7 before 6)

Lockers	7:55-8:00	Lockers	7:55-8:00
First Hour	8:00-8:54	First Hour	8:00-8:54
Second Hour	8:58-9:56	Second Hour	8:58-9:56
(Includes Homeroom	9:48-9:56)	(Includes Homeroom	9:48-9:56)
Third Hour	10:00-10:50	Third Hour	10:00-10:50
Fourth Hour	10:54-11:44	Fourth Hour	10:54-11:44
<b>MS</b> Lunch	11:48-12:18	<b>MS</b> Lunch	11:48-12:18
<b>MS</b> Fifth Hour	12:22-1:12	<b>MS</b> Fifth Hour	12:22-1:12
<b>HS</b> Fifth Hour	11:48-12:38	<b>HS</b> Fifth Hour	11:48-12:38
<b>HS</b> Lunch	12:42-1:12	<b>HS</b> Lunch	12:42-1:12
Sixth Hour	1:16-2:06	Seventh Hour	1:16-2:06
Seventh Hour	2:10-3:00	Sixth Hour	2:10-3:00

Tuesday (Extended time for 1, 2, 3)

Lockers	7:55-8:00
First Hour	8:00-9:49
(Includes Homeroom	9:41-9:49)
Second Hour	9:53-11:36
<b>MS</b> Lunch	11:40-12:10
<b>MS</b> Fifth Hour	12:14-1:14
<b>HS</b> Fifth Hour	11:40-12:40
<b>HS</b> Lunch	12:44-1:14
Third Hour	1:18-3:00

Thursday (Extended time for 4, 6, 7)

Lockers	7:55-8:00
Fourth Hour	8:00-9:49
(Includes Homeroom	9:41-9:49)
Sixth Hour	9:53-11:36
<b>MS</b> Lunch	11:40-12:10
<b>MS</b> Fifth Hour	12:14-1:14
<b>HS</b> Fifth Hour	11:40-12:40
<b>HS</b> Lunch	12:44-1:14
Seventh Hour	1:18-3:00

Mon. or Wed. Chapel/Assembly Schedule

Lockers	7:55-8:00
First Hour	8:00-8:44
Second Hour	8:48-9:30
Third Hour	9:34-10:16
Fourth Hour	10:20-11:02
Chapel/Assembly	11:06-11:46
<b>MS</b> Lunch	11:50-12:18
<b>MS</b> Fifth Hour	12:22-1:12
<b>HS</b> Fifth Hour	11:50-12:40
<b>HS</b> Lunch	12:44-1:12
Sixth Hour	1:16-2:06
Seventh Hour	2:10-3:00

Fri. Chapel/Assembly Schedule (7 before 6)

Lockers	7:55-8:00
First Hour	8:00-8:44
Second Hour	8:48-9:30
Third Hour	9:34-10:16
Fourth Hour	10:20-11:02
Chapel/Assembly	11:06-11:46
<b>MS</b> Lunch	11:50-12:18
<b>MS</b> Fifth Hour	12:22-1:12
<b>HS</b> Fifth Hour	11:50-12:40
<b>HS</b> Lunch	12:44-1:12
<b>Seventh</b> Hour	1:16-2:06
<b>Sixth</b> Hour	2:10-3:00

## STUDENT CONDUCT

### Bullying and Harassment

WCS is dedicated to fostering an environment that promotes kindness and acceptance and embraces differences among individuals. Therefore, the school will not tolerate any type of harassment or bullying. Harassment includes but is not limited to slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability. Bullying includes but is not limited to physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, or intimidating others). The school also prohibits cyber-bullying (creating websites, instant messaging, e-mails, text messaging, using camera phones or other forms of technology to engage in harassment or bullying). Any of these types of offensive conduct can create an uncomfortable school environment.

All concerns relating to harassment or bullying should be reported to a teacher or administrator. When the school administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations. No adverse action will be taken against any person who makes a good faith report of harassment or bullying.

## **Cell Phones and other electronic devices**

1. Cell phones have created serious problems in schools due to their potential for cheating, harassment, inappropriate use of the camera, classroom distraction, etc. iPods and related music and gaming devices present some of the same problems.
2. Students must keep cell phones, iPods, and other electronic devices **turned off** and **out of sight** during the entire school day. If a student needs to take out and/or turn on a cell phone or other electronic device for any reason, he/she must obtain permission from a teacher, administrator, or staff member.
3. A secondary student who has his/her cell phone or other electronic device turned on or in sight without permission will have the phone confiscated and receive a \$5 fine. Devices may be picked up in the secondary office upon payment of the related fine. Beginning with the third infraction, the fine will increase to \$25. Repeated infractions will result in serious consequences such as all-day detention, Saturday detention, suspension, or behavioral probation. This is because persistent disobedience indicates a defiant attitude; such an attitude poses a serious threat to the welfare of the WCS community.

## **Deception**

Deception refers to the deliberate attempt to keep information from someone who has a right to it. Cheating and plagiarism are both forms of deception, but so is forging a parent signature, claiming to have lost a paper in order to avoid showing it to a parent, etc. Important aspects of WCS community life depend on trust. Deception erodes trust and has the potential to make a community suspicious and rigid. Students who are deceptive will receive appropriate consequences, up to and including expulsion.

## **Drugs, Alcohol, Tobacco**

Students who attend WCS are expected to represent the school well in the community. Students will abstain from the use or possession of alcoholic beverages, illegal drugs, or tobacco products, both on and off campus. WCS has a zero tolerance policy for on-campus drug use or possession, or for drug use or possession during school activities off campus. In the event that WCS becomes aware of a student's involvement in any of the above-mentioned activities, the administration will meet to determine appropriate action, which may include counseling, substance abuse testing, treatment, suspension, or expulsion.

## **Drug and Alcohol Testing**

1. Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances:
  - When a student is suspected of attending school or school-related activities with intoxicants or mind-altering substances in his or her system
  - When a student suffers an injury or is involved in an accident while at school
  - On a periodic or random basis, including but not limited to in connection with the student's participation in extracurricular activities
  - When a student is placed under disciplinary contract and such screenings or examinations are terms of the contract
2. The presence of 0.02% alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests is also a violation of WCS policy and will result in expulsion.
3. If the administration deems it necessary, a student may be asked to submit to a drug test within one-hour parent notification. The parents have three options:
  - To be on-site when the child is tested
  - To take the student to an approved drug testing facility off campus within two hours and sign a waiver to have the results forwarded to WCS
  - To give permission for the child to be tested on-site with no parent present

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs, which could affect their ability to function in a safe and efficient manner must notify an administrator in the school office of this fact when they report to school.

## **Electronic Communication**

Students should not consider text messages or information posted on Internet sites such as Twitter, Facebook, YouTube, etc. to be private. Even if an account is protected, its contents are made visible to permitted users, any of whom may elect to share this information with the WCS administration. Due to the public and permanent nature of electronic communication and the damage done to the health of the WCS community by electronic posting of inappropriate language and behavior, such incidents that come to the attention of the school will be treated as if they occurred on campus. A determination of whether behavior is acceptable will be made by the WCS administration. Examples may include, but are not limited to, threatening or derogatory comments about other students, WCS employees, or the school, including material considered cyber-bullying, profanity, references to alcohol or drug use, and comments or pictures of a sexual nature.

Parents are strongly encouraged to carefully monitor their students' online activity and engage in ongoing conversations about internet safety. Not only are an increasing number of colleges and employers incorporating information posted on social networking and other public websites into their applicant review process, but families of prospective WCS students view the actions of current students, including their online identities, as a reflection of the school's identity and culture. For these reasons, information posted on any public website is subject to review and disciplinary action by WCS administration.

## **Expectations for Students in the WCS Community**

In an educational community like WCS, students are more than consumers of an educational product. It is true that students come to WCS because they need an education and because the school offers opportunities and programs that they find attractive. It is appropriate that students expect to *benefit from* WCS. However, because WCS is a community (a network of individual relationships) and not an impersonal educational delivery system, its success depends on individual students also seeking to *contribute to* WCS, trying to make WCS a better place.

WCS expects students to *benefit from* its opportunities and programs and also to *contribute to* its quality of life. Some of the things students can do in order to benefit from WCS include seeking to learn more about Jesus Christ, working hard academically, developing positive relationships with classmates and teachers, taking advantage of extracurricular activities, and responding positively to correction and discipline when they are necessary. Two important ways students can contribute to the quality of life at WCS are by being kind and helpful to other students (especially those who are younger, less popular, less athletic, and/or less academic than oneself) and by submitting to teacher and school expectations, whether an adult is watching or not. Students who do these things become positive examples for others.

## **Family Cooperation**

A positive and constructive working relationship between WCS and its parents is essential to the fulfillment of the school's educational purpose. Thus, the school reserves the right not to extend the privilege of enrollment or re-enrollment to a student if the school concludes that the actions of the student's parents make such a positive and constructive relationship impossible or otherwise seriously interferes with the school's accomplishment of its educational purpose. Moreover, the school reserves the right to expel a student at any time if, in the judgment of the headmaster, conduct of anyone directly associated with the student, including but not limited to the student's parent or other family members, in or out of the school, is not in keeping with the school's accepted standards or principles. There will be no refund of tuition where such enforced withdrawal occurs and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

## **Fighting / Roughhousing**

Fighting and roughhousing are not acceptable at Wellington Christian School and may result in alternative classroom placement, suspension, expulsion and/or other appropriate action. Any concerns about fighting and roughhousing should be immediately reported to the classroom teacher.

## **Gum**

Due to the mess it causes, students may not chew gum on campus during the school day. Secondary students who are caught chewing gum will be assessed a \$5 fine. Payment of gum fines must be made within one week. Fines collected are used for student activities and rewards under the Eagle Pride Ticket incentive program. Repeated violations may result in increased disciplinary consequences at the discretion of the administration.

## Hazing

Although we encourage students to participate in school-related athletics, clubs, associations, organizations and other groups, the school prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. If you are not sure if something is hazing, then you need to contact the administration and ask. Under Florida law, hazing is a crime.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off school property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to the administration. The failure to make such a report is also a violation of this policy.

When the school administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the school for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

## Inappropriate Sexual Conduct

Students who attend WCS have a responsibility to protect the school's reputation as a Christian community. Students must abstain from inappropriate sexual behavior on and off campus. Such behavior includes but is not limited to sexual intercourse and contact outside of marriage, electronically transmitting sexually provocative images or text, and use or possession of pornography (including Internet pornography and so-called "soft pornography" like *Playboy* magazine). The administration will determine appropriate consequences for inappropriate sexual behavior, up to and including expulsion.

## Other Prohibited Items

Other items that should not be visible during the school day without permission include but are not limited to personal CDs, DVDs, cameras, skateboards, electronic games, and certain kinds of literature (such as swimsuit or weapons catalogs). Teachers may make exceptions, such as permitting students to bring cameras on a field trip. Consequences for having such items visible during the school day vary depending on the circumstances but may include confiscation, detention, fines, or responses that are more serious.

## Plagiarism and Cheating

1. Plagiarism means using someone else's words **or ideas** as your own without permission or acknowledgement. This practice is unethical, immoral, and illegal. The Oxford English Dictionary in its definition of plagiarism states, "Plagiarism is stealing. Plagiarism is academic dishonesty, and as such, is considered a serious affront to academic integrity."
2. Cheating is similar to plagiarism but is not limited to writing papers. A student who presents work to a teacher that is not his/her own is cheating. A student who allows a friend to copy his/her work and turn it in is also cheating. Cheating is lying and is destructive to the student's character and the WCS community.
3. WCS has a zero tolerance policy on plagiarism and cheating. The student who plagiarizes or cheats will receive a zero and the consequences listed below. WCS understands, however, that K - 7th grade students are in a learning process regarding plagiarism (but not cheating). The teacher and the administration will handle plagiarism by these younger students on a case-by-case basis.
4. Writing research papers correctly is a key component of the WCS secondary English curriculum. During the senior year, students are expected to write a senior thesis that is a college level research paper. If any portion of the senior thesis is plagiarized, the student may receive a zero for the entire quarter of senior English in which it was due.
5. Standard WCS consequences for plagiarism and cheating are listed below.
  - First Offense: Zero on the assignment, all-day detention (secondary) or AC (elementary), parent conference
  - Second Offense: Zero on the assignment, suspension (secondary) or extended AC (elementary), parent conference, behavioral probation

- Third Offense: Zero on the assignment, possible expulsion
- Depending on the extent of the plagiarism or cheating, the first and/or second step above might be omitted by the administration, taking the punishment immediately to the level of the third offense.

## **Respectful and Disrespectful Language and Behavior**

The health of the WCS educational community depends on its members showing respect for one another. Respectful behaviors like courtesy, honesty, and kindness strengthen the community. Disrespectful behaviors harm others and weaken the community. WCS forbids harmful behaviors including but not limited to the following: rude, coarse, vulgar, profane, or obscene language or behavior; verbal or physical aggression (see “Bullying and Harassment” and “Hazing” below); use or possession of a dangerous weapon on campus; theft; defacing or damaging another’s or the school’s property; defiant, insolent, or belligerent speech or behavior toward an adult. Disrespectful behavior receives consequences including but not limited to warning (verbal and/or written), detention, suspension, or expulsion.

## **Searches**

When a student enrolls in WCS, he/she waives the right of privacy related to any personal property brought on campus, including the student’s motor vehicle. Refusal to comply with a request for permission to search a student’s possessions or locker may result in suspension or dismissal.

## **Stealing**

Stealing is a wrongful, willful act. The administration will determine the appropriate consequence that may include, but may not be limited to, alternative classroom placement, suspension, or expulsion.

## **Uniform Violations**

Any student found in violation of the school dress code will receive a warning. Parents may be required to bring appropriate clothes from home. A third warning per semester will result in a detention for students in grades 3 through 12. Subsequent violations may result in a detention for each violation. Continued violations of the school dress code may be considered acts of willful disobedience, and further administrative action will be taken.

## **Weapons and Threats**

WCS has a zero tolerance policy in regard to weapons and threats. The possession of dangerous weapons such as guns and knives, or the display of any item that may be perceived as threatening on campus or at a school-sponsored event, may be cause for expulsion. Similarly, threats will be addressed as a serious issue. The administration will determine the appropriate consequences depending on the circumstances..

## **Elementary Discipline Procedures**

### **Overview (Elementary)**

Students should understand that discipline is an act of love, and at WCS teachers and administrators love students enough to discipline them. The classroom teacher deals with infractions of the rules in the classroom. If the problem is serious or becomes repetitive, administration will become involved. WCS students are expected to conduct themselves in a manner pleasing to the Lord, whether on or off campus.

Students who continually violate rules will be referred to the Early Childhood Director or elementary principal. The administration will take appropriate action that may include, but may not be limited to, alternative classroom, administrative detention, disciplinary probation, suspension, or dismissal. At the discretion of the school administration, missed assignments and tests (as a result of attendance in the alternative classroom, a suspension or an expulsion) may be completed and submitted to the appropriate teacher upon return. However, credit may not be given and grades of “zero” may be assigned. Failure to submit work or to make up missed tests upon return could result in zeros. Suspensions go into effect immediately upon the administrative decision.

In the training of children, it is necessary that guidelines be set up to establish boundaries of acceptable behavior. An atmosphere in which students are most successful, is one with order, structure, and discipline.

## **Alternative Classroom (Elementary)**

The alternative classroom was established to provide counseling for any student who frequently or severely disrupts the learning environment. In the alternative classroom, the following phases of disciplinary counseling are provided to the student:

**Discussion** Facts are gathered concerning the misbehavior from the students and/or supervising adult(s).

**Justice stage** This is a period of time during which the student remains in the alternative classroom. The time period for this phase is a minimum of thirty minutes and can increase as merited by the student's history, degree of misbehavior, and by the condition of the student's heart concerning the misbehavior. Expectations for students in the alternative classroom are that they remain seated and silently working when not engaged in the problem resolution process with the administration. Other/additional aspects of this stage may be indicated depending upon the nature of the misbehavior. At the conclusion of the justice period and upon the demonstration of compliance and submission, he or she enters the repentance phase. *Rid yourselves of all the offenses you have committed, and get a new heart and a new spirit.* Ezekiel 18:31 NKJV

**Repentance** The repentance phase includes counsel and ministry to the student concerning the spiritual, relational, and learning ramifications of the misbehavior. The student may be engaged in discovery of more desirable actions for the future.

**Redemption** Redemption is the final stage of prayer and planning to choose better behavior in the future.

## **Detention (Elementary)**

Fourth and fifth grade students may serve a detention for repeatedly breaking school policies and rules. When a detention is assigned, it will be from 3:00 p.m. to 3:30 p.m. Parents will be notified of the day and time the student's detention will be served. Students will sit quietly during the detention.

## **Early Childhood Behavior Plans and Parent Communication**

Communication, especially between teachers and parents, is an important part of the education offered at Wellington Christian School. The faculty and administration strive to have students and parents consistently aware of academic progress, behavioral issues, and unusual circumstances.

The Early Childhood Program highly respects each child as an individual and consistently implements the discipline philosophy. All children enrolled in the Early Childhood program are entitled to have a safe and positive learning environment on a daily basis.

The teachers and Early Childhood Director develop behavior plans specific to individual children as needed. Parents are updated and aware of their child's progress. Parents may also be asked to be involved with behavior management plans / interventions through conferences at school. Some situations may require the need for outside counseling and/or evaluations. We understand the concerns families may have in these situations. Our behavior philosophies and procedures are intended to support every child and family we serve.

The goal for all children with behavior concerns is for them to be rectified within a reasonable time-frame. If, after exhausting our behavior management plans and resources in finding a successful solution to the problem and the negative behavior continues, it may be in the best interest of the child to have him/her withdrawn from our program. In addition, if in our judgment any child's behavior places the well being of other children in jeopardy, we will act promptly to resolve the situation, which may include immediate dismissal from the program.

## **Elementary Behavior Plans and Parent Communication**

Communication, especially between teachers and parents, is an important part of the excellent education offered at Wellington Christian School. The faculty and administration strive to have students and parents consistently aware of academic progress, behavioral issues, and unusual circumstances in all grade levels.

Some general standards for all elementary grade levels:

The administration sets a standardized tracking system for “D” and “F” class work and/or tests so that they are signed and returned. Consistent tracking and follow-up is necessary.

All teachers will make sure all midterms and report cards are signed and returned.

Other standards of communication:

Implementation	Unique to Kindergarten – 2 <sup>nd</sup> Grade	Unique to 3 <sup>rd</sup> – 5 <sup>th</sup> Grade
<b>Behavior Systems</b>	<p>Sequential increments of behavioral tracking implemented at the discretion of the teachers is done using a color coded system:</p> <p><b>Green</b> Each student will begin their day on green.</p> <p><b>Yellow</b> A student is moved to yellow after one reminder for inappropriate behavior. (Students lose 3-5 minutes of recess.)</p> <p><b>Blue</b> A student is moved to blue if the undesirable behavior continues. (A note is sent home and students lose 5-10 minutes of recess).</p> <p><b>Red</b> Parents are called or a note is sent home. (At the teacher’s discretion, the student may lose recess. The student will review the WCS discipline rules.)</p>	<p>Sequential increments of behavioral tracking implemented at the discretion of the teacher is done using a written marking system:</p> <ol style="list-style-type: none"> <li>1. The child is given a verbal reminder as a warning.</li> <li>2. The child receives a mark when subsequent infraction(s) is/are made along with a loss of a privilege or reward.</li> <li>3. If additional infractions occur, the child receives a third mark and another consequence will follow which includes loss of reward, note home and/or better choice sheet (signed and returned).</li> <li>4. A fourth mark will require the teacher to contact the parent and the student will lose a reward/</li> <li>5. A fifth mark requires a visit to the AC room. (See description under Student Conduct).</li> </ol>
<b>Rewards/ Incentives</b>	Determined by the individual teacher.	Determined by the individual teacher.

### Early Childhood Discipline

At Wellington Christian School, the Early Childhood Department is the foundation of your child’s spiritual, social, and academic growth. Our staff is highly conscious of your child’s individual needs to help ensure a positive beginning. It is our goal that the children develop responsible and socially acceptable behaviors. We strive to consistently provide a “Christ-centered” atmosphere as well as a safe and positive learning environment. Your child will be provided with a nurturing, enriching and stimulating environment. Our staff also practices effective classroom management skills. Social and emotional growth is a key aspect of early childhood development. Discipline is an essential nutrient to your child’s growth. We practice social, age appropriate discipline techniques. We often redirect a child to another activity and situation when we anticipate he/she is having difficulty with his/her behavior.

Many times we can prevent a problem from ever occurring by keeping the child near the teacher as a “special friend” or helper. Sometimes the only discipline necessary is to separate two children and have them play away from each other. The objective of discipline is corrective rather than punitive. Therefore, the emphasis is on positive future actions and praise rather than the negative behavior. Teachers identify the child’s emotions and then state desired behaviors and consequences as necessary. We also verify that the child understands the consequence. On occasion, in a potentially dangerous or hurtful situation, a firm “no” from the teacher is enough to ward off undesirable behavior (Example: a child climbing on top of a table). As a last resort we will place a child in a calming area, which gives the child an opportunity to regain control of his/her behavior and talk with the teacher reflecting on godly character so he/she can then rejoin his/her classmates. Teachers also begin conflict resolution skills. These discipline guidelines are put into place so that the children will thrive in a positive Christian early childhood environment. It is also our goal to work in conjunction with Wellington Christian School’s discipline policy by observing the elementary school’s classroom rules listed below.

## Elementary Discipline and Classroom Rules

The aim of classroom rules is to provide principles for godly behavior in an academic setting that establishes healthy limits for children and provides a framework in which biblical teaching and learning may take place. School-wide rules provide consistency and security for children along with biblical correlation; they also provide a basis for what is truly right and a standard to live by.

These are the rules as applied to discipline at Wellington Christian School:

**Be Loving** *Love the Lord your God with all your heart and with all your soul and with all your mind ... Love your neighbor as yourself.* Matthew 22:37-39 NIV

**Be Obedient** *Obey your teachers and submit to their authority.* Hebrews 13:17 NIV

**Be Patient** *Patience is better than pride.* Ecclesiastes 7:8 (b) NIV

**Be Diligent** *Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.* 2 Timothy 2:15 NIV

**Be Self-Controlled** *Better a patient man than a warrior, one who controls his temper than one who takes a city.* Proverbs 16:32 NIV

## SECONDARY DISCIPLINARY PROCEDURES

### Student Discipline Report (SDR) for Secondary

1. An SDR is used to inform parents of disciplinary situations at school. The SDR will indicate whether the student received a warning (although some verbal warnings are not written up on an SDR), a detention, or another consequence determined by the administration.
2. Detentions are given automatically for some repeated infractions, as discussed elsewhere in this handbook. Preliminary warnings are not necessarily sent home before a detention is issued.
  - Three unexcused late arrivals to the same class in one marking period
  - Four late arrivals to school in the same marking period, unless a doctor’s note provides medical reason
  - Three gum infractions (plus a \$5 fine each time)
  - Three cell phone or iPod infractions (plus a \$5 fine each time; cell phones and iPods are **turned off** and **not visible** from 8:00 a.m. – 3:00 p.m. without permission)
  - Three dress code infractions
3. Other detentions are issued at the discretion of teachers or administrators. Detentions may be issued for the following and other infractions.
  - Disrespectful behavior toward students or adults
  - A pattern of late or missing homework
  - Eating and/or drinking in class (except water)
  - Class disruption
  - Remaining unsupervised on campus after 3:25 p.m.
  - Public display of affection
  - Willful disobedience

- Not serving a prior detention
  - Failure to return a parent signature by the deadline
  - Profanity
  - Misuse of WCS computers
  - Littering, leaving a mess in the lunchroom or a classroom
4. A student who receives over five detentions may be placed on behavioral probation.
  5. Some disciplinary situations require an administrative response. These are generally more serious and may result in consequences up to and including expulsion. Such infractions include but are not limited to the following.
    - Committing a serious breach of conduct in or out of school that might harm the school's reputation (and by association, Christ's reputation)
    - Vulgar, immoral, or disrespectful use of the Internet, on or off campus (including e-mail and social networking sites such as MySpace, Facebook, or YouTube)
    - Cutting class and/or leaving campus without permission
    - Defiant behavior toward an adult
    - Blatant disrespect of others
    - Bullying (including cyber-bullying), fighting
    - Bringing weapons or dangerous items onto campus
    - Disrupting school functions
    - Plagiarism, cheating
    - Stealing, damaging WCS property or the property of others
    - Rudeness toward visitors on campus (including visiting teams, referees, etc.)

### **Detention**

1. When a detention is assigned, it will be served on either Tuesday or Thursday from 3:00 p.m. – 4:00 p.m. in the detention room. Students are responsible for notifying a parent of the detention. Students must turn in their SDR (signed by a parent) to their first hour teacher and arrive at detention on time.
2. Students tardy for a detention will not be admitted into the detention room. Students who skip or are late to a detention will meet with the dean of students and will be issued an additional detention. If a detention is missed again, the student will serve an all-day detention.
3. Students must sit in silence for the duration of the detention. At the discretion of the supervisor, students may be asked to do some light physical work around campus.
4. Detentions scheduled on game days may be rescheduled, at the dean of student's discretion, one time per season.

### **All-Day Detention, Suspension, Expulsion/Disciplinary Withdrawal**

1. Students are responsible for collecting their work prior to serving an all-day detention (in school) or suspension (out of school). Assignments and tests, missed as a result of suspension, are to be completed and submitted to the appropriate teacher(s) upon return. At the teacher's discretion, failure to make up missed tests or to submit work upon return will result in zeros.
2. Students expelled from WCS, or whose parents withdraw them at the school's request, will not be allowed to turn in work after the date of expulsion or withdrawal (either future assignments or overdue work).
3. If at least half of the marking period is past when a student is expelled or withdrawn, he/she will receive exit grades up to the date of expulsion or withdrawal. Records are sent after all financial obligations to WCS are met.

### **Behavioral Probation**

Parents of students placed on behavioral probation must sign a behavioral contract with the administration. Failure to comply with the stipulations in the behavioral contract may result in dismissal. Students on behavioral probation may not be permitted to participate in extra-curricular activities. They may not be eligible for honors such as homecoming court and athlete of the month, may be ineligible for school

activities such as athletics, fine arts, chapel leadership, and honors groups, and will not be permitted to represent the school with public honors such as Pathfinder Award nomination and Palm Beach Post Scholar-Athlete.

## **Additional Consequences**

In addition to determining the appropriate disciplinary action pursuant to the school's policies in this handbook, the school reserves the right to impose additional or different requirements as appropriate for the circumstances. Such additional or different requirements include the following: determination of possible legal action, required professional counseling approved by the administration, removal from all elected or appointed positions of leadership in the school, required random and/or regularly scheduled drug and/or alcohol testing at a school-approved local clinic or doctor's office for a time period and at intervals to be determined by the school's administration.

## **DRESS CODE**

### **Why Have a Dress Code?**

The school dress code (which includes clothing and grooming policies) is based on three foundational principles. First, the Bible teaches that a certain level of modesty is important in human society. Therefore, in determining what students may wear on campus and at school activities, the administration tries to encourage appropriate modesty without being overly restrictive. Second, education is serious business. The administration wishes to nurture a school environment that is comfortable but also neat, clean, and appropriately "businesslike." Excessive sloppiness and extremes in clothing or grooming can distract students and interfere with the concentration and hard work necessary for learning. In a sense, all of us who make up the WCS educational community must decide whether we are dressing and grooming primarily to suit ourselves or to contribute to the comfort and success of others. Many businesses have dress and grooming codes for reasons similar to these. Third, the dress code must be relatively easy to understand and enforce. Many rules in this dress code are shaped by the need for clarity; students, parents, and teachers to know what is and is not acceptable. All three of these principles—modesty, neatness, and clarity—are intended to make clothes and grooming absorb less attention, so that enjoying God, enjoying one another, and learning can absorb more attention. This is a challenging goal but one well worth pursuing. Finally, educational studies demonstrate that dress codes benefit all students by increasing academic success.

### **General Policies**

The following rules of dress and grooming apply to both male and female students. Rules that are specific to boys or girls are in sections that follow this one.

Any student dressed inappropriately at school or at a school-endorsed activity on or off campus may be sent home or required to wait in the office until appropriate clothing is brought. Students and parents are invited to contact the administration with questions regarding acceptable clothing before such an inconvenience occurs.

1. All students are required to wear a WCS uniform. Uniform items must be purchased from the Sunshine School Uniform Company and maintained in good condition. Information on prices and ordering is available in the school office or at [www.sunshineuniforms.com](http://www.sunshineuniforms.com). Some uniform items are also available for purchase at WCS (sweatshirts and physical education clothing). Please label all WCS uniform clothing for easy return to minimize loss.
2. Students who represent WCS during school hours before the student body or at events on or off campus must be in proper uniform and well-groomed. Students who represent the school at an event where the uniform is not worn should dress modestly and neatly and in such a way as to bring honor to themselves, their parents, and the school.
3. Apparel worn under the uniform top (shirt, blouse, and sweatshirt) must not extend above the top's natural neck (no high-necked undershirts), past the top's sleeve line, or below the tops' hem. **A shirt worn beneath another uniform top may be visible low on the throat due to an open top button.** The portion visible low on the throat must be solid white, black, navy, or gray, without pattern, logo, or writing.
4. Patterns, logos, writing, or bright colors on clothing worn under uniform tops must not be visible through the uniform top. If the clothing underneath is not of a solid, neutral color, it is better to wear a dark top than a white one.

5. All uniforms must be kept clean and free of visible holes, tears, and writing.
6. All clothing worn by WCS students at school or at school events (because students represent the school) must be worn neatly and modestly and be of a size appropriate to the student: neither too large and/or baggy nor too small and/or tight. The administration reserves the right to determine what constitutes appropriate neatness, modesty, and size in specific cases.
7. Pants must be belted at the waist. "Housing" is not permitted.
8. Backless shoes, open-toe shoes, and flip-flops are safety hazards in crowded stairways and hallways. They may not be worn by students during the school day.
9. High boots and sneakers extending above the ankle may only be worn if covered by long pants.
10. Belts and footwear must be 90% any combination of white, black, gray, brown, or navy.
11. Belts must be appropriate in length (a few inches past the buckle) and free of spikes or other forms of unusual, distracting ornamentation.
12. Sneakers must have tied laces or closed Velcro tabs.
13. Socks (if worn) must be solid white, black, brown, or navy
14. Body piercing and/or tattoos may not be visible.
15. Hats and caps are not part of the WCS uniform and may not be worn inside the building during the school day. In addition, an individual teacher may forbid students to wear sweatshirt hoods in his/her classroom.
16. Students should not bring expensive jewelry or other valuables to school. The school is not responsible for lost, stolen, or damaged belongings.
17. No elastic bracelets such as Silly Bandz
18. Clothing may be deemed inappropriate at the discretion of the administration despite fitting within the descriptions above.

### **Boys' Dress Code**

1. Boys' hair must be trimmed so that it does not touch the eyebrow, overlap more than half of the ear, extend below the collar of the shirt, or (in the case of students with very curly or thick hair) extend out from the scalp more than two inches.
2. Sideburns may not extend below the bottom of the ear lobe.
3. Extreme or unusual haircuts, hairstyles, or hair colors are distracting and not permitted. Some examples of unacceptable changes are purple hair, designs shaved on the scalp, spiked hair, and Mohawk haircuts (unless the Mohawk is *very* subdued, meaning that the sides of the head are not shaved and the longest hair is *less than* one inch longer than the hair around it). It is wise to ask the dean of students before paying for a haircut that might not be acceptable.
4. Male students must be clean-shaven. This means that many students will need to shave daily or every other day. Two or three days of beard growth on a student that needs to shave daily is not acceptable.
5. Boys are not permitted to wear earrings to school.
6. Boys' uniform clothing includes the following.
  - Polo shirt with WCS logo: white, navy, or hunter green; long or short sleeve
  - Rugby shirt: blue/white stripe, short sleeve
  - Oxford shirt: navy with white stripe, long and short sleeve
  - Shorts or slacks: navy or khaki, no short shorts (maximum 9" from floor when kneeling)
  - Sneakers or dress shoes (no sandals): purchased anywhere
  - WCS gray sweatshirt or approved WCS "club" sweatshirts
  - Physical education shorts and t-shirt: purchased from the athletic department (Secondary only)
  - WCS sweater: navy
  - Jacket: heather and navy contrast sleeve (Sunshine Uniform) and those issued by WCS

## Girls' Dress Code

1. Extreme or unusual haircuts, hairstyles, or hair colors are not permitted. It is wise to ask the dean of students before paying for a haircut that might not be acceptable.
2. Girls are permitted to wear two earrings per ear. Elementary Girls' earrings may not exceed 1" below the earlobe.
3. Girls' uniform clothing includes the following.
  - Polo shirt with WCS logo: white, navy, or hunter green; long or short sleeve
  - Rugby shirt: blue/white stripe, short sleeve
  - Oxford shirt: navy with white stripe, long and short sleeve
  - Blouse: white, ¾ sleeve
  - Shorts, slacks, or capris in navy or khaki and skorts in, navy, khaki or plaid
  - Sneakers or dress shoes (no sandals): purchased anywhere
  - WCS gray sweatshirt or approved WCS "club" sweatshirts
  - Physical education shorts and t-shirt: purchased from the athletic department (Secondary only)
  - WCS sweater: navy
  - Jacket: heather and navy contrast sleeve (Sunshine Uniform) and those issued by WCS
4. **Skorts must be no higher than 6" from the floor, measured when kneeling. Shorts must be no higher than 9" from the floor when kneeling.** These are upper limits, not flexible guidelines. It is wise to check skort and short lengths periodically; some students grow rapidly in secondary school. Unfortunately, some uniform items might not fit every student. If a student cannot find a particular item of the proper length, she must purchase something different. Elementary student may need to be held to shorter measurement guidelines.

## Cold Day Clothing

1. It is most effective for students to wear layered clothing and long pants in cooler weather. The school's uniform choices are adequate even on Wellington's coldest days. One example of uniform layering is an undershirt under the school uniform shirt, then a school sweatshirt, then a school jacket if necessary.
2. Non-school sweatshirts, sweaters, or jackets may not be worn without special permission from the administration. Because some classrooms often feel cool to certain students and because most rooms are cooler on cold days, many students will need a WCS sweatshirt at one time or another. It is wise for a student to keep one at school, just in case.
3. Elementary students are permitted to wear white, black, or Navy blue leggings on cold weather days.

## School Function Clothing (field trips, dances, special events on and off campus)

Students are expected to dress neatly and modestly, whether in uniform or not, on field trips and at school-sponsored events, on or off campus. If WCS uniforms are worn, the normal uniform rules apply. If uniforms are not worn, the rules below must be followed. (The rules below are not intended to apply to athletic team uniforms worn for competition.)

1. Unless the activity is a work project, clothing must be neat, clean, and free of tears.
2. Clothing must appropriately fit the student. Rules 7 and 8 under "General Policies" above apply.
3. If the occasion calls for a swimsuit, girls are to wear a modest one-piece swimsuit or a *dark* t-shirt over the bathing suit.
4. Boy's muscle shirts are not appropriate except on swimming trips, worn with a bathing suit at times when boys are not required to wear a shirt.
5. Shorts on boys or girls may be no higher than 9" from the floor when kneeling. Girl's non-uniform dresses, skirts, and skorts may be no higher than 6" from the floor, measured when kneeling.

6. Halter-tops, bare backs or midriffs, plunging necklines, or dresses/skirts with slits higher than the knee are not permitted.
7. Spaghetti straps, bare midriffs, and tank tops are not permitted; sleeveless shirts or dresses must have straps at least 2" wide. Exceptions are made for girls at the Junior-Senior Prom and for members of the Homecoming Court, if the dress is otherwise appropriate for a WCS activity.

### **Athletic Game Day Clothing**

On game days, athletes may wear a team jersey with a white t-shirt underneath. The bottom part of the team uniform may not be worn. Because they are so long, team jerseys must be worn tucked in, just as during a game. A coach has the right to require his athletes to wear a dress shirt and tie on game days, instead of a team jersey.

### **Early Childhood (PK3 and PK4)**

Early childhood students are not required to wear uniforms. Clothes should be comfortable and washable. Clothes should be easy enough for your child to get on and off by him/herself for restroom purposes. Clothing may not have any objectionable or violent characters and/or writing. For safety reasons, no flip flops or sandals may be worn. Sneakers are preferred. Socks are required. Parents must provide an extra set of clothes in case of accidents.

### **Spirit Day Clothing**

The last Friday of each month is Spirit Day. Spirit day is a special day where faculty/staff and students show their school spirit.

#### **Elementary Dress**

1. Boys may wear jean pants or jean shorts with a WCS t-shirt or uniform shirt.
2. Girls may wear jean pants or shorts with a WCS navy eagle t-shirt or uniform shirt. Length of shorts must be no higher than four inches above the knee, measured while kneeling.

#### **Secondary Dress**

1. High school juniors and seniors may wear Spirit Day attire every Friday unless the privilege is lost. (See "Upperclassmen Privileges" for more information.)
2. Acceptable Spirit Day tops include regular uniform shirts or sweatshirts, WCS club/athletic/special group t-shirts, and shirts with a Christian theme or logo.
3. Acceptable Spirit Day bottoms include regular uniform bottoms or long plain blue jeans that do not have tears or holes. Differently colored jeans (besides blue), blue jean shorts, and cropped blue jeans are not allowed.

## **WCS COMPUTER SYSTEM POLICY**

### **General**

1. In this policy, the term *WCS Computer System* is meant to include WCS computers and *all* electronic devices and services associated with them (e.g., printers, speakers, projectors, wireless devices, smart boards, the school network, Internet access, etc.).
2. All persons using the WCS Computer System *or personal computers on school property* are required to abide by this policy. Please do not bring your laptop to school unless you are willing to abide by this policy when using your computer on campus.
3. The purpose of providing student access to the WCS Computer System is to support research and provide enriched educational opportunities. Student use of these resources for non-educational purposes is usually forbidden. For example, students are not allowed to play computer games, do personal shopping online, or check personal e-mail on campus except in unusual circumstances and with teacher permission.
4. The WCS Computer System and personal computers on campus must be used in a legal, ethical, and responsible manner. Policy violations or other inappropriate uses will result in loss of privilege and other disciplinary action.
5. Students may only download and store files on portable storage devices such as flash drives. Student files are not to be downloaded to or stored on WCS local or network hard drives.

6. It is every student's responsibility to take care of the WCS Computer System for everyone's benefit. Students must not bring food or drink into computer areas, or abuse, tamper with, or willfully damage computer equipment. Students may not change settings on computers without permission (including passwords, desktop backgrounds, or screen savers), attempt to bypass restrictions set by the network administrator, or make other unauthorized changes to the network. Intentional acts of vandalism to, or tampering with, the WCS Computer System (including off-campus hacking into it), or accidental damage resulting from violating this policy, will result in discipline and students being held responsible for repairs and/or for replacing equipment.

### **E-mail, Text Messages, Instant Messages, Chat Rooms, Social Networks**

1. Electronic messages of any kind sent on campus should follow the normal rules of appropriate public language and be consistent with the mission and philosophy of the school. In short, they should be helpful and build our community in positive ways. Remember that these messages can be checked. See "School's Right to Inspect" above.
2. Students may not participate in chat rooms, instant messaging, blogging, or social networking sites (Myspace, Facebook, YouTube, Ezboard, or similar sites) on campus.
3. Electronic communication of any kind by WCS students, on or off campus, must not be used to demean, harass, threaten, or attack others. A student who believes that he/she has been treated in any of these ways using electronic communication (on or off campus) should notify a teacher or administrator, in accordance with the school's policy prohibiting harassment and bullying.

Teachers and administrators may periodically check social networking sites, or find out in other ways that a student's off-campus behavior violates the school's standards of conduct, and/or reflects very negatively on the school or its mission. Such off-campus behavior may be grounds for school discipline, up to and including dismissal. There are at least three reasons for this. First, WCS is an educational *community—a team*; each individual's attitude and behavior have the potential to affect everyone else in the community. Second, WCS is a *Christian* community; hypocrisy (acting one way in school and very differently elsewhere) is not acceptable. Third, not only is a student's hypocrisy harmful to him/her, it also harms the school's reputation, and by extension (because WCS is identified as a Christian school), it might harm Christ's reputation in the community.

### **Inappropriate Materials and Misuse of the WCS Computer System**

1. The school uses a filtering system to block inappropriate content from all users of the WCS Computer System. However, no filtering system is foolproof. Students are expected to search online responsibly and immediately to disengage if they encounter inappropriate material.
2. Students who encounter harassing, threatening, or inappropriate materials on campus via e-mail or the Internet must notify a teacher or administrator immediately.
3. Intentionally accessing material that is labeled as not intended for minors will be considered a violation of school rules. Making public or passing on material that is pornographic, violent in nature, or is in any way harassing is also unacceptable and will be dealt with by the administration.
4. Students may not post online links to the WCS webpage.
5. Usernames and passwords are personal property that others must respect. The following are unacceptable activities by students using the WCS Computer System: accessing the accounts and files of others without permission, taking advantage of someone who accidentally leaves a computer without logging out, using someone else's password, sending a message using another's login or screen name.

### **Internet Safety**

Students should never give out personal information over the Internet (address, telephone number, name of school, address of school, date of birth, social security number, credit card number, etc.). Also, students should not meet with someone they met on-line without prior parent approval. Safety is the responsibility of the parent and student. The school is not liable in any way for irresponsible acts on the part of the student.

## **Malware (Viruses, etc.)**

Every effort is made by the school to keep our system free of harmful programs (harmful programs of many types are collectively called *malware*, from *malicious software*). Even with the best techniques, however, malware can be transmitted to and from any computer, including those on campus. The school is not responsible for the transmission of malware or for damage caused by it.

## **Pirated Software**

The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The school will not, in any way, be held responsible for software brought to school by a student.

## **School's Right to Inspect**

1. WCS reserves the right to inspect the WCS Computer System for personal student files (which are forbidden on school hard drives), to remove them if found, and to take other appropriate action if necessary, including notification of parents.
2. The school also reserves the right to inspect student laptops and portable drives brought on campus, just as it may inspect book bags and vehicles brought on campus. Do not assume that any messages or materials are private if they are on the WCS Computer System or on personal computers or drives that are brought on campus.

WCS has the ability to monitor all Internet use including e-mail and instant messaging. Users should assume that all Internet activity on campus is public and is being monitored for content and appropriateness. Students must also remember that deleted electronic messages can be undeleted.

## **MISCELLANEOUS**

### **Athletic Letters**

At the Athletic Appreciation Banquet in the spring, varsity letters are awarded to athletes who have participated in a varsity sport during the school year. In addition to being a member of a varsity team, each letter recipient must meet both of the following requirements:

1. The student must have been a member of the team in good standing and eligible to play for the entire season.
2. The student must have played in competitions for over half of the season, or the student must have actively attended 95% or more of the team practices and games.

### **Communication**

Good communication is critical to the health of the WCS educational community. When students or parents have a question or concern regarding a teacher or class, take the issue first to the teacher. Most matters can be cleared up quickly in this way. (It is usually appropriate for older students to speak with the teacher before a parent becomes involved. Students learn responsibility this way.) If communication with the teacher does not resolve the issue, the administrative office should be notified. The teacher's direct supervisor (department chair) and an administrator will then become involved. This procedure is intended to strengthen the partnership between students, parents, and teachers. (Also see "Grievances" below.)

### **Cell Phones and Telephones**

1. Students may use the school office phone with a note from a teacher.
2. Cell phones must be **turned off** and **out of sight** for the entire school day. If it is important for a student to use a cell phone during the day, he/she must first obtain permission from a teacher, administrator, or staff member.
3. See "Cell Phones, iPods, and other electronic devices" for more information regarding the cell phone policy.

### **Chapel and Small Groups**

1. The chapel program promotes unity within the school and affords the opportunity for inspiration and worship as a student body. Parents are invited to attend chapel.

2. WCS believes that it is also valuable for students to meet in smaller, age-appropriate group settings in addition to academic classes. The nature of these groups varies from grade to grade.
3. Chapels and small groups are held on Fridays.

### **Class Lists and Sharing of Personal Information**

The school will not provide a class list or any other confidential information to parents. Parents may share addresses and phone numbers among themselves but it is not the school's policy to make these lists available. We do provide a list to be used by the PTF, (officers, room moms/dads) so they can make necessary calls. Room moms/dads will send out a form (to others in the class) requesting permission to publish a class list. This is strictly voluntary.

### **Community Service**

WCS asks its students to give of themselves in the community, in the spirit of sharing Christian love and living out a commitment to help others. During grades 9-12, high school students are required to complete 75 hours of community service, in order to graduate and to be eligible for the Florida Academic Scholars Award Scholarship. Community service hours must be recorded on a community service form that is obtained in the secondary office and signed by the adult supervising each activity. **All community service forms for a school year are due in the secondary office no later than April 30<sup>th</sup> each of that school year.**

### **Dances**

1. Middle school students may not bring guests to school dances.
2. High school students may bring one guest to each school dance, subject to these conditions:
  - A request form must be submitted and approved one week in advance. The request form is available in the secondary office.
  - Middle school students may not attend high school dances for any reason.
  - Students who have previously left WCS for disciplinary reasons may not be invited guests.

### **Elevators**

Elevators are off limits to students, except in the case of a medical condition that requires its use. An administrator will issue a pass.

### **Field Trips**

1. Classes may plan field trips during the year to acquaint the students with community resources and to provide educational experiences that will enhance classroom-learning activities. A signed release form is mandatory for field trips.
2. If there is a financial cost associated with a field trip, that financial obligation must be fully met prior to the trip. If not met, the student will not go on the field trip.
3. Students participating in overnight trips must have the WCS Trip Policy signed by a parent. This policy outlines the parents' financial obligation regarding overnight trips.
4. Students not attending field trips are required to attend school unless otherwise advised.
5. Classes will use the WCS school bus for trips. On rare occasions, and with the approval of a secondary administrator, personal automobiles may be used for field trips. At least one week before the trip, a parent who will drive students on a school trip must provide the office with a copy of a valid driver's license and proof of insurance. Personal vehicles used to transport students on school trips must have a seat belt for each student.
6. Secondary students may not drive on field trips without express administrative permission. Students may not drive other students on school trips.
7. All adult chaperones on school trips must have had background screening through the volunteer coordinator's office.
8. WCS asks field trip drivers to take students directly to and from the destination. Please do not stop for food or drinks unless the stop is a planned part of the trip for everyone.
9. WCS asks that adult drivers and chaperones on field trips not bring young children who might distract them.

## **Fundraising**

1. Any group on campus that would like to raise funds for a specific goal must have approval from the chief financial officer. Please obtain and complete a fundraising form from the business office.
2. All fundraising activities must have a teacher sponsor in addition to parent chaperones.
3. For accounting purposes, all money collected from a fundraiser must be turned in to the business office immediately.
4. When purchasing items for fundraisers, please be aware that the school does not reimburse for sales tax. A tax-exempt certificate may be obtained from the business office. All requests for reimbursement must be made on a purchase order, accompanied by receipts, and submitted to the business office.
5. Money collected in school fundraisers will not be returned to a student for any reason. (For example, if a student is unable to attend a trip for which he/she was raising money, that money cannot be given to the student.) This policy is necessary in order to protect the school's reputation and the individuals who contribute to WCS fundraisers.

## **Grievances**

In any community, occasions arise when individuals become offended and/or angry with one another. In these cases, issues become more serious than many of the normal questions and concerns addressed in the section above. When this happens, the biblical principle found in Matthew 18:15-17 promotes healthy relationships and solutions to the difficulties. The WCS educational community will follow this principle.

Differences between individuals in the WCS community should be addressed between those individuals whenever possible. If the concern cannot be resolved by the parties involved, the matter should be taken to the administrative assistant for referral to the appropriate administrator. If resolution does not occur there, then it should be taken to the headmaster. If the situation is still unresolved, the matter should be taken to the WCS School Board.

## **Library**

1. WCS makes a determined effort to screen all books in the school library. The library provides materials to help students obtain information that meets their educational and personal needs as well as their own interests. In addition, materials are provided to meet the professional needs of the WCS staff. The library supports these objectives by purchasing high-quality materials in a variety of genres. Materials are selected on the basis of relevancy to the curriculum, academic excellence, accuracy, age-appropriateness, moral and social significance, valid perception of moral issues, and presentation of all points of view but with a primary emphasis on Christian scholarship. Teacher input in book selection is given a high priority. The reader should be aware, however, that the use of a book at WCS does not necessarily imply the school's endorsement of any biblical interpretation by its author. The library is a learning and educational center for all students, faculty, staff, and families associated with WCS. Alternative viewpoints are included to provide a complete education.
2. In the event that a parent or student feels any material in the library is questionable, he/she should contact the librarian.
3. Students receive fines for overdue books. If unpaid fines become high enough, or a book is not returned, a student may be issued a detention.
4. All library materials must be returned or replaced two weeks prior to the end of the school year. Final report cards and/or school records may be held until library fines are paid and library materials are returned or replaced.

## **Lockers**

Lockers are provided as a convenience to students. The following restrictions apply to use of a locker.

1. Only WCS locks are allowed; others will be removed.
2. WCS is not responsible for the safety of items students bring to school, including those stored in lockers. It is best to leave valuable items and large sums of money at home.
3. Students should keep the locker locked and not share the combination with other students.
4. Students may not force a locker open or prop a locker in the "open" position.

5. Students may not decorate the outside of lockers except with administrative approval for a purpose that promotes school spirit and unity. When administrative approval is given, items may be attached to the locker with magnets, painter's tape, or another adhesive that is easy to remove completely without damaging the paint. (Most tape damages lockers.)
6. Students may decorate the inside of the locker. Decorations must be appropriate. Please use magnets or adhesives like painter's tape (which comes off easily and completely).
7. WCS retains the right to search student lockers and personal property students bring on campus at any time, without the student's knowledge.

### **Lost and Found**

Items turned in to the lost and found will be held for 30 days. If not claimed, they will be discarded or donated to a charitable organization. The lost and found for elementary and early childhood is located in front of the nurse's office. The secondary lost and found is located in the Student Union.

### **Lunches**

1. Because WCS does not have refrigeration available for student lunches, the health department has informed us that the following items should not be packed in lunches without an ice pack: milk products, meat products, and mayonnaise.
2. No provision is made for students to heat lunches.
3. If a student forgets his/her lunch, a parent may bring the lunch to the main office. The office will notify the student that the lunch is there. It is the student's responsibility to retrieve it from the office.
4. If a student's lunch balance is at or below zero and the student needs a lunch, a peanut butter and jelly sandwich and water will be made available for them (charged to their account).
5. Elementary students may not use vending machines during school hours.

### **Parent-Teacher Fellowship (PTF)**

1. The objectives of the PTF are to:
  - Assist Wellington Christian School with its mission to the students, families, and community
  - Provide a volunteer base to assist in the fundraising process as well as assisting with other needs of the school
  - Promote communication between the faculty, students, and their families
  - Promote the Christian growth of our students
  - Promote involvement in all Wellington Christian School events
2. All parents and WCS employees are members of the PTF. Each year there are a number of meetings planned to orient parents to the school's philosophy and to keep parents current on school activities and events. These meetings are announced in advance and are on the monthly school calendar. The value of these meetings is immeasurable; therefore, attendance and participation are highly encouraged and greatly appreciated.
3. Correspondence for the PTF can be mailed in care of WCS, "Attention PTF."
4. PTF mailboxes are also located in the elementary and secondary offices.
5. All PTF officers are required to submit to a state background screening and must be approved by the WCS administration. All volunteers are required to submit to a county background screening.

### **Personal Property Brought to School**

1. Students should not bring valuable items or large amounts of money to school. WCS is not responsible for any lost, stolen, or damaged item that a student brings to school.
2. WCS reserves the right to search private property that students bring to school at any time (including but not limited to book bags and items in lockers), with or without student knowledge. Please do not bring items to school that you do not want a school employee to see.

### **School Pictures**

During the school year, a professional photographer will take individual and group pictures. Parents will be notified of the dates. Students are to wear their school uniform unless otherwise notified.

## **Students 18 Years Old**

Students that are 18 years old or older cannot sign themselves out of school or sign any of their permission forms. Their parents or legal guardians must sign all forms.

## **Take Your Child to Work Day (Elementary)**

This is a great opportunity for children to discover the link between what they do now and what they can become in the future. In order to assure that your child keeps his/her perfect attendance at Wellington Christian School, please supply written confirmation of participation on your company's letterhead indicating your child's name and grade as well as a brief description of the day's experience. Please bring two copies: one is given to your child's teacher, and one is given to the elementary office.

## **Textbook Care**

All school-supplied books must be covered with book covers. Contact paper is not permitted. Students will be assessed the replacement cost for books that are damaged beyond normal wear and tear. If your child has an individual academic plan specifying the need for additional textbooks at home, a \$50 refundable deposit will be required.

## **Upperclassmen Privileges**

11<sup>th</sup> and 12<sup>th</sup> grade students are offered certain privileges appropriate to their increasing maturity and role as leaders in the student body. These privileges come with the responsibility to use them wisely, in ways that serve as an example to younger students. An individual's abuse of these privileges will result in loss of privilege and possibly other disciplinary action.

1. Juniors and seniors may wear Spirit Day dress every Friday. This privilege must be earned. Upperclassmen are to be examples to the underclassmen of proper adherence to the dress code. Individuals who must be reprimanded for dress code infractions (including grooming issues like shaving and hair length) may lose this privilege, whether they are written up for the infractions or not.
2. Seniors may wear appropriate college shirts or sweatshirts (from any college) on Fridays. *Every day after Spring Break*, seniors may wear an appropriate shirt or sweatshirt from a college to which they have been accepted. Like the Spirit Day dress privilege above, these two privileges must be earned by avoiding reprimands and reminders about dress code and grooming issues.
3. Seniors may leave campus for lunch any day, subject to the following conditions.
  - A "Senior Off-campus Lunch" form must be completed, signed by the student and parent, returned to the secondary office, and *approved* by an administrator before a student may leave campus for lunch. A student history of disciplinary issues constitutes grounds for denying approval.
  - The form will be valid for the remainder of the school year. If a parent later wishes to withdraw permission for a student to leave campus for lunch, the parent must notify the secondary office.
  - Seniors leaving for lunch must sign in and sign out at the front desk.
  - A senior who leaves for lunch and is late to his/her next class will lose this privilege for one month.
  - Exemplary behavior is expected of seniors while they are off campus for lunch. This is an opportunity to honor your school (whose uniform you are wearing) and Jesus (whom the school represents) in the community.

## **Party Invitations**

Party invitations may only be passed out in the early childhood and elementary classes if all the students in the class are invited to the party, if all the girls are invited to an all girl party or all the boys are invited to an all boy party. If not all students are invited, please mail the invitations.

## **Student Placement – Early Childhood and Elementary**

To obtain the best placement for each student, parents may give input regarding teaching style preference and their child's strengths and weaknesses by filling out a class placement form available in the elementary office. This form allows parents to describe what kind of teacher they would like without naming a specific one. The Early Childhood Director / principal, along with teaching teams, will be best able

to make a match. As per this established policy, the school will not take requests for specific teachers; however, we are allowing the parents' placement input. WCS asks families to prayerfully trust God and our staff for the result.



4.

### Signature Page

Please note: The Wellington Christian School Student/Parent Handbook is now available for your review on the Wellington Christian School Website at [www.wellingtonchristian.org](http://www.wellingtonchristian.org) and on ParentsWeb. If you wish to have a hard copy of this document, it is available upon request at both the elementary and secondary school offices.

It is of utmost importance that parents and students review the Student/Parent Handbook. Please sign and return this page to the 2<sup>nd</sup> or homeroom period teacher by September 3, 2010.

#### **Parent**

I have read and reviewed the WCS 2010-2011 Parent/Student Handbook and agree to abide by its contents. I pledge to support WCS in its educational mission, even though my personal viewpoint might differ at times.

\_\_\_\_\_  
Print parent's first and last name

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

#### **Student**

I have read and reviewed the WCS 2010-2011 Student/Parent Handbook and agree to abide by the school's policies and rules.

\_\_\_\_\_  
Print student's first and last name

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
2<sup>nd</sup> Period or homeroom teacher's name