



WATERLOO  
CHRISTIAN  
— SCHOOL —

# Family Handbook

2018-2019

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# Introduction

## School Mission

Waterloo Christian School supports families in equipping children to reach God's standard of spiritual maturity and academic excellence, training them to influence their world from a Biblical perspective.

## Core Values

- **Core Value #1 – Christ-Centered**
  - The Gospel is at the heart of everything we do. We acknowledge that we are sinful and in need of a Savior. We are committed to leading each child into a vibrant relationship with Jesus Christ, grounded in proper doctrine and theology.
  
- **Core Value #2 – Family Partners**
  - The school does not replace the role of a parent. While most schools look to keep parents away, we invite parents in as part of the educational process and understand the importance of their role as the primary educator.
  
- **Core Value #3 – Student-Focused**
  - Education that is focused on the student will not always look like a *traditional* classroom. We strive to make learning relevant to the student and engage students in a way where they will be intrinsically motivated to participate and be their own driver of the learning process.

## School Founding

On June 21, 1973 the church body of Walnut Ridge Baptist Church, at the urging of a school exploration committee, voted to approve the opening of Walnut Ridge Baptist Academy. Rooted in Proverbs 22:6, our founding members were motivated by God's instruction to *Train up a child in the way he should go*. In 2010 the school community voted to adopt the name of *Waterloo Christian School*.

## Governance

Waterloo Christian School operates as a ministry of Walnut Ridge Baptist Church. Under the leadership of Walnut Ridge, the Waterloo Christian School Board is responsible for developing the policies which guide the school's administration. The Head of School is accountable to the School Board and is responsible for overseeing daily school operations.

Each school board member has demonstrated a commitment to the school's mission and are *stewards* of this ministry. As an organization, we are committed to developing and implementing policies that are consistent with Scripture. Each school board member serves a limited term. The School Board convenes monthly.

## Accreditation

Waterloo Christian School is accredited through the Association of Christian Schools International

(ACSI). Our accreditation through ACSI is evidence of our commitment to continuous improvement as a school organization.

### **Family Handbook Purpose**

This Family Handbook is an extension of the School Board Policy Manual and is designed to help inform and communicate to families the background, expectations, and procedures for the Waterloo Christian School K-12 Program. Our goal is to communicate in a clear and consistent manner.

Prescribed expectations are a necessary part of any organization. The success of this ministry is largely influenced by the confidence that the home places in the school. By showing deference to the School's authority in these matters, students and parents help promote order, unity, and the mission of Waterloo Christian School.

Appropriate precautions and disciplinary actions will be taken to prevent and correct conduct that disrupts or harms the School's program, environment, and/or Christian testimony. All members of our school community are expected to treat each other with respect and courtesy.

### **Family Agreement Expectations**

Students and parents sign an annual statement of agreement with the Family Handbook and support of the Doctrinal Statement during the re-enrollment process each year. Parents are asked to help their students understand these expectations and to partner with the school in holding students accountable. WCS reserves the right to revoke a family's enrollment if an irreconcilable conflict with the expectations outlined in this Family Handbook exist.

### **Handbook Revisions**

The School reserves the right to establish new policies and regulations as circumstances warrant. We regularly assess our policies and implementation of policies. We reserve the right to modify, clarify, or eliminate policies, including those contained in this handbook.

### **Handbook Questions**

Individuals who have questions, concerns, or disputes about the written policies and/or implementation of these policies, should direct their concerns to the Head of School.

# Doctrinal Statement

**OF THE SCRIPTURES** - We believe that the Holy Bible as originally written was verbally inspired and the product of Spirit-controlled men, and therefore has truth without any admixture of error for its matter. We believe the Bible to be the true center of Christian union and the supreme standard by which all human conduct, creeds, and opinions, should be tried. (2 Tim. 3:16-17; 2 Peter 1:19-21)

**OF THE TRUE GOD** - We believe there is one, and only one, living and true God, an infinite, intelligent Spirit, the Maker and Supreme Ruler of heaven and earth; inexpressively glorious in holiness, and worthy of all possible honor, confidence and love; that in the unity of the Godhead there are three persons; the Father, the Son, and the Holy Spirit, equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption. Ex. 20:2-3; 1 Cor. 8:6; Rev. 4:11; 1 John 5:4.

**OF GOD THE FATHER** - We believe the Father is the first person of the Godhead. He is the Father of all creation. He is Father by intimate relationship, that is, as a father to a son. He is the Father of our Lord Jesus Christ as Savior and Lord. In relationship to the Trinity, the Father plans, the Son executes what is planned, and the Holy Spirit energizes and sustains what is executed. One's relationship to the Father does not come about through natural birth. In fact, the Scriptures teach that men in their natural state are of their father the devil (John 8:44). Also, no one can make himself a child of God the Father. God alone can undertake such a transformation, and He undertakes it only on the one condition which He Himself has imposed: that Christ shall be believed upon and received as one's Saviour. John 1:12.

**OF THE LORD JESUS CHRIST** - We believe that the Lord Jesus Christ, the eternal Son of God, became man without ceasing to be God, having been supernaturally conceived of the Holy Spirit and born of the virgin Mary. This was done that He might reveal God and die for sinful man, be buried and rise again bodily from the grave that man's sins might be forgiven and a new life possessed.

**OF THE HOLY SPIRIT** - We believe that the Holy Spirit is a divine person; equal with God the Father and God the Son and of the same nature; that He was active in the creation; that in His relation to the unbelieving world He restrains the evil one until God's purpose is fulfilled; that He convicts of sin, of righteousness, and of judgment; that He bears witness to the Truth of the Gospel in preaching and testimony; that He is the agent in the New Birth; that He seals, endues, guides, teaches, witnesses, sanctifies and helps the believer. John 14:16-17; Matt. 28:19; Heb. 9:14; John 14:26; Luke 1:35; Gen. 1:1-3; John 16:8-11; Acts 5:30-32; John 3:5-6; Eph. 1:13-14; Mark 1:8; John 1:33; Acts 11:16; Luke 24:49; Rom. 8:14; Rom. 8:16; Rom. 8:26-27.

**OF THE DEVIL, OR SATAN** - We believe in the personality of Satan, that he is the unholy god of this age and the author of all the powers of darkness, and is destined to the judgment of an eternal justice in the lake of fire. Matt. 4:1-3; 2 Cor. 4:4; Rev. 20:10.

**OF THE CREATION** - We accept the Genesis account of creation in six twenty-four hour days and believe that man came by direct creation of God and not by evolution. Gen. 1,2; Col. 1:16-17; John 1:3.

**OF THE FALL OF MAN** - We believe that man was created in innocence under the law of his Maker. But by voluntary transgression fell from his sinless and happy state in consequence of which all men are now sinners, not only by constraint, but of choice; and therefore under just condemnation without defense or excuse. Gen. 3:1-6, 24; Rom. 3:10-19; 5:12, 19; 1:18, 32.

**OF THE VIRGIN BIRTH** - We believe that Jesus was begotten of the Holy Spirit in a miraculous manner; born of Mary, a virgin, as no other man was ever born or can ever be born of a woman, and that He is both the Son of God, and God the Son. Gen. 3:15; Isa. 7:14; Matt. 1:18-25; Luke 1:35; John 1:14.

**OF THE SALVATION FROM SIN** - We believe that the salvation of sinners is wholly by grace through the mediatorial office of the Son of God, who by the appointment of the Father, freely took upon Him our nature, yet without sin, honored the divine law by His personal obedience, and by His death made a full and complete payment for our sin; that His death consisted not in setting us an example by His death as a martyr, but was a voluntary substitution of Himself in the sinner's place, the Just dying for the unjust, Christ the Lord, bearing our sins in His own body on the tree; that having risen from the dead, He is now enthroned in Heaven; and uniting in His wonderful person the tenderest sympathies with divine perfection, He is in every way qualified to be a suitable, a compassionate and an all-sufficient Saviour. Eph. 2:8; Acts 15:11; Rom. 3:24; John 3:16; Matt. 18:11; Phil. 2:7; Heb. 2:14; Isa. 53:4-7; Rom. 3:25; 1 John 4:10; 1 Cor. 15:3; 2 Cor. 5:21.

**OF GRACE IN THE NEW CREATION** - We believe that in order to be saved, sinners must be born again; that the new birth is a new creation in Christ Jesus; that it is instantaneous and not a process; that in the new birth the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God; that the new creation is brought about in a manner above our comprehension, solely by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the gospel; that its proper evidence appears in the holy fruits of repentance and faith and newness of life. John 3:3; 2 Cor. 5:17; 1 John 5:1; John 3:6-7; Acts 16:30-33; 2 Peter 1:4; Rom. 6:23; Eph. 2:1; 2 Cor. 5:19; Col. 2:13; John 3:8

**OF JUSTIFICATION** - We believe that the great gospel blessing which Christ secures to such as believe in Him is Justification; That Justification includes the pardon of sin, and the declaration that the believing sinner is righteous. That it is bestowed not in consideration of any works or righteousness which we have done; but solely by grace through faith in the Redeemer's blood; His righteousness is imputed to us. Acts 13:39; Isa. 53:11; Zech. 13:1; Rom. 8:1; Rom. 5:9; Rom. 5:1.

**OF FAITH AND SALVATION** - We believe that faith in the Lord Jesus Christ is the only condition of salvation. Acts 16:31.

**OF THE LOCAL CHURCH** - We believe that a local church is a congregation of immersed believers, associated by covenant of faith and fellowship of the Gospel; observing the ordinances of Christ; governed by His laws; and exercising the gifts, rights and privileges invested in them by His Word; that its officers are pastors and deacons whose qualifications, claims, and duties are clearly defined in the Scriptures. We believe the true mission of the church is the faithful witnessing of Christ to all men as we have opportunity. We hold that the local church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations; and that the one and only superintendent is Christ, through the Holy Spirit; that it is scriptural for true churches to cooperate with each other in contending for the faith and the furtherance of the Gospel; that each local church is the sole judge of the measure and method of its cooperation; that the will of the local church is final on all matters of membership, polity, government, discipline and benevolence. Acts 2:41; 1 Cor. 11:2; Eph. 1:22-23; Eph. 4:11; Acts 20:17-28; 2 Tim. 3:17; Col. 1:18; Eph. 5:23-24; Acts 15:13-18.

**OF BAPTISM AND THE LORD'S SUPPER** - We believe Christian baptism is the immersion of a believer in water to show forth in a solemn and beautiful emblem our faith in the crucified, buried and risen Saviour, with its effect in our death to sin and resurrection to a new life; that it is prerequisite to the privileges of church membership. We believe that the Lord's Supper is the commemoration of His death until He comes, and should be preceded always by solemn self-examination. Acts 8:36-39; John 3:23; Rom. 6:3-5; Matt. 3:16; Col. 2:12; 1 Cor. 11:23-28.

**OF THE SECURITY OF THE SAINTS** - We believe that all who are truly born again are kept by God the Father for Jesus Christ and sealed by the Holy Spirit. Phil. 1:6; John 10: 28-29; Rom. 8:35-39; Jude 1 (R.V.); Eph. 4:30.

**OF THE RIGHTEOUS AND THE WICKED** - We believe that there is a radical and essential difference between the righteous and the wicked; that only such as through faith are justified in the name of the Lord Jesus Christ, and sanctified by the Spirit of our God, are truly righteous in His esteem; while all such as continue in impenitence and unbelief are in His sight wicked, and under the curse; and this distinction holds among men both in and after death, in the everlasting felicity of the saved and the everlasting conscious suffering of the lost. Mal. 3:18; Gen. 18:23; Rom. 6:17-18; 1 John 5:19; Rom. 7:6; Rom. 6:23; Prov. 14:32; Luke 6:25; Matt. 25: 34-41; John 8:21.

**OF CIVIL GOVERNMENT** - We believe that civil government is a divine appointment, for the interests and good order of human society; that magistrates are to be prayed for, conscientiously honored, and obeyed; except in things opposed to the will of our Lord Jesus Christ who is the only Lord of the conscience, and the coming Prince of the Kings of the earth. Rom. 13:17; 2 Sam. 23:3; Ex. 18:21-22; Acts 23:5; Matt. 22:21; Acts 4:19-20; Dan. 3:17-18; Acts 5:20.

**OF THE FAMILY** - God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. (Genesis 1:26-28; 2:15-25; Exodus 20:12; Deuteronomy 6:4-9; Proverbs 5:15-20; 6:20-22; 13:24; 22:6, 15; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; 1 Timothy 5:14; Hebrews 13:4; 1 Peter 3:1-7)

**OF THE RESURRECTION, PERSONAL, VISIBLE, PREMILLENNIAL RETURN OF CHRIST, AND RELATED EVENTS** - We believe in:

1. The bodily Resurrection of Jesus Christ. Matt. 28:6-7; Luke 24:39; John 20:27; 1 Cor. 15:4; Mark 16:6; Luke 24:2-6.
2. His Ascension to Heaven. Acts 1:9-11; Luke 24:51; Mark 16:19; Rev. 3:21; Heb. 12:2.
3. The High Priesthood (present ministry of Christ in Heaven). Heb. 8:6; 1 Tim. 2:5; 1 John 2:1; Heb. 2:17; Heb. 5:9-10.
4. The Second Coming (for His bride). John 14:3; Acts 1:11; 1 Thess. 4:16; James 5:8; Heb. 9:28.
5. The Resurrection of the Righteous Dead. 1 Thess. 4:13-18; 1 Cor. 15:42-44; 1 Cor. 15:52.
6. The Change and Rapture of the Living in Christ. 1 Cor. 15:51-53; 1 Thess. 4:13-18; Phil 3:20-21.
7. The Tribulation (on earth). Matt. 24:3-42; Rev. 6:1-18, 24.
8. The Second Advent (coming with His Bride). John 14:3; Acts 1:11; 1 Thess. 4:16; James 5:8; Heb. 9:28.
9. The Establishment of the Throne of David. Luke 1:32; Isa. 9:6-7; Acts 2:29-30.
10. The Millennial Reign. 1 Cor. 15:25; Isa. 32:1; Isa. 11:4-5; Ps. 72:8; Rev. 20:14; Rev. 20:6

# Philosophy of Education

## Education as a Partnership

Scripture establishes the institutions of church and parents to take ultimate responsibility for the Godly training of children. Waterloo Christian School partners with parents and church as a secondary supplier of Christian education. Waterloo Christian School selectively partners with families who share the same values and goals for their children as outlined in this Family Handbook. Our desire is to partner with families in teaching children to acquire an internal moral code of behavior based upon the Bible, which is our sole authority for faith and practice.

## Life Readiness Initiative

Waterloo Christian School prepares students with the knowledge, skills, and experience to eagerly and courageously respond to the call that God places on their lives. The Life Readiness Initiative was developed to clearly articulate our goals and assess our progress towards those goals for each individual student.

### Seek Truth

Waterloo Christian School graduates will be seekers of truth, realizing that the pursuit of truth, wisdom, and learning is something that is designed to continue through our final day on this Earth.

### Engage Culture

Waterloo Christian School graduates will be equipped with understanding of the people and world around us to meaningfully impact the world for Christ. Holiness is defined as separation from sin, not separation from sinners,

### Endure Challenge

Waterloo Christian School graduates will be equipped with the understanding that enduring challenge is a reality of our fallen world. We recognize that allowing students to be challenged will better prepare them for whatever path God calls each individual towards.

### Serve

Waterloo Christian School graduates will be prepared to boldly serve. The act of service ultimately reflects to the world the love that Christ first had for us. The pursuit of Christ is a lifelong commitment. True Christianity isn't passive, but rather is about taking action and ambitiously building up the Kingdom of Christ.

## **Final Authority for Matters of Belief and Conduct**

Education at Waterloo Christian School is based on the principles of God's Word as the ultimate authority and guide for life. A Christ-centered education continually views areas of knowledge through the perspective of God's Word, magnifies the Lord Jesus, and leads young people into conformity with His image.

The doctrinal statement does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Waterloo Christian School's faith, doctrine, practice, policy, and discipline, the Waterloo Christian School Board accepts Walnut Ridge Baptist Church's pastoral staff and deacons as the final interpretive authority on the Bible's meaning and application.

The Holy Spirit is the schoolmaster at Waterloo Christian School. We seek His leading and direction in all matters. He is the "Indweller" of all believers and leads them to understand spiritual truth and to act according to God's will. Spirit-controlled education is exemplified in the Christian School by first ministering to the students' spiritual needs and then to their growth academically, socially, and physically. Training at Waterloo Christian School encourages students to act in harmony with their study of Scripture and their personal relationship with Christ. The training is geared to prepare and equip each student not only in quality academics, but also to prepare for service in the community as a witness for Jesus Christ. Waterloo Christian School works closely with the home, yet the school ministry and those serving in it carry out their duties under the direction and authority of Walnut Ridge Baptist Church.

## **Statement on Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10)

We believe that to preserve the function and integrity of Waterloo Christian School as the local Body of Christ, and to provide a biblical role model to the Waterloo Christian School members and the community, it is imperative that all persons employed by Waterloo Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accordance with Scripture nor the doctrines of Waterloo Christian School.

## **Usage of Non-Christian Publications in a Christian School**

Much of the literature and many of the textbooks used in Christian schools were written by non-Christians. These materials contain assumptions, concepts, conclusions, and sometimes language that are contrary to Christian values. In some instances, a student or parent may object to the reading of a particular book or selection because of its content or terminology. Is it possible to follow a course of action that remains loyal to Christian principles and provides flexibility of choice at the same time?

To exclude all writings by non-Christians would mean the removal of much of the cultural heritage of the western world. It would also mean the removal of many of the textbooks that have been edited by Christian publishers. The need, therefore, is for careful selection of materials and for guidance by the teacher in the analysis and evaluation of what is read.

The students we teach will not live in Christian ghettos. They will rub shoulders with humanists, naturalists, atheists, agnostics, cultists, and every other brand of non-Christian belief in the world. Prior practice during their school years in analysis and evaluation of worldviews, under the guidance of Christian teachers, will help sharpen students' judgment and discrimination skills, which will be useful all their lives.

The administration considers several questions when choosing books and articles:

- Is the work appropriate to the general objective of the curriculum?
- Is the work appropriate to the specific objectives of the unit or section under study?
- Is the work appropriate to the mental, emotional, and spiritual development of the students?
- Is the work a good choice to lead the student to an enlarged understanding of the topic under study? Does the social, literary, or political merit of the work exceed its potential for offending?
- In the case of textbook selection, is a book of comparable quality available from a Christian publisher?

Whether or not a book, periodical, or article has educational merit is a matter of judgment, and that judgment is the responsibility of the school faculty and administration. However, the classroom teacher will attempt to compile reading lists sufficiently comprehensive so that a variety of selections is available to the student. Such a procedure preserves loyalty to Christian principles, as well as flexibility of choice if objections should arise.

## **Non-Discrimination Policy**

It is the policy of Waterloo Christian School to provide equal educational and employment opportunities and not to legally discriminate on the basis of race, national origin, gender, marital status, socio-economic status, or disability. As a Christian school, Waterloo Christian School reserves the right to discriminate or impose qualifications based on religion, creed, gender questions, or sexual preference as allowed by the Iowa Civil Rights Act (Iowa Code, chapter 216, section 216.9) and Iowa Code, section 281-12.1(256).

# Attendance Policies and Procedures

## Introduction

The guidelines and procedures regarding attendance are intended to communicate the importance of school and personal responsibility. Regular attendance and timely arrival is essential to student success and helps to instill important life habits. Regular attendance is also required under Iowa state law (Chapter 299). Waterloo Christian seeks to partner with parents to reduce the instances of tardiness and absence in the classroom.

## Elementary Attendance Policies (Grades K-4)

### Morning Arrival, Morning Tardies, and Absences

Students are expected to be seated in their first classroom by 8:00 a.m. Any student failing to meet this requirement must sign-in at the Front Office and be issued a **Tardy Pass** before proceeding to his/her classroom. Students who arrive to class after 8:00 a.m. without a tardy pass will be sent to the office to sign-in. It is highly recommended that students arrive several minutes before 8:00 a.m. to prepare for the school day. All tardies are recorded and reported on report cards and permanent student records.

Students are allowed up to **six tardies** to class each semester without penalty. This is to account for unforeseen circumstances that families may experience (car pools, traffic accidents, etc.). Excessive tardies or a pattern of consistent tardiness may result in further action as determined appropriate by the school.

Tardies due to professional appointments (medical, dental, orthodontic, physical therapy) will be considered excused if accompanied with a signed parent/doctor note. Tardies will also be considered excused if it is a weather related/safety issue or a family emergency. Excused tardies will not count towards the six-tardy limit.

Any student arriving after 9:00 a.m. or departing before 2:00 p.m. will be marked as a ½ day absence and therefore ineligible to participate in any co-curricular activity. Exceptions will be made if the absence was due to a professional appointment supported by a signed doctor note.

### Leaving School During the Day

We understand that it is often difficult to obtain medical/dental/orthodontic and other professional appointments outside of school hours. If a child must be picked up during the day for a professional appointment, please follow the below procedures:

- Please contact the Front Office before 9:00 a.m. by e-mail or phone. It is also appreciated if you send a separate note with your child for the supervising teacher.
- Upon your arrival at the school to pick the child up, office personnel will call the classroom and ask for your child to be sent to the Front Office. Please allow at least 5 minutes for your child to complete their task, pack-up, and come to the office.
- For the safety of our students, parents must come into the office when picking up your child during the school day. Although students are permitted to sign themselves out, office staff will need to see you before your child is released.

- If a student is returning to school after a professional appointment, he/she must sign-in.

### **Unavoidable and Unplanned Absence**

If your child must be absent, please notify the school by e-mail or phone before 9:00 a.m. Students are to be free of sickness symptoms (fever, diarrhea, vomit) for twenty-four hours prior to their return to school. Please help other students stay healthy by following this guideline.

### **Pre-Arranged Absences**

Waterloo Christian builds in several extended academic breaks through the year. We strongly encourage parents to arrange vacations or other planned absences during these scheduled breaks. If a parent chooses for a student to miss one or more full days of school, the following procedures should be followed:

- A Pre-Arranged Absence Form should be completed and submitted to the office at least one week prior to the absence. Pre-arranged materials and assignments may be requested.
- Work will be due at the discretion of the teacher, up to a maximum of one week.
- The student may need to arrange with the teacher to come in before/after school or during break periods to complete missing work.
- Unless students are sick, they must be in attendance for Iowa Assessments, Christmas Program, or Patriotic Program performances. Absences during these times must be accompanied with a doctor's excuse.

### **Maximum Number of Allowable Absences or Tardies**

We rely on the parents to encourage and support attendance and timeliness habits. Any student receiving more than six tardies or six absences per semester, regardless of reasoning, may be required to make special arrangements with Administration. Waterloo Christian School reserves the right to deny promotion to the next grade level if the student is not academically or behaviorally prepared for the following grade.

## **Secondary Attendance Policies (Grades 5-12)**

### **Morning Arrival, Tardies, and Absences**

Students are expected to be seated in their first classroom by 7:45 a.m. Any student failing to meet this requirement must sign-in at the Front Office and be issued a **Tardy Pass** before proceeding to his/her classroom. Students who arrive to class after 7:45 a.m. without a tardy pass will be sent to the office to sign-in. It is highly recommended that students arrive several minutes before 7:45 a.m. to prepare for the school day. All tardies are recorded and reported on report cards and permanent student records.

Students are allowed up to **six tardies** each semester without penalty. This is to account for unforeseen circumstances that families or students may experience (car pools, traffic accidents, etc.). Excessive tardies or a pattern of consistent tardiness may result in further action as determined appropriate by the school.

Tardies due to professional appointments (medical, dental, orthodontic, physical therapy) will be considered excused if accompanied with a signed parent/doctor note. Excused tardies will not count towards the six-tardy limit.

Any student arriving after 8:45 a.m. or departing before 2:00 p.m. will be marked as a ½ day

absence and therefore ineligible to participate in any co-curricular activity. Exceptions will be made if the absence was due to a professional appointment supported by a signed doctor note.

### **Leaving School During the Day**

We understand that it is often difficult to obtain medical/dental/orthodontic and other professional appointments outside of school hours. If a child must be picked up during the day for a professional appointment, please follow the below procedures:

- Please contact the Front Office before 9:00 a.m. by e-mail or phone.
- Upon your arrival at the school to pick the child up, office personnel will call the classroom and ask for your child to be sent to the Front Office. Please allow at least 5 minutes for your child to complete their task, pack-up, and come to the office. If the student is responsible for driving themselves, they may take personal responsibility to sign-out at the Front Office.
- For the safety of our students, parents **must come into the office** when picking up your child during the school day. Although students are permitted to sign themselves out, office staff will need to see you before your child is released. If the student is responsible for driving themselves, a parent is not required to be present.
- If a student is returning to school after a professional appointment, he/she must sign-in.

### **Unavoidable and Unplanned Absence**

If your child must be absent, please notify the school by e-mail or phone before 9:00 a.m. Students are to be free of sickness symptoms (fever, diarrhea, vomit) for twenty-four hours prior to their return to school. Please help other students stay healthy by following this guideline.

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2. Work will be due at the discretion of the teacher, up to a maximum of one week.
3. The student may need to arrange with the teacher to come in before/after school or during break periods to complete missing work.

Unless students are sick, they must be in attendance for Iowa Assessments, Christmas Program, or Patriotic Program performances. Absences during these times must be accompanied with a doctor's excuse.

### **Maximum Number of Allowable Tardies**

We rely on the parents to encourage and support attendance and timeliness habits. Any student receiving more than **six total tardies** per semester will be required to serve a 60-minute detention period. Every other tardy after the sixth tardy will result in a separate 60-minute detention.

Detentions may not be deferred for participation in co-curricular activities. At the discretion of coaches, students may be permitted to participate in an activity after the detention has been served. If a pattern of tardiness is not deterred by the detention, further disciplinary action may be taken.

### **Maximum Number of Allowable Absences**

Any student receiving more than **six absences per semester**, regardless of reasoning, may be required to make special arrangements with Administration. Waterloo Christian School reserves the right to deny promotion to the next grade level or sequential course if the student is not academically or behaviorally prepared for the following grade.

### **Skipping Class**

Skipping class (also known as truancy) is the act of being absent from school for any reason deemed unacceptable by the administration. This is generally defined as failure to attend school without parental knowledge. Truancy will result in disciplinary action deemed appropriate by the administration. Any work due on the day skipped will result in no academic credit. Senior skip days are not permitted.

### **Attendance Awards**

Students are recognized for outstanding attendance at the conclusion of each year. Students K-12 are eligible for the below recognitions based on their attendance habits.

- **Perfect Attendance Award** – Any student who has 0 absences and less than two tardies will receive the Perfect Attendance Award
- **Outstanding Attendance Award:** – Any student who has 2 absences or less AND less than two tardies will receive the Outstanding Attendance Award

### **School Hours**

Elementary school is in session from 8:00 a.m. – 3:00 p.m. daily. Staff supervision of students will be available from 7:25 a.m. until 3:20 p.m. Elementary students will be permitted to go to classrooms beginning at 7:50 a.m. All elementary students who are tardy for school must report to the School Office.

Middle school and high school are in session from 7:45 a.m. – 3:00 p.m. Staff supervision of secondary students will be available from 7:25 – 3:20 p.m.

Under no circumstances are students to be on school property (inside or outside of the school) before 7:25 a.m. If a student arrives before this time, they will be required to wait in a car with their own parent/guardian. Due to the location of our school, we sometimes have residents walking through our parking lot. This strictly enforced policy is ultimately for the safety of our students. Exceptions to these hours will be made if there is an organized school activity or arrangements have been made with the Front Office.

Students who are not picked up by 3:20 p.m. will be assessed a supervision fee of \$5 for every 15 minutes on campus.

# Academic Policies and Procedures

## Grading Scale

Letter Grade	Scale	GPA Val
A	96-100	4.00
A-	90-95	3.70
B+	87-89	3.30
B	83-86	3.00
B-	80-82	2.70
C+	77-79	2.30
C	73-76	2.00
C-	70-72	1.70
D+	67-69	1.30
D	63-66	1.00
D-	60-62	0.70
F	0-59	0.00

## Academic Promotion

Students failing to meet the minimum academic or behavioral requirements will not be advanced to the next grade level. As a school, we understand that students learn at different paces. Our goal is that each student is at the grade level appropriate for their academic, emotional, and behavioral level. The administration reserves the right to withhold academic promotion based on each unique student and their progress.

### *Elementary School*

A student must complete and pass reading and math with a final grade no lower than 70.0%. Additional factors considered are standardized test scores, exit exams, social development, and general academic progress.

### *Middle School*

A student must complete and pass reading and math with a final grade no lower than 70%. In addition, a student must pass two (2) of the following courses to be promoted to the next grade: science, social studies, and Bible.

### *High School*

A student must earn a minimum five (5) credits to be classified a sophomore; twelve (12) credits to be classified a junior; and nineteen (19) credits to be classified a senior.

## Academic Probation

Waterloo Christian reserves the right to place any student on academic probation. Students who are on academic probation and receive three or more failing grades may be asked to withdraw from Waterloo Christian School.

## **Special Learning Needs**

Waterloo Christian School does not offer an in-house program specifically designed for students with special learning needs. Students who may require additional services beyond what the school is prepared or equipped to provide will be considered on a case-by-case basis through the admissions process. The responsibility lies with the parents to provide necessary supports that may be beyond the school's current ability to support.

## **Honor Roll (Grades 5-12)**

Quarterly Honor Roll will be published at the end of the appropriate grading period. To be placed on the Honor Roll, a student must earn an 80% average in all classes for that grading period and have earned no more than one "C" and no "D's" or "F's". To be placed on the "High Honors" Honor Roll, a student must earn 90% or higher in all classes.

## **Homework**

The purpose of homework is to reinforce concepts learned in the classroom. Therefore, students will be assigned homework on a regular basis. Each student is expected to complete the assigned homework to the best of his/her ability. In the event of an absence, all schoolwork, including homework, is to be made up. The student is responsible for contacting each of his/her teachers for missed assignments. Homework may be individualized to benefit those students who have special interests or need special help.

It is strongly recommended that there is a designated time each day for homework. This time should be used to complete homework, read a book, study math facts, memorize verses, or work on long-term projects. It is important for students to develop the habit of doing homework/studying each day.

## **Late Work Policy**

Penalties for late work are determined by the individual classroom teacher in accordance with consistently enforced classroom expectations. Parents or students who want more information about the late work policy are encouraged to review the class syllabus or contact the teacher.

## **Plagiarism**

Plagiarism is the act of stealing and passing off the words or ideas of another as one's own and/or use such words or ideas without crediting the source. Internet materials are considered the same as traditionally published materials. Plagiarism is an offense that could result in suspension, detention, or other consequence as determined by administration.

## High School Graduation Requirements

<u>Subject</u>	<u>Credit</u>	<u>Required Classes</u>
Bible	4*	*or one credit for each year at WCS
English	4	
Math	3	
Social Studies	4	(World History, US History, Govt/Econ, & Worldviews)
Science	3	
Foreign Language	2	(2 years of one language – Highly Recommended)
Physical Education	1	(1/8 credit each semester in school. May apply for waiver based on health, sports, or class conflict.
Speech	1	
Personal Finance	.5	
Completion of CPR Training		
Electives	<u>1.5</u>	
<b>TOTAL</b>	<b>24</b>	

### Christian Service Hours Requirement (High School)

Each high school student is required to complete 24 service hours per year of enrollment. Documentation of service hours must be submitted each year to the Front Office. Regular service challenges students to understand the importance of *engaging culture*. It also helps our students to develop a heart of service to those around them.

#### Guidelines

- Hours must be approved by administration or they will not be counted toward the Christian Service Hours Requirement
- Service must be logged on Christian Service Log and turned in by the final day of each semester.
- Students may not receive financial compensation for any hours that are performed.
- Students may choose to complete hours during the summer, but they must be pre-approved.
- A senior who does not complete the required service hours will not be issued a diploma.
- Service may be from any of the following categories: Direct, Stewardship, or School.
- Service should be completed outside of the student's own home/family environment.

#### Types of Service

- Direct Service involves person-to-person contact with individuals who may be experiencing poverty, discrimination, poor health, old age, and/or mental and physical limitations.
  - Tutoring children as part of the after-school program
  - Teaching English to adults
  - Visiting senior citizens at a local nursing home
  - Serving food in a soup kitchen

- Stewardship Service includes work done on behalf of non-profit, community, or church agencies.
  - Stocking shelves/helping at the Northeast Iowa Food Bank
  - Teaching a Sunday School or Children’s ministry class at your church
  - Volunteering at the Grout Museum, the Imaginarium, or the Waterloo Center for the Arts
- School Service includes work done on behalf of Waterloo Christian School. Examples include:
  - Canvassing the neighborhood on behalf of WCS
  - Stuffing envelopes for fundraising campaigns
  - Civic involvement on behalf of the school
  - Cleaning the school, removing snow, etc. on non-school time Detention time involving cleaning the school may not be used for service hours.

## **Class Schedule Minimum**

All full-time students are expected to maintain a full class schedule.

## **Off-Campus Classes**

### **High School Level Classes**

- Off-campus classes must be pre-approved by Administration.
- Transportation will not be the responsibility of WCS.
- Time off campus cannot interfere with required course work at WCS.

### **College-Level Classes**

- Time off campus cannot interfere with required course work at WCS.
- All college class enrollments must be approved by the administration.
- Students with difficulties maintaining WCS eligibility standards are advised against taking off-campus courses.

All classes taken off campus, for any reason, will appear on the transcript with the educational institution noted. The credit from off-campus classes will count towards graduation requirements if approved by Administration, but the grade will not count toward the student’s GPA. Failed WCS classes will remain on the student transcript; however, the GPA will be recalculated if that class is retaken at WCS.

## **GPA Calculation**

A student’s GPA will be calculated on a semester basis. Semester grades from all classes will be used to calculate GPA, except off-campus classes.

## **Academic Progress Reports**

Families are invited and encourage to monitor academic progress through Renweb. Grades will be input by teachers no later than a week after the assignments are due. When there are concerns, parents are encouraged to contact teachers.

## **Athletic Eligibility**

The WCS Athletic Eligibility Policy follows the Iowa Department of Education's Guidance on 'Scholarship Rule,' 36.15(2).

### **Definitions:**

- Passing – no grade lower than 60% (F), no incompletes (I), earn a GPA of 2.0 or higher for that grading period.
- Grading periods – first nine-week grade, first semester grade, third nine-week grade, and second semester grade.
- Credit coursework – includes all classes for which credit is given including AP courses and PSEO courses.

### **All student athletes must be:**

- Enrolled and in good standing at WCS.
- Under 20 years of age.
- Taking a minimum of four courses for credit.
- Passing all coursework for which credit is given.
- Making adequate progress toward graduation requirements at the end of each grading period.

## **Valedictorian/Salutatorian**

To be recognized as valedictorian or salutatorian of WCS, a student must maintain a minimum GPA of 3.5, and must have been a full-time student at WCS for at least his/her junior and senior years. The selection of valedictorian and salutatorian will be made public at the end of the first semester of the senior year. Only one valedictorian and one salutatorian will be chosen each year. The valedictorian and salutatorian will be chosen on the basis of the RAI score which is a combination of GPA, SAT/ACT, and the number of college prep classes taken.

## **Graduation Honors**

A student who maintains a 3.5 GPA or better will be recognized as an honor graduate at graduation and on all transcripts.

## **Work Release**

Work release will be available to senior students who meet the following criteria:

- Have and maintain a work schedule that begins before school is out.
- Verify ongoing employment. This may require providing copies of check stubs to the administration.
- Students with difficulties maintaining WCS eligibility standards may not be granted Work Release.

## **Standardized Testing**

Standardized tests are essential for documenting progress and for reporting performance to the State Department of Education. Our School Improvement Committee documents the achievement of our long-term improvement goals with these results.

# Student Life Policies and Procedures

## **Athletics**

Athletics play an important role in development of healthy bodies, growth in wholesome interpersonal relationships, personal maturity in handling pressures, and dealing with success and failure. The athletic program offers each student an opportunity to participate in a sport of his/her choice through competition with other schools. Volleyball, basketball, golf, track, and clay target team are currently offered at WCS. Cross country is shared with Valley Lutheran. For other sports, WCS has a sharing agreement with local public schools.

## **Athletic Contest Supervision**

All students currently enrolled in 6<sup>th</sup> grade or below are required to have parental/guardian supervision at all athletic contests. This is to help support the safety of our student athletes and spectators. While we welcome attendance from all students, those enrolled in 6<sup>th</sup> grade or below are expected to be within arm's reach of their respective parent/guardian at all times.

## **Sportsmanship**

In the spirit of Christian character and good sportsmanship, students and fans are asked to refrain from yelling or chanting anything that might ridicule, embarrass, or insult athletes, referees, or other spectators during athletic contests. This is equally important at both home and away games. Failure to comply may result in disciplinary action and/or removal from the premises.

## **Physical Education**

Medical excuses or a note from the parent or guardian stating that the course conflicts with the student's religious beliefs are the only reasons for exemption from physical education classes. Notes from parents concerning illness are accepted; however, more than two consecutive days of non-participation require a signed doctor's note.

### **Grade 5-12 PE Attire (Boys and Girls)**

- Tennis shoes (non-marking soles) must have shoe strings or Velcro straps
- Athletic socks
- Gym-style shorts or sweat pants; no jeans shorts or cut-off shorts
- T-shirts or sweatshirts

### **Grades K-4 Attire (Boys and Girls)**

- Girls: Wear shorts beneath skirts and dresses for PE and recess
- All: Tennis shoes worn only for gym class are kept in the classroom.

## **Sports Waiver of P.E. Requirement**

Students are required to be in P.E. every semester they are in school. Participation in sports may satisfy the physical education requirement for 11th and 12th grade, but does not grant credit towards graduation. A waiver must be requested by the parent and student in writing to the administration. The waiver is based only on completion of full participation in a sport. If a student drops out of a sport or becomes ineligible, the waiver will not be granted. The sport must meet a

minimum of 900 minutes during the semester the waiver is sought and the student must participate for at least 900 minutes. Only one semester of PE may be waived because of sports participation for grades 11-12.

Seniors are allowed to request waivers based on class load or off-campus work or classes. Waivers will need to be requested in writing by both parent and student. One full credit of PE is required for graduation. 1/8 credits are granted for each semester for participation in an approved independent study. 1/8 credits are waived for participation in approved sports programs that meet the 900 minute requirement. Seniors are only allowed to have credits waived because of work or classes.

Waivers may also be granted for health issues. The waiver is good for one semester at a time and must be requested in writing by both parent and student. There are exceptions to the guidelines above. Each case will be evaluated on a case by case basis.

### **Recess (Elementary)**

Recess is a required activity. The wind-chill and weather conditions will be carefully considered to determine if adjustments are necessary.

### **Banquets, Trips, Retreats, Programs**

Some of these events are part of the instructional program and are required field trips and programs). Some involve larger financial commitment and are, therefore, optional. Appropriate dress and behavioral guidelines will be set for each event and must be adhered to. Please refer to the dress code section of the handbook for relevant criteria.

### **Hot Lunch**

Hot lunch will be served every school day, unless there is a 12:00 dismissal. Parents are encouraged to consider volunteering in this important service, which our school provides. Their assistance in this area is critical to the success and continuation of our lunch program. Parents are always welcome to have lunch with their child. A parent's lunch will be charged to family's account. Parents should check in with the School Office as a visitor before going to the lunchroom. All visitors hoping to order a lunch must contact the office prior to 9:00 a.m.

Participation in the lunch program is based on a prepaid system. Parents are encouraged to consider their child's actual use of the program and send lunch money on a regular basis, before the account has a zero balance. Deposits for less than \$10 are discouraged. Parents are encouraged to routinely review their family's lunch account on ParentsWeb. Deposits to the lunch account may be made directly through ParentsWeb or through the School Office. If the student's lunch account balance is zero or lower, hot lunch will not be provided. A modified sack lunch will be provided and charged to the family account.

Food prepared by the lunchroom is only available to students during their designated lunch period. Students in grades K-4 have three lunch options: bring a sack lunch from home, purchase a school lunch which consists of an entrée, vegetable, fruit, and milk, or purchase a school sack lunch. Students in grades 5-12 also have a salad bar option. Additional or single milk is available for purchase. There are a variety of items available on an ala carte basis. *WCS does not participate in the National Free and Reduced Lunch Program.*

## **2018-19 Lunch Prices**

K-4: \$3:00

5-12: \$3.50

Milk: \$0.50/carton

## **Food, Drink, and Gum**

- Students must receive permission from the teacher to bring group food.
- No gum is permitted on campus. This includes special events before and after school.
- Food may not be delivered to the building or prepared in the building without prior approval from administration.

## **Inclement Weather Procedures**

### **Safety is Priority #1**

The well-being and safety of our families traveling to and from school is the most important consideration in determining school closure, delay, or early dismissal. Our school enrolls families from over 500 square miles and although some roads in Blackhawk County may be passable, there may be road or weather conditions in other parts of our territory warranting a closure or delay. This document serves as a guideline to help inform families of our protocols and communication for school closures and delays. Regardless of the decision of the school, parents have ultimate authority in making decisions that are in the best interest of your family.

### **Considerations**

Several factors are considered when making decisions about the school's operations and safety of our families. This includes road conditions, weather conditions (past, present, future), wind-chill temperature, actual temperature, and condition of our building/facilities.

### **Timing of Weather Closure Decisions**

The Head of School will make every effort to make an informed decision and communicate with families as early as possible. Our intent is to announce a school closure decision by 5:30 a.m. In some cases, a decision may be made and communicated the evening before. If no communication is distributed, this means that the school is operating as normal.

### **School Activities**

In the event of an early dismissal, after-school activities are typically cancelled or rescheduled for a later date. Exceptions would be communicated through the Waterloo Christian School website and Facebook.

### **Emergency Plan**

Parents are encouraged to create an emergency plan for your family. Parents should plan with their students where to go or what to do if a parent is not home and school is closed, delayed, or dismissed early.

## **Delayed Start**

During Delayed Start, the standard time that school operations will begin is 10:00 a.m. Students should arrive no earlier than 9:45 a.m. in a delayed start day.

## **Early Release**

Early Dismissal decisions and timing may vary depending on the unique weather factors.

## **Communication of Weather Closure/Delay**

- **Website:** Front page of the Waterloo Christian School website
- **Facebook:** Waterloo Christian School Facebook account
- **RenWeb Parent Alert:** Parent Alert System (Text/Phone Call)
  - *Note: Your contact information must be up-to-date in Renweb to receive an electronic Parent Alert*
- **KWWL News Station**

## **Telephone for Student Use**

A designated telephone is provided in the School Office from which students may make free local telephone calls. Other building phones are off-limits for student use. Messages may be left for students and students may return calls, but, as a rule, students will not be called from class to take a call unless it is an emergency.

## **School Visits**

Adult visits for observation are welcome. Please call the Front Office to schedule a time. Upon arrival, please check in at the School Office for a School Visitor Pass. Visits must be approved by the administration.

## **Solicitations**

Students are not to sell items of any kind to other students or staff members without administrative approval.

## **Postings or Advertisements**

Advertisements, promotions, or other printed materials may not be posted on school grounds without administrative approval.

## **Party/Event Invitations**

When invitations to parties or other events are given selectively to classmates/friends, these invitations should be sent through the mail, rather than distributed at school to avoid students feeling hurt because they were not included in the activity. Distribution of all-class invitations are the responsibility of the family.

## **Music Selection**

The School takes the position that music (vocal or instrumental), as a part of school activities, will be carefully reviewed and evaluated beforehand. Approval of acceptable music to be performed/played at a WCS event, must be made by administration a minimum of two weeks prior

to the scheduled performance.

### **Prescription Medicine Guidelines**

All prescription or non-prescription medicine, brought from home, must be kept in the School Office and dispensed in the School Office. Prescription medications must be brought to school in, and dispensed from, the original prescription bottle in which they were received from the pharmacy. Under no circumstances should any student have prescription medicine in his/her locker or lunch box, or in his/her possession. The school also requires a note of permission to administer aspirin, Tylenol, and Advil.

### **Medical Information**

It is essential that parents inform the school about the specific medical conditions of some students (i.e. allergies, seizures, medications). Each year information of students' medical needs is provided for all teachers.

### **Emergency Information Form**

As part of the enrollment/reenrollment process, parents update the electronic "Emergency Information Form" with the School Office, providing emergency telephone numbers, as well as identifying alternate persons to contact in the event the school is unable to locate parents. Such a form also includes a statement that gives the school permission to release the student to the alternate person in the event parents cannot be reached. Parents are asked to notify the School Office if the information on this form changes.

### **Behavioral Probation**

Students may be placed on social probation if their lifestyle and attitude are not aligned with the School's mission and expectations. Students on social probation will meet with the administration on a regular basis to ascertain their level of compliance and commitment to the School's mission and expectations. Teacher, coach, parental, and other input will be assessed to help determine the student's standing with the school or release to seek other educational options. Students on a probationary status at the end of one academic year will be considered for re-enrollment on a probationary basis the following year.

### **Student Withdrawal**

When a student withdraws from attendance at WCS during the school year, for whatever reason, he/she must obtain a student "Withdrawal Form" from the School Office and complete, as outlined, before officially checking out. Families are expected to uphold the financial obligations as outlined in the Financial Agreement.

# Student Discipline Policies & Procedures

## Introduction

The school subscribes to the Biblical mandate to “train up a child in the way he should go...” (Proverbs 22:6). This responsibility involves the school and the home working closely together. The confidence that the home places in the school is essential to the success of this ministry. To promote order, unity, and deference to prescribed standards, the authority of the school staff, teachers, administration, and school board must be recognized and respected.

The philosophy, goals, standards, and procedures that follow are intended only as guidelines. The school will evaluate each case of student misconduct or problem behavior and take whatever disciplinary action it deems appropriate based on the circumstances involved. If, at any time, the school determines that a student's influence is considered harmful, or if his or her presence is regarded by the administration as undesirable, the school may request the student to immediately withdraw, expel the student, or other discipline.

We believe that discipline situations are often opportunities for growth in the life of a student. WCS is committed to humbly seeking God's wisdom and direction as we implement student discipline that encourages growth and change.

## Recreation, Entertainment, and Cultural Influence

Because the following items often reflect our culture's rejection of the Biblical worldview espoused by our school families, and because such activities tend to be divisive within the evangelical Christian community which this school serves, the school discourages student involvement in and indiscreet discussion of the following:

### **Controversial Music/Videos/Concerts/Dances**

Refers particularly music that condones or promotes violence, hate, drugs, immorality, or other behavior unbecoming a follower of Christ, as well as concerts or dances that may be equally unsuitable.

### **Inappropriate Movies/Videos/Television/Internet Access**

Refers particularly to entertainment and images that expose the viewer to nudity, sexual encounters, homosexuality, graphic violence, profanity, vulgarity, and blasphemy.

### **Displays of Inappropriate Cultural Icons, Images, or Symbols**

Current or historical icons, images, or symbols which reflect or promote a cultural rejection of Christian values or school standards should not be displayed on garments, lockers, automobiles, and/or other personal or school property. Examples of current icons/images to be avoided are too numerous to list, but would include those associated with blasphemous or vulgar television shows, movies, celebrities, etc. An example of an offensive historical symbol would be the swastika. The administration reserves the right to address such concerns on a case-by-case basis.

### **Public Displays of Affection**

Students are to refrain from public kissing, embracing, and other close physical contact while at school or at school-sponsored events. If students who are warned about this behavior continue, the school will contact the parents and take disciplinary action.

## **Philosophy of Discipline**

It is important to keep our goal in mind when we discipline. As Christian parents and educators, we discipline students because we love them and want them to live a Christ-centered life. We discipline to help students choose desirable behaviors instead of unacceptable ones. When students make wrong choices, we seek to help redirect, guide, heal, and restore. Our goal is that hearts are changed and better choices are made in the future.

It is also important that we seek to prepare students to make wise choices when we are not around, not simply to control them while we are with them. Since in some ways our goal is to work ourselves out of a job, hopefully our adult discipline of students is slowly and surely being replaced by self-discipline on the student's part. To achieve this goal, we are guided by the following principles:

### **Each Student is an Individual**

To see young lives molded, we strive to understand individuals and recognize each may be at a different level of maturity. We also seek to distinguish between those who have made first-time mistakes and those who are repeat offenders or mockers, although in some circumstances, first-time offenses may be of sufficient severity to warrant suspension or expulsion. We strive to maintain distinct standards as our basis of comparison, not other individuals. Although we believe that working with students as individuals is important, we do recognize that general standards and expectations should be communicated clearly to all students and their parents.

### **Maintain Standards**

We take very seriously the biblical, community, and school standards that each student pledges to live by when enrolling at WCS. Violations of certain standards or the absence of a repentant heart will not be tolerated.

### **Growth through Failure**

We know that some of the most profound opportunities for growth in life come through how we respond to mistakes and failures. Where appropriate, we want to encourage students to grow and change as a result of their mistakes and failures. This is not to say there will not be consequences for these actions, but rather, we want to allow students to appropriately experience consequences and the growth that can result from them.

### **Partnership Between Home and School**

We believe the Christian home and school should work in partnership. Both should implement discipline in love and humility, not in anger or in haste. Parents are expected to support the school's discipline.

### **Forgiveness and Consequences**

We differentiate between forgiveness (both God's and others') and consequences. We believe it is important that students learn that their choices do bring consequences. We seek to correct the behavior without rejecting the person. Discipline should be fair and firm. We believe students should make amends for their mistakes. Accountability is important, and a pattern of change should become evident. Students and parents should recognize that there are times that actions result in consequences that are not immediately connected with disciplinary procedures. Students' participation in activities, where there are stated standards of conduct, or students who hold leadership positions, may experience consequences related to their participation in those activities which are not directly related to disciplinary action.

### **Limits of Discipline**

Although we are charged with the duty of educating and supervising students for a portion of the day, we are not the parent, nor the church. As a Christian school, we must carefully weigh our standards and expectations for all students against the personal situations of the individual. Sometimes it is necessary to expel a student or request that the parents withdraw the student from WCS. This does not mean we are giving up. The student continues to be a part of a Christian home and church. However, a change of school environment may be the best for all involved.

### **Detention Offenses (Secondary School)**

Offenses which are normally considered "minor," until and unless they become a part of disruptive or rebellious pattern, are as follows:

- Chewing gum, eating or drinking in the school building (other than the cafeteria)
- Talking or out-of-seat without permission
- Repeated inattention
- Wise-cracking or attention-getting behavior
- Irreverence
- Repeated Dress Code violation
- Running/pushing/shoving in halls or rooms
- Horseplay
- Bus or van conduct violation
- Excessive griping or complaining
- Repeatedly not prepared for class – books, pencils, etc.
- Public displays of affection
- Accumulation of tardies in accordance with the Attendance Policy

### **Serving a Detention**

Detentions will occur after school for 60 minutes and may involve a form of service to the school.

If a student disagrees about receiving a detention, it is his/her responsibility to privately discuss it with the teacher and not debate it publicly. If resolution cannot be reached, an arbitration meeting may be requested by either party. An administrator will conduct the arbitration and make the final decision.

Detentions will take precedence over jobs, athletics, or any other activity. Failure to serve detention at the scheduled time without making prior arrangements will result in double detention time.

## **Multiple Detentions**

Detentions are intended to serve as both a consequence and a deterrent to negative behavior. When a student has earned three (3) detentions in any given semester, a conference will be scheduled with the student and parents to discuss concerns related to the student's behavior. At this time, other disciplinary options will be discussed if recurring patterns of unacceptable behavior are occurring.

## **Suspensions**

The administration may suspend any student for misconduct of a serious nature upon the first incidence if it is determined that immediate suspension is necessary to maintain the standards of discipline. To provide specific guidelines for dealing with serious offenses, the following offenses are listed, along with the prescribed consequences. It should be noted that in every offense/consequence offered below, notification will be given to the parents explaining the offense. In most cases, a conference with the parents is also used to share the specifics of the offense and the seriousness of the situation. The following list of offenses and consequences is not meant to be exhaustive.

- Plagiarism
- Insubordination
- Direct disobedience
- Disrespect
- Bullying/harassment
- Challenging authority of staff
- Defacing or destruction of school property or grounds
- Truancy and/or skipping class (absence without parental/school knowledge)
- Fighting
- Profanity
- Unsportsmanlike behavior
- Cheating
- Gambling
- Obscene remarks/gestures
- Lying
- Public display of affection or physical contact

## **Discipline Appeals**

Any family in disagreement with the prescribed discipline may notify the Head of School. If deemed necessary, a representative from the School Board may participate in the appeals process. Appeals may not be introduced to the School Board through any avenue except the Head of School.

## **Law Enforcement**

In instances where student misconduct related to school is also a violation of the law, the matter will also be reported to law enforcement agencies.

## **Bullying/Hazing/Harassment/Initiations**

The School will not tolerate acts of initiation, hazing, intimidation, harassment (sexual/general), or bullying. These include acts that happen on or off the campus of WCS. It is a violation of the discipline code to harass or bully a student through any conduct or communication (including electronic communication such as e-mail, text messaging and social networking sites) that has the purpose or effect of unreasonably interfering with the student's performance or creating an intimidating or hostile learning environment. The administration will act to investigate all complaints of harassment, bullying or violence and to discipline any student or employee who harasses, bullies or is violent to another.

## **Expulsion**

Expulsion/suspension may result from actions that take place during the school session, as well as between sessions. Changes in student status may also result in removal from school.

- Students are required to reside or live with their parents/guardians in their place of residence while attending Waterloo Christian School.
- Students are to be single (not engaged, married, or co-habiting) while in attendance at Waterloo Christian School.

## **Re-Admission**

Any student who has been dismissed from the school and desires readmission may, with his/her parents, request a meeting with the Head of School for that purpose. Since dismissal comes after a serious infraction of the rules of the school, steps taken to return must demonstrate the repentance and restoration depicted in I Corinthians 5:1-13; II Corinthians 2:1-11; and Galatians 6:1-10.

## **Weapons**

Weapons are not allowed on buses, in the school, or on the school grounds. Any student who is determined to have brought a weapon to school or knowingly possessed a weapon at school may be suspended or expelled. The consequence will be determined by the Administration based on the severity of the situation. The school administration reserves the right to define the term "weapon" based on potential harm and use and also maintains its right to deal with each situation on a case by case basis. Normal appeal procedures apply. Students involved may be referred to the local law enforcement agencies and the Iowa Department of Education. While this may prove to be an inconvenience to some, our current society dictates that we honor not only the spirit of the law, but the letter of the law in this regard.

## **Trap Team Guidelines**

Members of the WCS Trap Team must abide by Iowa's law regarding the transporting of firearms. On the days of a clay target meet or practice, student team members must keep their firearms (shotguns, rifles) locked in the trunk of their vehicles in transportable condition (taken down and totally contained in a securely fastened case with its barrels and magazines unloaded). At no time on school property may a student carry shells or ammunition on their person. Failure to abide by these rules may result in dismissal from the clay target team and/or disciplinary action.

## **Personal Property**

Intentionally moving, misplacing, or tampering with someone else's personal property is considered an act of disrespect and potentially vandalism and will be disciplined as such.

## **Electronic Device Usage**

Disruptive/disobedient/defiant use of all electronic devices is prohibited. Electronic devices include but are not limited to two-way radios, cameras, cell phones (including with cameras), video recorders, hand-held games systems, MP-3 players and other communication devices. The use of photographic devices of any kind is not allowed in restrooms or locker rooms. Use of photographic devices in other areas can only occur with approval of the administration.

The personal use or display of electronic devices is not permitted during classes unless an exception has been made by the supervising teacher. Usage of technology will only be approved if it serves a direct academic purpose. Students must keep all phones and personal listening devices turned off and out of sight during class. Between classes, students may check for phone messages. Any use of electronic devices in the classroom other than teacher directed will result in a \$10 charge for the violation. The parents will receive notification by phone and email. The violation charge will be added to the student's account. Fines can be paid in the School Office.

Taking pictures in locker rooms and restrooms will result in the phone/camera being confiscated immediately and may not be returned until the end of the school year. Other possible disciplinary actions and notification of law enforcement may apply.

*Waterloo Christian School is not responsible for loss or damage of any personal electronic devices.*

## **Technology**

The use of computers and technology is a privilege, not a right, which requires a high level of personal responsibility. Waterloo Christian School offers access to the school computer network for educational use of the Internet. To gain access to the Internet, all students must obtain parental/guardian permission and must sign and return the Technology – Acceptable Use Agreement to the School Office. The permission form will need to be completed on an annual basis.

WCS supports and respects each family's right to decide whether or not to apply for student access. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards. While the intent is to make Internet access available to further educational goals and objectives, students may find information resources and opportunities for collaboration, exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The Bible is the standard for judging the appropriateness of Internet sites.

If a high school student desires to use their personal laptop computer in the classroom, he/she must first complete the technology addendum and submit it to administration. Once permission

has been granted, teachers will be notified that the student has been granted permission. As with all privileges, personal responsibility is key. Students must adhere to the following guidelines:

- A current technology agreement must be on file
- The laptop computer is to be used for educational purposes only. Any other use will be at the discretion of the classroom teacher.
- The computer should not be a distraction in the classroom. The classroom teacher may at his/her discretion terminate the use of the laptop during their class.

## **Internet Usage**

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Access is a privilege, not a right. Access entails responsibility.

Individual users of the WCS computer network are responsible for their behavior and communications over the networks. Users will comply with school standards and will honor the agreements they have signed. Beyond the clarification of such standards, the school is responsible for attempting to restrict, monitor, and control the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and to ensure that users are using our system responsibly. Users should not expect that files stored on the school servers will be private, nor will WCS be responsible for the loss of data stored on the school's PC or servers.

Violations will result in a loss of independent Internet access as well as other disciplinary or legal action according to school policy. Computers without Internet access will be available for students who have lost the privilege of using it.

Parents share the responsibility to communicate acceptable standards to their students. Specific usage violations, are not limited to, but may include the following:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another person's password
- Trespassing in another person's folders, work, or files
- Intentionally wasting resources
- Employing the network for commercial purposes
- Using the Internet without the permission of a teacher
- Inappropriate use of e-mail
- Downloading and installing files from the Internet
- Other activities deemed inappropriate
- Online reservations, ordering, and purchasing of items

## **Search and Seizure**

School administration may, without a search warrant, search a student, student lockers, desks, or work areas, based on a reasonable suspicion under the circumstances and in a manner reasonable in scope, to maintain order and discipline, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized, or contraband materials discovered in the search.

## **Locker Use**

Lockers are school property and may be searched by school personnel with or without cause. Lockers are provided for students to hang coats in and to keep school supplies, textbooks, and other needed supplies organized. Food from lockers is not to be consumed between classes. Empty cans, waste paper, and clothing should not be allowed to accumulate in the locker. Periodic cleaning is expected. Locker doors are to remain closed when not in use. Students may not get into other's lockers without specific permission, or trade lockers without school approval.

The following items should not be brought to school or stored in lockers:

- Playing cards and other items commonly associated with gambling.
- Dangerous items (i.e. weapons).
- Magazines and other media that glamorize, condone, or promote personalities and lifestyles that conflict with WCS's mission.
- Those articles considered by teachers or administrators to be a hindrance to the educational process.

Items confiscated may or may not be returned to the student.

# Dress Code Procedures & Guidelines

## Dress Code

As a Christian school, WCS is governed by biblical standards and seeks to provide an environment conducive to Christian growth and learning. The Bible indicates that God wants a Christian to do “all to the glory of God” (I Cor. 10:31). We believe that this includes glorifying God in our dress. In our effort to maintain a positive testimony in the community and to develop students spiritually, academically, and personally into the persons God wants them to be, the following standard of dress has been adopted and is based on the following guidelines:

- Modesty
- Moderation
- Proper fit
- Neatness
- Cleanliness
- Good Repair
- Propriety for occasion

We expect students to come to school dressed for the business of learning. Any styles, fads, apparel, or accessories that may be considered offensive or immodest for school dress are not permitted to be worn. Before wearing any clothing that may be questionable, please consult the administration. In addition, students should consider the following questions concerning dress:

- Will my appearance today be pleasing to God?
- Will my appearance bring undue attention to me or distract others from learning?
- Will my appearance meet the school dress code guidelines?

## **Tops:**

- Knit polo-type, Oxford or woven dress-shirt style tops only
- A collared shirt must be worn at all times
- May be solid color, striped, plaid, or polka dots
- No advertising, graphics, or writing
- Must be tucked in
- Long or short sleeved only
- Sweaters and Sweater Vests may be worn
  - A collared shirt must also be worn
  - May be solid color, striped, plaid, or polka dots
  - No advertising, graphics or writing
  - May have a small logo
- No outerwear or sports-style wear may be worn during the school day
- Dresses with sleeves (short or long) are permitted. If a wide neckline swoops below the collarbone, a collared shirt must be worn underneath
- Sweatshirts and T-shirts are allowed on designated Regent Wear Days

## Bottoms:

- Shorts (**boys only, to be worn prior to Thanksgiving break and after spring break**), slacks or trousers, skirts or capris (**hem below the knee**)
- May have patterns but no words or slogans
- Fabric: Twill, corduroy, cotton, wool, or linen (denim fabric for skirts only)
- Dresses, skirts, and shorts must be knee-length or longer when sitting
- A belt must be worn if the garment has belt loops
- The waist of the garment must be worn at the waist (defined as the top of the hip bone)
- Denim jeans:
  - Denim is a fabric. Jeans refers to a particular style and cut
  - Allowed for students in grades K-6 only
  - Students in grades 7-12 may wear denim jeans only on designated Regent Wear Days with Regent Wear

No athletic shorts, sweat pants, knit pants or leggings. Girls may wear leggings under knee-length skirts/dresses.

## Shoes

- Shoes must be worn at all times and be either athletic or dress shoes (heels on shoes must be 2" or lower) with closed toe
  - No sports sandals, flip-flops, slippers, or going barefoot. Students in grades 7-12 may wear dress sandals with a strap across the back of the shoe that secures it to the foot.

## Modesty

- All clothes must be neat and in good repair
- Clothes must be the appropriate size
- Clothing that is too tight, too loose, or too revealing is not appropriate. See administration if there is a question concerning fit of clothing.
- Undergarments must not be visible

## Miscellaneous Items

- No head wear including hats, visors, caps, bandanas, full-head wraps, or scarves
- No gloves or mittens – during the school day except recess and for safety purposes as designated by teachers or administration
- No sunglasses
- No tattoos (permanent or temporary)
- No body piercings. Girls are allowed to wear simple pierced earrings.
- No extreme hairstyles or colors. Extreme is defined by any hairstyle that seeks to attract attention to yourself.
- Boys must be clean-shaven at all times.
- Boys' hair must be neatly cut and trimmed above the eyebrows, ears, and shirt collar.

## Cold Weather

On cold days, students may need to wear outer garments, etc. over their school clothes on their way to/from school and at recess; however, any clothing that does not meet dress code requirements must be removed and stored before school begins.

## **Formal Dress Code**

General guidelines for formal wear for special events for young ladies:

- The cut of the neckline may come no lower than four fingers below the collarbone.
- Wide necklines should rest securely on the tops of the shoulders.
- The backline of the dress should be no lower than the middle of the back (no lower than the bottom of a standard bra line).
- Strapless dresses are not permitted; spaghetti straps are permissible.
- Halter-style tops are not permitted.
- The arm openings in sleeveless dresses should be no longer than modesty permits.
- The hemline of dresses and skirts should be no shorter than the top of the knee.
- The fit of the dress should be comfortable and modest. A rule of thumb is to make sure an inch of material can be easily pinched along the side seams. Clingy fabric should be avoided.
- Designs with sheer fabric are acceptable, as long as the opaque fabric meets the above guidelines.
- No visible tattoos; no visible piercing other than earrings.

All ladies' formal wear must be approved by a preview committee designated by the administration. The preview committee will convene approximately one month prior to the event. Those unable to meet with the preview committee are responsible to schedule individual meeting times. In the case of out-of-town attendees or attendees who do not attend WCS, we request that full-length photographs of both the front and back of the dress be sent to the preview committee at least one week before the date of the event.

General guidelines for formal wear for young men:

- Facial hair must be in conformity with WCS's standard.
- No visible tattoos.
- No earrings.
- Attire appropriate to the event

Students in violation of the formal wear dress code may be asked to leave the event or be accountable for disciplinary action.

## **Dress Code Violations**

- All teachers and staff are to document dress code violations in RenWeb. Students should remedy the situation immediately, if possible. (Example: A student with an untucked shirt would receive a dress code violation and would be expected to tuck the shirt in immediately, thus keeping time out of class to a minimum.)
- Any student determined to be out of dress code and unable to remedy the situation immediately will be sent to the School Office and may be sent home to change. If necessary, parents will be called to transport their child home and back to school. The student will not be permitted to return to the classroom until he/she is in compliance.
- In instances when there is a question as to whether or not the student is in violation of the dress code, teachers and staff are to send the student to the School Office for determination of compliance.
- Time out of class to attend to dress code issues may be considered an unexcused tardy or

absence. Zeros may be given for assignments or work due during unexcused tardiness that consumes the majority of a class hour.

- Repeated violations of the standard of dress will result in school discipline.

### **Off-Campus Dress Code**

Many activities take WCS students off campus. In these instances, the administration will determine dress code changes, if necessary. It will be in accordance with the type of activity involved and the location of the activity.

### **After School Activity Dress Code**

During the year, a variety of after school activities are available to students. We ask that students dress in accordance with the occasion if no specific instructions are given. Be sure to follow Biblical standards concerning modesty and deference to others.

# Financial Policies & Guidelines

WCS is a non-profit organization 501(c)(3). Walnut Ridge Baptist Church provides and maintains the facility. Tuition covers about 70% of the actual cost to educate each child, and the remainder of the budget is met through development efforts and other gifts.

## Family Fundraising Requirement

The Family Fundraising Requirement of \$250 was retired beginning in the 2018-19 school year. We encourage families to consider how they can support the school, whether that be through prayer, service, or additional financial support.

## Tuition Schedule

The base tuition rate is determined and published each spring for the following school year. Families with more than one student may receive basic multi-student financial assistance by checking the appropriate item on their enrollment/re-enrollment form. Financial scholarships are available through the Heart of Iowa STO and WCS Scholarship program.

## Tuition and Financial Obligation Policy

The financial obligations are outlined as part of each family's enrollment contract. Waterloo Christian School is a business that relies on families fulfilling their tuition and fees obligations on time.

Students will not be permitted to re-enroll if tuition is not fully paid for the previous school year until or a payment plan is completed and on file in the School Office.

## Payment Schedule

There are two payment options that are made available to Waterloo Christian School families. This includes a one-time payment option or a 12-month payment option. Families opting for the 12-month payment option begin paying tuition during July and the final tuition payment is due in June. Tuition payments are made by direct debit.

Direct debit authorization is required and part of your annual enrollment contract through Lincoln Savings Bank. This is set up through the School Office. Questions concerning direct debit authorization and monthly tuition installments should also be directed to the School Office.

Families that are delinquent in their payment obligations may be required to withdraw from Waterloo Christian School. We encourage families to be proactive with the Administration regarding their financial situations.

## Financial Scholarships

To qualify for our financial scholarship program, families must be current in their payment arrangements with the school Business Office.

## **Withdrawal Policy**

Families who withdraw their student(s) during the school year will be responsible for paying tuition through the quarter in which they withdraw. Fees are non-refundable.

## **Payment of Fees and Fines**

Any damage to school property or equipment will be the responsibility of the family to repair/replace.

The financial accounts of graduating seniors must be paid in full prior to the Senior Trip. Seniors that are currently delinquent in their accounts may be restricted from attending Senior Trip. All Senior Trip costs are non-refundable.

# Other School Guidelines and Policies

## Family Communication Expectations

Biblical communication patterns help support an effective partnership and ministry. Our goal is to work together with the family to accomplish God's plan for our children/students. The following are ways to create good patterns of communication:

- Avoid discussing or listening to rumors – get information from those who have the facts.
- Avoid speaking critically of others – resolve offenses biblically (Matthew 18)
- Familiarize yourself with the Family Handbook
- Attend Parent-Teacher Conferences in Fall and Spring
- Monitor your child's academic progress by communication with teachers, accessing ParentsWeb, and watching for grade deficiency reports (grades 5 – 12 on weeks 3 and 6)
- Monitor report cards (every 9 weeks)
- Read the WCS Weekly
- Attend all orientation and information meetings. At the beginning of each school year, a new parent orientation meeting will be held to disseminate important information regarding WCS policies and procedures

## Media Release

The School is blessed throughout the year with various opportunities to promote our school through a variety of forms of media. Items such as photographs, student work, videotaping, and audiotaping provide insight into our school, its students and staff and are, therefore, valuable tools to share with our community. Parents will be notified of this policy annually. Those who do not wish their students to be interviewed, photographed, videotaped, or audiotaped by the media at any time, or for any reason, at school or a school-sponsored event, should inform administration in writing by the first Tuesday in September. Only those students whose parents have not restricted their availability for interviews, photographs, videotaping, or audiotaping may participate with the media. This policy does not pertain to routine media coverage of athletic events or fine arts events.

## Parent-Teacher Fellowship

Parent-Teacher Fellowship supports the success and growth of WCS in accomplishing its stated mission. In order to do that, we rely on the support and participation of the parents as they work hand-in-hand with the teachers and students of our school. The PTF exists to accomplish three primary goals: (1) promote a team concept among the home, the school, and the local churches represented at WCS; (2) promote fellowship, spiritual interaction, and prayer among parents and teachers; (3) enhance the WCS program, providing opportunities for volunteerism and resourcefulness.

**All parents/guardians and teachers are members of the PTF.** As members, it is expected that you donate at least ten hours of your time each year toward volunteering at school or helping to make events and activities happen. Committees have been formed to focus PTF fundraising and voluntary efforts into specific areas within the school. These funds and volunteer hours are crucial in making several events happen throughout the year as we seek to meet our three goals. Parents are asked to sign up for one or more of these committees. (Sports Boosters,

Building Volunteers, Fundraising, Lunch Program, the Arts and Programs).

## **Teacher Gifts**

Teachers appreciate the gifts that you give, especially those given from the heart. However, teachers are not permitted to accept cash gifts. Gift cards are an appropriate alternative. Group gifts are acceptable as long as there is no pressure on students or parents to contribute to a gift. Collection of money for group gifts should happen outside of class time, and no student activity or class funds may be used for teacher gifts.

## **Transportation**

Parents will assume responsibility for providing student transportation. Parents should also note there are often tax incentives to those who provide their own transportation.

### **High School Drivers and Permits**

Only high school students who hold school permits or regular driver's licenses are permitted to park in the student section of the parking lot. All cars that are driven and parked by students must be registered with the School Office. When warranted, the administration may implement and enforce a parking permit system that identifies student cars and/or specifies assigned parking spots. Parking violations may result in fines.

### **Extra-Curricular Activity Transportation**

- Athletes riding to a competition on school transportation will return to school on school transportation, unless released to a parent at the game. Written permission for alternate arrangements will be considered.
- If the school does not have adequate transportation to take the complete group to an activity, parents will be solicited by the school to help transport students.
- Students leaving school to do group service projects will be expected to go on school transportation or drive themselves with written parental approval.

## **Bicycles**

Bicycles may be secured outside on the fence on the south side of the parking lot. If weather looks to be a problem, they may be parked in the storage area north side of the gym. They are to remain there throughout the school day. No bicycles are permitted inside the building. Cyclists should use extreme caution in traffic when arriving and leaving.

## **Traffic Flow**

At the beginning of each school year, maps indicating traffic flow and pick-up/drop off/procedures will be available. Please be sure you know the procedures before the first day of school.

## **Student Dismissal and Pick-Up Procedures**

The goal of this procedure is to provide a safe and secure dismissal process for our students. Thank you for your attention to safety, consideration for others, and patience.

### **Elementary Students**

- Elementary teachers will escort their students to the Ansborough pick-up area (Door E) at

3:00 PM where students will wait with their teacher and classmates until their ride arrives. Please make sure to pick up your student before 3:20 p.m. After 3:20 p.m., students may be picked up in day care. There may be a charge for after school care at the discretion of the administration.

- If you have a middle school or non-driving high school student, as well as an elementary student, they will be instructed to go to the Ansborough door (Door E) for pick-up with their elementary siblings. It should not be necessary for you to pick up students at two different locations.
- If you have a high school student who is driving to school and furnishes transportation for a younger sibling, those students will be instructed to pick up their younger sibling from the elementary pick-up area and escort them to where they are parked in the high school parking lot.

### **Middle and High School Students**

- Middle school and high school students will be dismissed at 3:00 p.m. and are to exit the building through the Ridgeway doors (Door F). Students are to be out of the building by 3:20 p.m. unless they are participating in a school activity.

### **Parking Lot Guidelines**

#### **DO...**

1. Drive less than 10 mph in school/church parking lot.
2. Load/Unload students only at designated areas.
3. Expect students to wait on sidewalk until car has stopped in the loading zone.
4. Watch/wait for vehicles to stop at the loading zone before crossing to parking lot.
5. Park your car in the parking lot if you need to load/unload misc. items which may lead to traffic back-up.
6. Drive to the farthest open loading/unloading zone to facilitate more than one car at a time.
7. Have your students ready to unload quickly.
8. Encourage students to walk around the back of the car when unloading.
9. Park in designated areas only.
10. Continue moving in the traffic flow if your student is not at the door, ready for loading.
11. Encourage your student to be ready for loading.

## DO NOT...

1. Park in “No Parking” zones along the grass area.
2. Walk in between/in front of moving vehicles – Give vehicles the right of way.
3. Attempt to turn left onto Ansborough at peak traffic times.
4. Block traffic coming in from Ridgeway.
5. Leave vehicles unattended at loading zones.
6. Speed in any part of the parking lot.
7. Go against traffic.
8. Talk to teachers, parents, or students at the loading zones.
9. Park in spaces by the soccer field.
10. Drive through the parking lot in front of the church or behind the gym.

## Grievance Policy

As in any place where there are people who come together in a school setting, there may be issues that arise between them. The principles of Matthew 18 should be followed:

### **If Your Brother Sins Against You – Matthew 18:15**

*“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Truly, I say to you, whatever you bind on earth shall be bound in heaven, and whatever you loose on earth shall be loosed in heaven.”*

With those words in mind, the following are the procedures which will help address the problems or concerns that each may have:

### **Student Concerns with Other Students**

We encourage students to address their peers face-to-face with concerns they have. If the two students are not able to resolve their differences, they should seek assistance from a trusted teacher or the administration.

### **Student Concerns with Teachers**

If a student has a concern with a specific teacher, the student should first address his/her concerns with that teacher. If it is unresolved, the student should go to the administration.

### **Student Concern with Administrator**

There may be times that a student may feel unjustly punished or misrepresented. If the student feels that this is the case, he/she should ask the administration to meet with him/her. If there is no resolution, a member of the administrative team may contact the school board to help resolve the situation.

**Parent Concern with Teacher**

The parent should go directly to the teacher to voice their concern. If this is not resolved in an appropriate amount of time, the administration will help to seek a resolution to the situation.

**Parent Concern with Administrator**

The parent should go directly to the administrator with who there is a concern. If this is not resolved in an appropriate amount of time, the parent should request a meeting to resolve the issue with the entire administrative team. If there is still no resolution, the administrative team will take the concern to the school board.

# School Committees

All faculty are required to serve on at least one school committee. These committees are open to parents and support overall functions of the school. In addition to these committees, teachers may be required to support the planning and execution of several special events throughout the year.

## **Recruitment Committee**

Our recruitment committee is responsible for brainstorming new ideas to attract first-time visitors to our campus. They help coordinate our Prospective Family Night and other school outreach activities. Ultimately, our goal is to help every new visitor feel cared for when they set foot in our school.

## **Lunch Committee**

Many students and families have come to appreciate the quality of our in-house lunch program. The Lunch Committee volunteers their time to support our daily lunches and our special lunch events (Harvest Lunch, Grandparents Day, Auction, Doughlicious Fundraiser)

## **Auction Committee (Chaired by Meghan Stoyanoff)**

Our Regent Rally exists to help financially support our school's programs. On an annual basis the school gains over \$30,000 in financial support because of the service of our Auction Committee. Time and energy goes into procurement of items, marketing, and execution of the event.

## **Campus Improvement Committee (Chaired by Ryan Hall)**

The school always has small projects (beautification or maintenance) that need volunteer support. Our Campus Improvement Committee helps brainstorm, prioritize, and oversee improvement projects to completion.

## **Prayer Warrior Committee (Chaired by Marissa Miller & Dave Nee)**

This committee regularly is in prayer for the school and plans intentional opportunities for prayer. Our Mom's Prayer Group meets every Monday and our Dad's Prayer Group meets monthly.

## **Family Connection Committee**

This committee serves the dual purpose of welcoming new families to our community while creating intentional opportunity for all school families to connect with one-another. They plan the Pancake Breakfast in October and other connection opportunities.

## **Regent Athletic Booster Club**

All families that participate in our Athletic Program are expected to support the Regent Booster Club. This Club is operated by the Athletic Office and is distinctly separate from the School Committees above.