



**2009 - 2010**

**Parent / Student Handbook**

***“Changing the World One Child at a Time”***

# **Welcome to Wesleyan Christian School**

**On behalf of the faculty and staff, we would like to welcome you to Wesleyan Christian School. Your enrollment in our school is an indication of your desire to be all that you can be for the glory of God. We are glad that you are here and want to do all that we can to help you fulfill your spiritual and educational goals. Wesleyan Christian School serves as an extension of, and a partner with, the local church and the Christian home, providing a quality Christian education that is firmly grounded in a biblical worldview. Our goal is to develop spiritually grounded young men and women with an academic foundation of excellence.**

**The policies in this handbook have been prayerfully considered and have resulted from consultation with parents, students and staff members. They are designed to serve students and parents by establishing guidelines and parameters for expected attitude, behavior and proper procedures.**

**We know you are anticipating a great school year. As you diligently engage in the learning process and joyfully participate in the extra-curricular activities that are provided, we know that you will discover all of the good things God has planned for you.**

**Your Co-laborer in Christ,**

**Pastor Mark W. Listen, Administrator**

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## **I. GENERAL INFORMATION**

### **Statement of Faith**

1. We believe the Bible to be the inspired, infallible and authoritative Word of God, fully inerrant in the original manuscript.
2. We believe there is one (1) God, eternally existent in three (3) Persons: the Father, the Son and the Holy Spirit.
3. We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His resurrection from the dead, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and in the sanctification of the believer.
5. We believe in the resurrection of the body and the life everlasting.
6. We believe in the spiritual unity of believers in Christ.

### **Historical Perspective**

Wesleyan Christian School (WCS) was established in the fall of 1976. It was established as a service to the families and children of the Bartlesville community. This service has grown from a sincere love for children and a desire to help them “increase in wisdom and stature and in favor with God and man” (Luke 2:32).

Initially, WCS was started as a Kindergarten with the later addition of the elementary grades followed by the junior high grades. In the fall of 1999, the high school was added. The enrollment has grown to 250 students in Pre-K through Twelfth Grade. Wesleyan Christian School offers an opportunity for high academic performance in a distinctly Christian atmosphere.

The school is accredited by the Association of Christian Schools International (ACSI) and the Oklahoma State Department of Education.

### **Philosophy**

Philosophically, Wesleyan Christian School endeavors to educate its students in the truth that God is central to all life, and God is Supreme, “He is before all things, and in Him all things hold together...” Colossians 1:15-18. So as we teach each subject, we teach it with the truth of the Biblical worldview. God has created all things; and He is the purpose of all things. We strive to assist our students as they learn and internalize these truths, and to assist them in making the life applications of these Godly principles. We want to challenge our students to be resourceful in their use of the many provisions God has given each of them.

## **Purpose**

Wesleyan Christian School is an outreach ministry of the First Wesleyan Church of Bartlesville, Oklahoma and is established as a service to the families and children of the community. This service has grown from a sincere love for children and a desire to help them “increase in wisdom and stature and in favor with God and man” (Luke 2:32).

## **School Goals**

Four (4) main goals set for each student include:

1. Preparing each student spiritually for life after Wesleyan Christian School.
2. Nurturing students who have a personal relationship with the Lord, and sharing Christ with each child still seeking a personal walk with the Lord.
2. Encouraging each student to develop a love and a need for learning, thus enabling them the opportunity to reach their full academic potential; and
4. Preparing each student academically to successfully pursue any future educational or vocational goals they may have.

These goals are specifically targeted as follows:

1. For the spiritual and moral growth of the student, the school seeks to:
  - a. Teach the Bible as God’s inspired Word and to develop attitudes of love and respect toward it;
  - b. Teach the basic truths of the Bible.
  - c. Lead each pupil to a decision of confessing Jesus Christ as Savior and Lord;
  - d. Develop a desire to know and obey the will of God as revealed in the Scripture;
  - e. Prepare the student to carry out the will of God daily;

- f. Develop the mind of Christ toward godliness and to teach the students how to overcome sin;
  - g. Encourage the development of self-discipline and student responsibility based on respect for and submission to God and all authority figures; and
  - h. Help the student develop a Christian view of life and good Bible-study habits.
2. For the personal and social development of the student, the school aims to:
- a. Help the students develop their unique personality and capabilities based on a proper understanding and acceptance of themselves as a unique individual created in God's image;
  - b. Teach the student to treat everyone with love and respect, since everyone is made in God's image;
  - c. Enable each student to be a contributing member of society, realizing a dependence on others and their dependence on him, and the need to serve others;
  - d. Promote an understanding of time as a God-given commodity and each individual's responsibility for its use;
  - e. Show a realistic and Biblical view of life and work, and to provide skills for effective personal relationships and future endeavors;
  - f. Develop proper attitudes toward marriage and family along with the understanding and the skills needed to establish God-honoring homes;
  - g. Promote physical fitness, good health habits, and the wise use of the body as the temple of God; and
  - h. Impart Biblical attitudes toward material things, thereby encouraging individual responsibility in using them for God's glory.
3. Academically, the school endeavors to:
- a. Promote the highest academic standards possible within the potential of the individual as uniquely created by God, and to help the student realize his or her full academic potential;
  - b. Help each student gain a thorough comprehension and command of the fundamental processes necessary to communicate effectively with the world around them. These processes include reading, writing, speaking, science, listening, and mathematics;
  - c. Teach and encourage the use of good study habits;
  - d. Teach the student how to do independent study in areas of personal interest;
  - e. Motivate the student to pursue independent study in areas of personal interest;
  - f. Develop creative and critical thinking and proper use of Biblical criteria for evaluation;

- g. Promote good citizenship through the development of understanding and appreciation for our Christian and American heritages including our responsibility in freedom, human dignity, and acceptance of authority;
- h. Discuss current affairs with the students, and relate those events to God-given responsibilities.
- i. Cultivate an appreciation of the fine arts through the development of the student's understanding and personal expression in these areas.

### **Non-Discrimination Policy**

Wesleyan Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally made available to a student at the school. The school does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its policies, tuition assistance programs, athletic, and other school administered programs.

Wesleyan Christian School will consider the acceptance of children with special needs on a case-by-case basis. Our resources limit our ability to meet all the needs of some students. If the administration believes that we are not equipped to meet the special needs of the student, the application will not be accepted.

### **School Board of Directors**

Wesleyan Christian School is the direct responsibility of the Wesleyan Christian School Board of Directors. The board meets the second (2<sup>nd</sup>) Monday of each month to handle all matters directly related to the operation of the school. The board's actions are subject to the review and approval of the Local Board of Administration (LBA) of First Wesleyan Church of Bartlesville, Oklahoma. The School Board consists of parents, educators, business people, and interested friends of WCS who are full covenant members in good standing of the First Wesleyan Church of Bartlesville. An employee, his/her spouse, or immediate family member may not be elected as a member of the School Board. WCS board meetings are open to the public.

The By-laws state the School Board's hiring procedures and the responsibilities of those people employed, including those employed to fill administrative positions.

### **Student Accounts**

A student's attendance at WCS is considered an expression of acceptance of the financial obligations incurred.

All accounts must be kept current. If any account becomes thirty (30) days or more past due, the parents will be notified and the student(s) will be temporarily suspended from school. The student(s) will be allowed to return when the account is made current.

Monthly statements will be mailed for tuition and other charges due.

Extended Care charges are posted on a weekly basis. They will appear on the monthly statement in four (4) or five (5) week increments and will not necessarily correspond to the calendar month.

### **School Operating Hours**

The school buildings will open each school day at 8:00 a.m. Elementary and Secondary classes will begin at 8:15 a.m. Elementary students who arrive early must report to extended care. The charges for extended care are \$2 per hour with a \$1 minimum.

All students should exit the building by 3:45 p.m. unless they have a definite reason for staying which has been previously approved by their teacher or the administration. Those who are staying should remain with their sponsor or supervisor until dismissed. Students are not to use the classrooms or the gymnasium before or after school unless they are under direct supervision of a staff member.

Students in Pre-K, Kindergarten and First (1<sup>st</sup>) Grade will be dismissed at 3:00 p.m. Students in Second (2<sup>nd</sup>) Grade through Twelfth (12<sup>th</sup>) Grade will be dismissed at 3:15 p.m.

### **Conflict Resolution**

Like any other institution where you have a large group of people, you have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we work together in harmony; always giving a "good report" and striving for unity. When conflicts, concerns, and disagreements occur, the following principles based on Matthew 18:15-17 should be followed:

1. Keep the matter confidential (no gossip).
2. Keep the circle as small as possible (two parties).
3. Be straightforward (face-to-face).
4. Be forgiving.
5. The individuals should agree to share the matter with the Principal if still unresolved.

6. The Administrator should be brought into the process by the Principal if still unresolved.
7. The Administrator will explain the conflict to the WCS Board Chairman if still unresolved, who will determine if the matter should be presented to the Board or resolved by the Administrator.

### **Classroom Code of Conduct (All Grades)**

As a Christian, I will behave as much like Jesus Christ as possible. The fruit of the Spirit will be evident in my life, in and out of the classroom. Galatians 5:22-23 says, "But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, temperance: against such there is no law." I will do my best to obey those that have authority over me, for this is right in the sight of God. I will, at all times, follow the Classroom Code of Conduct.

1. Show proper respect to teachers, staff and other students. (Romans 13:7)
2. Obey those in authority. (Eph. 6:1,5; Rom. 13:1)
3. Keep the classroom clean. (I Cor. 14:40)
4. Behave in ways that will not disrupt others. (John 13:35)
5. Be responsible. (Matt. 25:21)

### **Expected Christian Conduct (Grades 1-5)**

Children in grades 1-6 will be expected to abide by the following Code of Conduct:

Because I love Jesus and want to be like Him, I will:

1. Spend time with Him in prayer and reading my Bible. (Luke 2:52)
2. Spend time with others praising and worshipping God. (Col. 3:16)
3. Always do my best in my work at school. (2 Tim. 2:15)
4. Be kind and courteous to others and respect their property at all times. (Phil. 2:4)
5. Tell the truth. (Eph. 5:19)
6. Tell others about their need for Jesus. (Matt. 28:1)
7. Speak words that uplift and encourage others. (Ps. 19:14)
8. Obey my teacher and all others who are in authority over me. (Col. 3:23)

### **Expected Christian Conduct (Grades 7-12)**

Wesleyan Christian School was founded to be, and is committed to being, a Christian ministry that offers a lifestyle of commitment to Jesus Christ. We recognize that He is the author and finisher of our faith and His Word is the supreme standard for all

wisdom and knowledge. Those attending WCS make a personal commitment to approach the school and its programs in a positive Christian attitude and consciously seek to develop a lifestyle that will honor Jesus. This commitment will be exhibited by following the school Code of Conduct and signing a Code of Honor pledging:

1. To follow the will of God for my life and to exemplify Christ-like character through daily personal prayer, consistent study of the Word of God, and faithful group worship both at school and in my local church.
2. To faithfully give heed to the call of God on my life and develop the gifts and abilities God has given me. Students are expected to apply themselves to their studies and try to develop the full powers of their mind in Christ. Students will do their own work and refrain from cheating or inappropriately working together with other students on assignments.
3. To develop good social relationships with others and to seek to love others as I love myself. Lying, stealing, cursing or gossiping will not be tolerated. My language will be used to uplift my peers and the adults in my life.
4. To care for my body by developing sound health habits and participating in wholesome physical activities. This includes refraining from a lifestyle of sexual immorality, drunkenness and the possession, use, sale/distribution of alcohol, tobacco, illegal substances or misuse of any drugs.
5. To preserve my personal purity and observe biblical morality in all relationships.
6. To submit myself to the leadership of Wesleyan Christian School and respect those in authority. I realize that my attendance at WCS is a privilege and not a right. I will give my best and will prayerfully support the school staff and its philosophy of providing a quality education without compromising the Word of God.

## **Code of Conduct and Discipline Enforcement**

While a student's parents are ultimately responsible for his discipline and training before the Lord, it is our job at WCS to assist parents in the development of Christian character in their student. **It is with this in mind that we assert that many of the following problems need not necessarily occur on school premises, during school hours, or during the school year, for us as a school to be involved in the correction of such behavior.** Whenever one or more of our students are involved in misbehavior, both our school's testimony and the Lord's testimony are at stake. It is our desire that no student while enrolled at WCS participate in activities or be in environments which are clearly damaging to a Christian's testimony.

The following list represents only examples of Category 1-3 offenses. The administration reserves the right to monitor other actions/behaviors which may be deemed as ungodly or inappropriate.

### **Category One**

The first offense in this category may result in a warning, but multiple offenses will result in disciplinary consequences.

1. Three tardies to any one class (per nine weeks.)
2. Failure to be prepared for class
3. Minor use of unwholesome language (not swearing)
4. Littering anywhere on school property
5. Meddling with another student's property
6. Failure to sign-out or sign-in of the office
7. Continued talking or disrupting class
8. Violation of student parking privileges
9. Bringing prohibited items to school: stereos, radios, tape players, lighters of any kind, laser pointers, MP3 players, CD players, PDA's.
10. Fines not paid on due date
11. Food, candy, gum or drink in the classrooms
12. Inappropriate use of cell phone (voice, text or internet)
13. Dress code violations

### **Category Two**

Types of behavior represented by this category will be disciplined to a point. However, if the student's lifestyle is such that it continually produces these kinds of fruitless works, that student will not remain at WCS.

1. Defiant actions or disrespectful attitudes to any school personnel
2. Lying or planned deceit
3. Cheating or contributing to cheating
4. Skipping class or school
5. Leaving school grounds without permission
6. Fighting
7. Profanity, obscene language or gestures
8. Off color jokes
9. Writing or drawing obscene pictures or text
10. Direct disobedience
11. Damaging school property
12. Public Displays of Affection
13. Purposefully damaging another's property
14. Use or possession of fireworks on property or buses
15. Possession or viewing of off color magazines or books.
16. Reckless operation of a motor vehicle on or near school property – student may also lose driving privileges
17. Bringing "look alike" guns or paint ball guns to school

### **Category Three**

Participation in any of the following activities will result in immediate suspension.

1. Severe disrespect toward any school personnel
2. Stealing
3. Malicious vandalism
4. Possession or use of a weapon at school
5. Sexual immorality (premarital sex, perverse sexual behavior, etc.)

6. Drinking or possession of alcoholic beverages\*
7. Smoking or possession of tobacco\*
8. Use, sale or possession of illegal drugs\*
9. Pushing or harming any staff member
10. Pranks involving personal property of staff
11. Arson or false alarm
12. Actions requiring outside law enforcement or civil charges
13. Bullying behavior as defined in this handbook
14. Sexual harassment, as defined in this handbook\*\*

\*A student shall not possess, use, transmit, conceal or be under the influence of tobacco, narcotics, alcoholic beverages, drugs, or other “mood modifying” substances, other than prescribed medicines.

\*A student shall not make, sell or possess counterfeit drugs and related tools.

\*\*A student shall not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person’s gender that have the effect of causing embarrassment, discomfort, or reluctance to participate in school activities. Such actions are considered sexual harassment.

## **Discipline Enforcement**

The administration reserves the right to administer any of the following consequences for violations of the WCS Code of Conduct:

1. Detention
2. Work Detail
3. “Natural Consequences”
4. In-School Suspension
5. Out-of-school Suspension
6. Expulsion

“Natural Consequences” are defined as those consequences that are natural/logical as they pertain to the violation committed. Examples: vandalism – cleaning up, paying fine; skipping school – loss of leaving campus privileges, etc.

## **Reason for Wesleyan Christian School’s Dress Code**

It is no surprise that our culture is becoming increasingly secular and that the views expressed through the media, such as TV, videos, movies, magazines, and the Internet, continue to exert steady pressure on Christian young people to conform to a worldly standard. This standard is one of immodesty and sexual explicitness. Our calling at WCS is not to be conformed to this worldly standard, but rather establish a traditional, conservative standard for dress which is neat and modest and to hold students accountable to this standard.

The Bible tells us that man looks at our outward appearance, but God look’s at our hearts (I Samuel 16:7). How we are viewed by God is the most important thing. However, man does look at our outward appearance. Even as we have an obligation to see that our hearts

are clean and pleasing to God, we also have an obligation to see that our appearance is clean and pleasing to man. There is a close relationship between performance and appearance. It is our belief that students will achieve and develop their potential in proportion to how they view themselves.

We also know that following the dress code is a measure of the attitude of the heart and submission to authority. In working with students over the years, we have found that students who continually challenge the dress code also have other behavior and attitude challenges. Furthermore, we have found that as we confront students with the things in their life that are visually discerned and we can do something about, the Holy Spirit will continue to work on those things that are unseen or unknown to parents,, teachers and administrators.

In accordance with this underlying belief, we at WCS expect the students to observe the guidelines presented for young men and women. It is the school's belief that parents will accept their responsibility to give their students' guidance, and students will show their respect for the school by living within the guidelines expressed below.

## **Student Dress Code**

Students and parents should recognize it is their obligation to select clothing that is appropriate for an academic and Christian atmosphere. The way a student dresses affects the student's thinking, behavior, and peers. Each student is expected to dress in a manner that is neat, clean and modest.

### **General Dress Code guidelines are as follows:**

- Shorts may only be worn before Fall Break and after Spring Break.
- Tube tops, tank tops, bare midriff tops, halter, see-through clothing, or any similar attire are inappropriate for school wear and will not be permitted.
- Hemlines of skirts and shorts must be no higher than 4" above the knee when standing.
- Clothing displaying suggestive or disruptive lettering and/or symbols, secular music groups, alcohol or tobacco products will not be permitted.
- Hair is to be clean, neatly trimmed and out of the eyes. Hairstyles must be moderate, not extreme. A few examples of extreme styles would be hair dyed unnatural or multiple colors (girls), mohawks or ponytails for young men. Facial hair for young men must be kept short and neatly trimmed. No hats will be allowed in the building.
- Trousers must be worn around the waist and not be dragging the floor.
- Students will not wear clothing that has large tears, holes, rips, or is frayed.
- No body piercing other than girls' ears will be allowed; tattoos must be covered.
- Special dress for activities will be regulated by the instructor with the approval of the administration.

**The administration and teachers of WCS will maintain and enforce the dress code from the time a student arrives on campus until the student is off campus.**

## **Consequences for Dress Code Violations**

Failing to come to school in the proper dress code will result in either a student being sent home to change or requiring parents to bring in the proper dress items. The student will be kept out of class until proper dress can be obtained. The consequences for not being in dress code after a first warning will be after school detention and/or work related tasks. On the third dress code violation a student will be given a one day out of school suspension.

### **Chapel Dress**

Worship is first and foremost a matter of the heart, not external appearances. In our current culture, there is a wide variety of practice regarding appropriate attire for worship. These may vary from traditional dress up (suit and tie for men, dresses for women) to quite casual. It is our desire to partner with our families to reinforce their values. Accordingly, what constitutes acceptable chapel dress is a decision that is left in the hands of the parents. As always, the general guidelines are to be neat, clean and modest.

### **Leaving School**

Students leaving school during the school day for any reason must have their parent or guardian physically check them out through the elementary or secondary school office. Students should check-in at the respective office if they return before school is out. **Due to safety and security concerns, no one is allowed to pick up your child other than those designated on the enrollment form.**

### **Change of Information**

Please notify the school office immediately of any changes concerning your child, including address, phone numbers, etc.

### **Phone Use**

The school telephone is to be used in case of emergency only. Permission must be obtained from the classroom teacher and the secretaries or administration before the students may use the office phone. Students will not be called out of class to accept phone calls. We will deliver a message or telephone number to the student at such a time as will not disrupt class activities. Since the students are limited in their phone usage, please be sure to make after school plans before the school day begins. Students should not bring cell phones to school unless they have prior approval from the teacher. Cell phone use during school hours is prohibited.

### **Personal Possessions**

Pagers, audio devices and its associated paraphernalia - games, inappropriate magazines, books, etc., and other personal possessions are not to be brought to school without prior principal approval. Upon the first violation of this rule, **school personnel may confiscate the item.**

Items confiscated will remain in the teacher's possession until the end of the school day or until such time as the parent comes to reclaim the item. Continued violations may result in the student's suspension from school.

The above mentioned items constitute classroom distractions which interfere with the educational process thereby making them inappropriate for the school environment. The school is not responsible for the loss or theft of any item listed above.

### **Backpacks**

Backpacks or book bags of any type are to be stored in the confines of a student's locker. Students in JH/HS are not to carry their backpacks or book bags to class.

### **Student Money**

STUDENTS SHOULD HAVE IN THEIR POSSESSION NO MORE THAN \$10.00 EACH SCHOOL DAY. This is ample money for lunch. The school is not responsible for cash that is lost or stolen.

### **Lost and Found**

Students should immediately turn items found into the office. Lost and found items will be placed in the office or on a table outside the office. Students should look there for lost articles.

Lost articles that are not claimed within a reasonable time will be discarded. The school will not accept responsibility for articles placed in the lost and found area. Each year there is a

great number of clothing articles left at school. We encourage parents to sew or write their children's names into coats, gym shoes, hats, etc. for easy identification.

### **Withdrawal from School**

An official withdrawal form must be completed when a student leaves the school at any time other than the normal end of a school year. Before student records are released, all charges must be paid in full and books must be returned. **A two (2) week notice is required when withdrawing a student.** You will continue to be billed for two (2) weeks from the date the official notice is received. Withdrawal forms are available in the school office.

### **Leaving Class**

There should be little need for a student to leave the classroom during instruction time. Students should plan to get water, go to the restroom, go to their lockers, or tend to any other matters during the passing time between classes. Should a teacher deem it necessary to excuse a student from the classroom, the student will be provided a note/hall pass. Students going to the office must have a note from their teacher.

### **Fund Raising Activities**

The administrator must approve all fund-raising activities. Generally, only school-sponsored fund-raising activities will be approved.

## **II. ACADEMICS**

### **Academics**

Instruction at Wesleyan Christian School focuses on blending academics with biblical principles in all subject areas, emphasizing that God is the center of a Christian's life. Language structure, mathematical concepts and precision, scientific reasoning, and historical truths are taught to students in a way that reveals God as the Creator and Controller of mankind's existence. We teach the importance of using and maintaining the talents and gifts God has given to each of His children. Textbooks and other materials are carefully selected to ensure the integration of spiritual truth in the instructional process.

### **Proficiency-Based Promotion**

Students wishing to skip a grade or subject will have the opportunity to demonstrate their proficiency in the following core areas: social studies, language arts, mathematics and science. A minimum score of ninety percent (90%) on every area tested is required to advance to the next grade level.

The parent of any student may request proficiency-based promotion by submitting a completed application to the administrator. The test is given early in August, prior to the beginning of school, and the last week of May. The counselor should be contacted for specific test dates and answers to any questions with regard to this area.

### **Guidance Counseling**

The guidance program at Wesleyan Christian School recognizes the parents should be the primary counselors in the lives of their children. WCS counselors, administration and teachers will work closely with the parents in several areas of guidance. The program will seek to develop consultations between the school, parents and students in the following areas:

1. Academic counseling, which will include problems in scheduling, determining proper levels of performance, identifying and treating learning problems and promotion concerns.
2. General counseling to help meet spiritual, behavioral, emotional and social needs of the student.
3. College preparatory counseling involving aiding students with course selection to meet college entrance requirements, providing information about colleges, appropriate entrance testing, and the college application process.
4. Career counseling including listening to the interests of the students and helping provide information to assist them in finding answers to their questions.

### **The Discovery Program**

The Discovery Program enables students with certain diagnosed learning disabilities to reach their full potential. Our therapist is certified with the National Institute of Learning Disabilities (NILD) and will assist parents with thorough testing and evaluation for admittance to the program. There is an additional charge for this service. The Discovery therapist may be contacted for more information about the program.

### **Grading Scale**

The grading scale for all classes will be as follows:

90-100	A	4.00
80-89	B	3.00
70-79	C	2.00
60-69	D	1.00

Below 60                      F                      0.00

I=Incomplete  
S=Satisfactory  
U=Unsatisfactory

## **Grade Reports**

Reports cards will be issued for each nine-week period. There will be no progress reports.

JH/HS Report cards will be issued for each nine-week period. The report cards will be handed out to each student and each parent will receive the report card as an e-mail via RenWeb.

## **Add/Drop Policy**

Junior High and High School students will be allowed to change class schedules during the first two weeks of each semester. **Students wishing to drop a class should report to the teacher of the class being dropped.** The teacher will submit the drop request to the counselor and administration.

## **Honor Roll**

Students in third (3<sup>rd</sup>) Grade and above earning honors will be recognized after each semester. To be eligible for the honor roll, a student must earn the following grades for the semester.

High honors  
Honors

Students with all A's  
All A's and B's

The High School senior with the highest grade point average (GPA) will be recognized as the class Valedictorian and the senior with the second highest GPA will be the Salutatorian. The GPA will be calculated at the completion of the fall semester of the Senior year. To be recognized as Valedictorian or Salutatorian, the student must have attended WCS all of the Junior year and must be a full time student the Senior year.

## **Eligibility**

Students who participate in extra-curricular activities will be subject to the following rules of eligibility. This will include all events outside the school day; including but not limited to: cheerleading, athletics, band, drama, chorus, etc. Eligibility will be checked for all students in seventh (7<sup>th</sup>) through twelfth (12<sup>th</sup>) grade on a weekly basis, beginning the third (3<sup>rd</sup>) week of each semester. Deficiency slips will be mailed home for students with D's and/or F's.

### **Student Eligibility During a Semester**

- Scholastic eligibility for students participating in extra-curricular activities will be checked on Fridays beginning the third (3<sup>rd</sup>) week of each semester and each succeeding week thereafter. A student receiving an F in any subject or more than two (2) D's in the enrolled subject areas will be placed on probation for the following week.
- If a student is still failing one (1) or more classes at the end of his/her probationary week, they will be ineligible for the period beginning on Monday and ending on Sunday of the week following the probationary week. They will remain ineligible until they regain passing grades (no F's and less than three D's.)
- Assignments that are not turned in will be entered as zero percentage (0%) points. Incomplete assignments will be counted as F's.
- Students on probation may continue to practice and participate in events.
- Students that are ineligible may not participate in events, but may continue to practice.

### **Semester Grades**

- If a student does not meet the minimum scholastic standard, they will not be eligible to participate in extra curricular activities during the first six (6) weeks of the next semester. A student who does not meet the minimum scholastic standard may regain eligibility by achieving passing grades in all subject areas in which they are enrolled at the end of a six (6) week period.
- The minimum scholastic standard a student must maintain requires a passing grade in five (5) subjects mandated for graduation in which the student was enrolled during the previous semester which was attended fifteen (15) or more days. (This requirement is five (5) credits for the seventh (7<sup>th</sup>) and eighth (8<sup>th</sup>) grade students.)

### **Field Trips**

Field trips are an important part of the learning process. Notices will be sent home at least one week in advance of any planned field trip. Parents who are able and interested will be called on to help chaperone and transport students on field trips.

### **Chapel**

Weekly chapel services are an important part of your student's spiritual development and are required. Elementary chapels are usually held on Wednesdays in the Youth Chapel of the Family Life Center from 8:30-9:00 a.m. JH/HS chapels are usually held on Wednesdays in the same location from 11:15 -11:50 a.m. Parents are welcome to attend chapel.

### **Achievement Tests**

The Stanford Achievement Test will be administered annually in the spring to students in second (2<sup>nd</sup>) through ninth (9<sup>th</sup>) grade. Students in eighth (8<sup>th</sup>) grade will also take the Explore tests and students in tenth (10<sup>th</sup>) grade will take the Plan test. All high school students are encouraged to participate in the PSAT, ACT, and SAT tests.

### **Physical Education**

Students are expected to actively participate in the school's physical education (P.E.) program. Students must present a physician's note to be excused from activity for more than five (5) days per month. The amount of time the student is to be excused should be stated on the slip. Parents may send a note to excuse the child from P.E. one (1) day after a student has been absent from school due to illness.

Dress code will be established by the P.E. instructor for each activity. Students are encouraged to wear clean, non-marking athletic shoes while on the gym floor.

## **III. ATTENDANCE**

### **Maximum Absences**

A student may not be absent more than ten (10) days per semester in order to receive credit for that semester. Students with a serious illness/injury may request an exemption to this policy by:

- (1) making a written request to the WCS administrator, and
- (2) providing proper medical documentation.

### **Elementary Absences**

The elementary school day is divided into two sessions:

Morning      8:15 a.m. - 11:00 a.m., and  
Afternoon    12:00 p.m. - 3:15 p.m.

When a student misses more than one (1) hour during a session, it is recorded as a one-half ( $\frac{1}{2}$ ) day absence.

### **Junior High/High School Absences**

Absences are recorded per class period at the JH/HS level.

### **Excused Absences**

For an absence to be excused, a parent is required to notify the school office stating one (1) of the following reasons for the student's absence:

1. student illness,
2. illness or death in the family,
3. doctor/dentist appointment.

Other types of absences may be approved by the administration based on the information received from the parent concerning the nature of the absence. Parents must fill out an absence request form **one (1) week** in advance and should list the reason for the absence. A parent calling the school office does not automatically constitute an excused absence.

### **Activity Absences**

Missing class due to participation in an official school activity is not considered an absence. Students are allowed ten (10) activity absences per semester.

### **Un-excused Absences**

Absences for reasons such as shopping, hair appointments, recreation, personal errands, etc. are un-excused.

### **Penalty for Un-excused Absences**

- An un-excused absence results in a one percent (1%) reduction in the nine (9) weeks grade per class missed, and/or
- The student must make-up the class time missed by serving after-school detention.
- The student must make-up the work missed.
- Absences due to disciplinary measures are considered un-excused and will result in one percent (1%) reduction in the quarter grade per class missed.
- Long-term suspensions (five [5] or more days) will be dealt with individually. Students receiving in-school suspension are not considered absent.

### **Make-Up Work**

Students with excused absences will be permitted the number of days absent plus one (1) to make-up work. Students with un-excused absences must make-up the work missed and will not be penalized other than penalty given for un-excused absences.

EXAMPLE: A student absent on Monday and Tuesday would have Wednesday, Thursday, and Friday to make-up work missed. The work would be due at the start of class on Monday.

### **Tardiness**

Students who are late to any class are tardy. Tardiness is considered serious, and if five (5) or more are received during a nine (9) week period for any class, a one (1) hour after school detention will be scheduled and the student will receive an un-excused absence for that class. Elementary students will receive a one-half ( $\frac{1}{2}$ ) day absence. Each tardy after five (5) will result in a one (1) hour detention and will also be counted as an absence for that class. Tardiness does not affect perfect attendance unless five (5) or more are received during a nine (9) week period.

We feel tardiness is harmful for many reasons:

1. It is poor training.
2. It starts the student's day with an embarrassing situation.
3. The student misses the beginning of the day; and,
4. It distracts the class.

### **Late Arrivals**

The term "Late Arrival" is used when a JH/HS student is more than twenty (20) minutes late to school or to any class period. The student must check-in at the office and the parent must verify the student's excuse. Late arrivals are recorded as an absence.

## **Early Dismissals**

Students will be granted an early dismissal for emergencies and for medical/dental appointments when appointments cannot be scheduled outside of school hours. Requests for early dismissal should be made to the child's teacher or the office verbally or in written form.

To pick up a student leaving early, the parent should sign the student out in the school office. Students who have their own transportation must report to the office before leaving.

If time permits, students who are excused for medical or dental appointments are expected to return to school, and are to check in at the office immediately upon their return to school. Students *may not* be dismissed from school to run personal errands.

## **Perfect Attendance**

Students will be recognized for perfect attendance based on the above attendance guidelines.

## **Exceptions**

Exceptions to the above referenced attendance policies may be given based on the nature of the extenuating circumstance. Special situations will be handled by the WCS Administration.

# **IV. TRANSPORTATION**

## **Bus/Van Rules**

1. All students must wear seat belts while riding in a van or private vehicle.
2. Students/Parents will be required to pay for any damage to the bus/van or other property resulting from misbehavior.
3. Students are to be orderly and respectful in any vehicle in which they are transported to and from school activities.
4. Failure to abide by these rules may result in the student not being allowed to attend off campus activities.

## **High School Parking**

Students driving to school are required to park their vehicles on the third parking level. Students are not allowed to return to their cars during the school day. The WCS Campus is closed and students should not be in or around the vehicles.

### **Driving Pattern**

Please drive carefully and slowly when entering school property. Exercise caution when approaching loading areas and walkways. **Do not get out of your vehicle in the loading zone in front of the Christian Education Center (CEC) during loading times.** Please do not pull up in front of the CEC Annex to drop your JH/HS children off. It is a traffic hazard because cars are going around the parked cars and we are afraid that a student is going to get hit by a car. PLEASE pull into one of the parking lots and let them out.

1. Parents need to pull up to porch.
2. If your child is not on the porch at the moment, pull around and get in line again.
3. The loading zone in front of the school is NOT a place to wait for your child.
4. This is to be a continuous moving line with the key phrase being “**Stop, Load and Move.**”
5. The lane closest to the school building is the only loading lane. The outside lane is open if you want to pull through and park North of the loading zone. Please DO NOT tell your child to come out to the outside lane to get in your car as it is unsafe for everyone concerned.

## **V. HOT LUNCH PROGRAM**

### **Prices**

The price for lunch is \$2.50 per day. One milk is included in the hot meal price. Lunches must be paid for in advance. Payment can be made by writing a check at the school office or using the e-giving option. There will be a two week rotating menu that is posted on RenWeb, in each classroom and the school office. Free / Reduced lunches are available for those who qualify. For more information contact the school office. Breakfast items will be offered for \$ .50 per item. These are available on a cash only basis from 7:30 a.m. – 8:15 a.m.

### **Milk**

Students may purchase additional milk to drink with their hot lunch or with a sack lunch brought from home for \$ .40.

## **VI. DISCIPLINE**

### **Discipline Philosophy**

Wesleyan Christian School administration, faculty, and students are encouraged to work hard in maintaining a positive, mutually beneficial environment conducive to working and learning. Both mental and behavioral disciplines are essential and important to the operation of the school, since both Christian living and academic preparation are fostered in an environment of positive conduct. Students should strive to conduct themselves accordingly, both in the classroom and out. The responsibilities and authority of a teacher relative to the student extends beyond the classroom to include any activity not under the immediate control of another staff member.

Wesleyan Christian School believes that the discipline and training of children is the primary responsibility of parents and the school is to support, encourage, and assist the parents in the discipline responsibility. All discipline is to be administered with the cooperation of and communication with the parent. We at WCS believe in the legal and historical view of the teachers and administration as having the delegated authority of the parent -in loco parentis- (in place of the parent) during school hours.

Jesus positively states the “Golden Rule” in Matthew 7:12, when he says, “So in everything, do to others what you would have them do to you,” Ultimately, let this be your guide.

### **Discipline Guidelines**

There are three (3) basic discipline guidelines, which are in effect at WCS:

- (1) Show by your actions that you love God:
- (2) Show by your actions that you love others as yourself; and
- (3) Practice safety in all that you do.

All stated rules fall under one (1) or more of these guidelines.

Classroom discipline is the responsibility of the classroom teacher. Before the school year begins, each teacher will have established rules and procedures for his/her classroom that will provide an orderly and respectful learning environment. Students are expected to fully comply with these guidelines. The teacher’s discipline policy will be put in written form and be on file with the school’s administration.

Rewards for obedience, as well as consequences for lack of obedience to classroom rules, will be decided by the classroom teacher. At the beginning of the school year, each teacher will give a copy of the classroom discipline policy to the parents. Correction techniques a teacher may exercise in the classroom include, but are not limited to, the following: recess detention, after school detention, time out, extra homework, and loss of privileges. More serious disciplinary situations or repeated offenses may result in a student being sent to the principal's office for further disciplinary action.

School campus discipline may be handled by the classroom teacher, support personnel, or the school administration. Normally, the person in charge of the students at the time of the infraction will handle the discipline, with serious matters referred directly to the school administrator.

Basic school guidelines are:

1. Students are expected to enter chapel services in an orderly manner and remain respectful and attentive during chapel time.
2. Students are expected to be respectful to all adults and to each other regardless of where they are on campus.
3. Teachers will inform students of playground rules and review them periodically. Established rules will be enforced for the safety and well being of all students.
4. No pictures, mirrors, graffiti, or posters will be allowed on students' lockers.
5. Students may not write on desks, chairs, walls, etc.
6. Halls are not rooms. Students loitering in the halls after dismissal for the day will be taken to the Extended Care for a minimum fee of \$1.00. All elementary students still at school and not in an organized school activity must report to Extended Care at 3:30 p.m. JH/HS Students will report to the computer lab after 3:40 p.m. and will be sent to Extended Care after 4:00 p.m.

### **Computer Misconduct**

Computer misconduct shall be the failure to follow classroom rules in regard to computers, misuse of the internet, abuse to the computer or any deletion of files or information. Unapproved access to the internet, using the internet without permission, or going to inappropriate sites will result in at least a 10-day suspension of internet access. Repeat offenses will result in more serious disciplinary measures, up to and including suspension from school.

## **VII. HEALTH AND SAFETY**

### **Volunteers**

Parents, grandparents, and friends can volunteer their services by copying, laminating, reading, library assistance, recess duty, making teaching materials, grading and otherwise being of assistance to the teachers. In addition to being a welcome expression of support and help, it is a means for the parents to become involved in the school. Volunteers need to check in at the school office before they begin.

## **Visitors**

We welcome parents to visit the school and ask that they report to the office upon arrival at school. Authorized visitors are issued a visitor's badge to be worn during his or her stay at school. No visitors will be permitted the first (1st) or last two (2) weeks of school, during the semester testing, or during achievement tests. Any unauthorized visitors will be asked to leave the building.

## **Accident Insurance**

Wesleyan Christian School carries supplemental coverage on its students. This policy will cover only those items not covered by the family's insurance. Accident reports will be made and kept on file in the school office.

## **Snow/Inclement Weather**

Should it become necessary to close school because of weather or some other emergency, local radio and television stations will be notified. Those stations are as follows:

KYFM 100.1 FM, KTUL-TV Channel 8, KJRH-TV Channel 2, KOTV-TV Channel 6, FOX 23-TV

If the school needs to be closed during the school day, a phone crew will call you to pick up your child. Someone will stay at the school until the last child has been picked up.

## **Communicable Disease/Illness**

Students must be kept home from school if they have any of the following:

- Any communicable disease
- **Fever of 100° F or above at any time during the previous 24 hours. Student must be free of fever without the use of medication for 24 hours.**
- Sore throat/strep throat/tonsillitis
- Contagious skin rash
- Pink eye/inflammation of the eyes or eyelids must be treated for 24 hours with drops or have a Doctor's release.

- **Nausea/vomiting. Student must be nausea/vomit free for 24 hours before returning to school.**
- Head lice or nits

Parents are urged to contact the school should they discover a communicable disease so we may stop the spread of these conditions. Public law # 1150 section 1210.194 states that any child afflicted with a contagious disease or head lice will be prohibited from attending school until he/she is free from the disease or head lice. Any child prohibited from attending school because of head lice may not re-enter school without a certificate from a health professional stating that the child is free of lice and all nits (eggs) have been removed. Periodic screening is done when a student is discovered to have head lice. **Random lice checks are performed throughout the year.**

### **Medication At School**

By Oklahoma State Law, a school nurse or other designated school employee may administer a prescription or non-prescription medication to a student during the school day. At WCS, the secretaries and administrators will administer medications.

Every effort should be made to give medicines at home. If, however, your physician does order medicine to be taken during the regular school hours, please comply with the following instructions:

- A prescription medication must be in its original container. Your pharmacist can make an extra prescription bottle/container to use for school purpose if needed. Request it at the time you obtain your prescription.
- No medication will be given unless it is in its proper container.
- Do not send medication in an envelope, wrapped in foil or tissue, in a zip lock bag, miscellaneous bottle, or any other improper container.
- Medication will not be given for more than one (1) week without written authorization from a physician.
- All medications must be brought to the office by the student's parent/guardian. The secretary and parent will then count the medication and record the amount on a sign in medication record.
- Send only enough medication to be given at school. Keep any excess medication at home.
- The container will be returned when empty.
- The initial dosage of a medication will not be given at school.
- Student medication should be picked up by the parent after its use is discontinued.
- All medications will be destroyed one (1) week after the last day of school.

**The school does not provide cough drops, cough medicine, antacids or pain relief products for students.**

Thank you for your cooperation in this matter. These procedures regarding medication at school are for the protection of your child and all students at Wesleyan Christian School.

## **Weapons Free School**

It is the policy of this school to comply fully with the Gun-Free Schools Act.

1. Any student in this school using or possessing a firearm at school, any school sponsored event, in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one (1) full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as

- A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- B) the frame or receiver of any such weapon;
- C) any firearm muffler or silencer; or
- D) any destructive device including any explosive, incendiary, poison gas, bomb, grenade, or rocket having a propellant charge of more than four (4) ounces, a missile having an explosive or incendiary charge of more than one-quarter ( $\frac{1}{4}$ ) ounce, mine, or any device similar to the above.

Any such firearm or weapon will be confiscated and released only to the legal authorities.

2. Oklahoma Statutes, Title 21, section, 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapons defined below:

“...Any pistol, revolver, dagger, Bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon.”

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or any term less than one calendar year (for weapons other than firearms) determined by the superintendent or the superintendent's designee.

## **Playground Rules**

Students must obey all teachers and supervisors at all times, using respect and courtesy.

Students are not allowed to throw rocks, sticks, or any object, which may result in physical harm to another student or teacher.

Students must stay within the designated boundaries and must keep a teacher or supervisor in view.

The modular buildings are off limits to all students. Students may not play on, around, under, in or above buildings unless specifically asked to do so by a teacher or supervisor.

Students are to use restrooms in their own buildings only after receiving permission from their teacher or supervisor.

Students must obtain permission before retrieving equipment from outside the boundaries of the normal play area and/or from the bottom of the hill.

Students must play away from areas immediately around the school building, except for the area designated for basketball. Balls are not to be thrown toward the school building.

Students must stay away from all parked and moving cars.

No grabbing others by the clothing at any time.

### **Playground slides**

Students must proceed down the slides in the following manner:

- a. in a sitting position
- b. feet first
- c. one at a time, and
- d. with no cutting, pushing, or shoving in line.

### **Playground temperature**

Students will go outside for recess when the heat index is below 100 degrees and when the temperature is above 32 degrees. Temperature and wind-chill are determined by calling the Bartlesville Airport shortly before each recess time. Students will go to the blacktop in front of the school when the playground is too wet.

### **Jungle Gym**

Students are not allowed to stand on top of or play roughly on, under, or around the jungle gym set.

### **Jump ropes**

Jump ropes are for jumping only!

Serious infraction of the rules of behavior will be written up, and a copy given to the teacher or administrator for further action.