



**1770 Eleanor Street
Worthington, MN 56187**

www.worthingtonchristianschool.org

WCS Handbook 2020-2021

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PREFACE

The purpose of this handbook is to:

- 1) present in convenient form significant information regarding the rules and policies of the school to parents of children attending Worthington Christian School (WCS).
- 2) serve as a means of orienting new society members as to the rules, policies, and operations of Worthington Christian School.
- 3) give parents information that will assist them in educating their children in the fear and honor of the Lord.

HISTORY

Worthington Christian School was begun by a parental society in 1948. Class was held in two basement rooms with the full building at 1118 Johnson Avenue completed in 1952. Grades 1-8 have been there all these years with kindergarten added later. A ninth grade was tried briefly.

A need for added facilities and playground led to the search for a new location and earnest effort to raise funds for a new building. Eight acres were purchased and plans for a new building were started.

As of March 18, 1994, the work of two years was completed and we moved into our new building located at 1770 Eleanor Street. In July 1995, the opportunity arose to purchase an additional 5.12 acres to the west of the original property, totaling 13.14 acres. Construction of the gymnasium to the north of the existing building began the fall of 2000, and was ready for use February 2001.

STATEMENT OF PURPOSE

1. We believe that God exists in three persons; namely, God the Father who is the Creator and Sustainer of the universe; Jesus Christ, the Father's only begotten Son, who was sent into this world to save sinners who believe in Him and who now rules as King of the holy Catholic (universal) church; and the Holy Spirit who was sent as the Christian's Comforter, Sanctifier, and Guide.
2. We believe that the Holy Bible is the only infallible and inspired Word of God and that it must be taught and used as a guide for the Christian's life and conduct.
3. We believe that the Word of God requires parents to make every effort to train their children in the fear and nurture of the Lord. For this reason the instruction of children in the school, as well as in the home, must be in keeping with the teachings of the Word of God. We believe that we must educate children so that they may serve as useful citizens of society.
4. We believe that the right and responsibility to train children belongs to parents and that our school depends upon and belongs to our parents. The school does not depend upon or belong to the Church or the State.
5. We believe we must help our students understand that God summons them to honest worship, moral discipline and personal holiness and that we must equip them for meaningful service in the Kingdom of God.

MISSION STATEMENT

The goal of Worthington Christian School is to educate children in the light of God's Word, and to prepare them for a life of service to God, to His creation, and to their community.

ADMISSION

The admission policy and procedures of Worthington Christian School shall reflect the basis and purpose of our school as outlined in the Constitution. It is understood that the following guidelines shall be followed when admitting students to the Worthington Christian School. Parents/guardians who enroll their children in Worthington Christian School agree to the following:

1. It is understood that each family is knowledgeable of and responsible for the costs of tuition, fees, and all other monetary requirements for individual students, including the active participation in school fundraisers as assigned.
2. It is understood that any families receiving financial aid from the school view this gift as tuition assistance only, as the family is ultimately responsible for the balance and remainder of all school fees as well as designated fundraising participation.
3. It is understood that they are enrolling their child in Worthington Christian School primarily because of their earnest desire that their children receive a Christ-centered education.
4. It is understood that their child(ren) will be educated in a manner consistent with the beliefs and objectives of the Worthington Christian School.
5. It is understood that the parents/guardians will support the school in its efforts to provide education that is distinctively Christian and that they will seek to uphold and maintain the fundamental unity of the home and school.
6. It is understood that the personal conduct of all students must conform to the standards of the school and that if a disagreement exists, parents will have the opportunity to discuss such matters with the faculty, administration, or the School Board.

The admission procedures for the Worthington Christian School shall include:

1. Completing an Application for Student Admission, a WCS Registration form, and all other WCS or ISD518-required documentation that are available on the school website or by contacting the school office.
2. In order for a student to be enrolled in Kindergarten, he/she is required to be five years of age prior to September 1 of the year he/she enters school.

STATEMENT OF NONDISCRIMINATION AS TO STUDENTS

The Worthington Christian School admits students of any race, color, national/ethnic origin, and Christian religion to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national /ethnic origin, or religion in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

MENTORING

Mentoring is the means by which the Worthington Christian School Society and experienced parents welcome and acquaint new families with the activities and functions of the school. New families will be paired with a mentoring family who guides them through their first year at

Worthington Christian School. The role of the mentoring family is to inform about school events, answer questions and offer support to the new family throughout the school year as they familiarize themselves with the school and how it functions.

TUITION POLICY

Tuition is set annually by the school's Board of Education and Finance Committee. It may include tuition incentives for new families and/or adjusted tuition incentives for returning families at the discretion of the aforementioned committees. The Worthington Christian School has been blessed with tuition assistance options for families in financial need. Considering these resources, the School Board has set the following guidelines: The first month's tuition is requested at back-to-school conferences/registration night (just prior to the start of the school year) or on September 1, depending upon when school begins. This serves as a financial commitment from each family. After that, all families will be sent a tuition statement each month. If an account is delinquent for two consecutive months, the WCS Board will contact the family. Unless the Board approves an alternate payment plan, any family whose tuition account is delinquent three consecutive months will risk losing their membership in the WCS society and their children's enrollment may be terminated at the end of the current reporting period. Tuition from the previous year must be paid fully by August 1st in order to maintain a student's enrollment status. If the parents - for any reason - request early withdrawal, such as a move to another community, tuition rates will be prorated weekly and additional book fees of \$100.00 will be assessed to the parents.

ACADEMICS

GENERAL EDUCATIONAL GOALS

Fulfilling the mission of the Worthington Christian School is an all-encompassing goal involving every aspect of school life and the entire school community. The Board, as representatives of the school Society, formulates and adopts policies that are reflective of the foundation and mission of the school. They also hire staff members who are equipped and called to make the school's mission a living reality in the lives of the students. The most important avenue for accomplishing this mission is through the development and implementation of our curriculum.

General educational goals are adopted in order to provide the framework by which all curricular activities are measured. Each discipline, unit, and lesson, as part of the curriculum, is developed and organized so that children may come to know God more deeply and live for Him more faithfully. Therefore, as our children are nurtured through our dynamic plan for teaching and learning, we affirm the following general educational goals that have direct application for each lesson taught.

1. To teach children through the modeling and direct instruction to view all of life through the "glasses" of God's Word, the Bible.
2. To provide instruction in essential skills in order to enable students to fulfill their common calling as they serve in the body of Christ.

3. To prepare students to uphold and strengthen the community of believers and to answer Christ's call to permeate all of society by working for Biblical alternatives in all of life.
4. To teach students, in a loving and joyful setting, the fundamental process of learning and active pursuit of intellectual, spiritual, and personal development throughout their lives.
5. To uncover and develop the unique talents and abilities of children so that they can use those skills for service in all of God's creation.
6. To encourage students in partnership with the home and church to commit themselves to Jesus Christ and to a Christian life, and to be willing to follow God's Word and the Holy Spirit's leading so that they are committed to making a difference for Christ in the world.
7. To develop and increase in students, the knowledge, understanding, and creativity that will promote a sense of wonder and awe at the beauty, variety, interrelatedness, and completeness of God's creation, even in its fallen state.
8. To enable students to discern the past, present, and future in the light of Christ's fulfillment of His Kingdom.
9. To promote a Biblical view of the stewardship of time, money, and resources.
10. To develop in students an appreciation for the unity and diversity of cultures and individuals in the light of God's Word.
11. To promote an atmosphere of community in school life.
12. To develop in students a Godly character reflecting the image of Christ in their thoughts, words, and deeds.

CURRICULUM

The basic instructional program for grades K-8 shall include: Bible, English/Language Arts, Social Studies, Mathematics, Science, Health, Physical Education, Music and Art. Primary and Intermediate grades include instruction in Reading, Handwriting, and Phonics while upper grades (5-8) include Literature, Geography, Civics, and History. All of these subjects are taught in the light of God's Word.

SCHOOL DAY

School begins at 8:00 AM with a tardy bell ringing at 8:05 AM. Students are not to be in the building before 7:40 AM. Students arriving before 7:45 AM will not be allowed in the classrooms as the teachers require this time in the morning to prepare for the day. Students may either wait in the entryway or will be allowed in the gym if adult supervision is available.

All students will be dismissed at 2:55 PM. Students being picked up by car shall be picked up at the north gym entrance unless otherwise notified. Students are not allowed to exit the building without being released by a staff member. All students should be out of the school **by 3:00 PM and on their way home**. Exceptions will be made in cases of school-related activities. However, only the students involved in a school activity may remain on-site after school unless expressed permission is given by school administration. For example, in the event of a "home" sporting event for 5th-8th graders, younger siblings must depart the school at the regular time as supervision is typically not available for them.

In order for students to leave school grounds at any time during the school day, a written note must be submitted by the parent/guardian, or permission must be given by the parent/guardian by either personal email or phone call to the student's teacher or school administration/office staff. The school day begins when a student boards the bus or enters the school grounds.

The school must be notified in writing if any individuals are prohibited from picking up or removing a child from the school.

ACADEMIC POLICY

It is a privilege to participate in extra-curricular activities at WCS. Therefore, out of our concern for the whole child, we both grant and withhold privileges. Internal procedures and consequences (those not dictated by the state) reset during each quarter. If a student is ineligible for any sporting event, the student must attend the event, but not in uniform. If the student does not attend the event, the student will be ineligible for the next event. Athletics include: soccer, volleyball, basketball, and track. If a student is ineligible for a non-athletic event, they may not be allowed to attend that event. Non-athletic activities include, but are not limited to: field trips and other special events that are not required and/or are not graded as part of a class. A student becomes ineligible to participate in an event when any or all of the following conditions apply:

1. **Failing a Subject:** At any time during the quarter, the teacher will notify the Administrator/Head Teacher if the student is failing a subject. As applicable, the Administrator/Head Teacher will notify the Athletic Director, coach, and/or all other effected staff members. The teacher will notify the student and parent(s) that the individual is on probation. After the student is notified, the student will receive 5 in-session school days to get the grade above a failing grade. During probation, the student will be able to participate in practices, games, and extra-curricular activities. If probation ends without the student achieving a passing grade, the student is ineligible until the grade is passing. If a student fails a subject at the end of a quarter, the student is ineligible for the first two weeks of the next quarter.
2. **Excessive Discipline Detentions:** Two behavior-related detentions will make the student ineligible for any special events, including but not limited to extracurricular events, during the remainder of the quarter. If the detention occurs at the end of a quarter, the student is ineligible for the first two weeks of the next quarter.

STANDARDS FOR WRITTEN WORK

Goal: The primary purpose for having standards in written work is to teach the students that work should be done in a well organized and disciplined manner. We can teach neatness by establishing a system that teaches and demands neatness and organization.

Methods: Students vary tremendously in their abilities to structure and organize their work. Teachers must recognize these differences when making demands on students. Obviously, it would be inappropriate to expect the same degree of neatness from all

students. However, students can develop an appreciation of what constitutes neat work and all students can improve their organizational skills.

Guidelines: A plan for developing these skills is established at each grade level to insure that each student's work improves in quality from year to year. Teachers will establish basic guidelines at the beginning of the year and will introduce new guidelines as necessary. Teachers will insist that students maintain these basic standards. Teachers will remind students often of what is expected of them, and will ask them to re-do work that is below the standard set for that child.

Work will not be accepted on papers that have been mutilated as a result of student carelessness. Any work that is sloppy or which contains too many misspelled words will be returned to the student to do over, as appropriate for the age level. Work that is poorly done or obviously completed by someone else (i.e. – parent or older sibling) will not be accepted or will be reflected appropriately in the assigned grade.

Plagiarism: Plagiarism is both cheating and theft. This offense will include a detention and a required “redo” of the assignment with a best possible grade of “C”.

HOMework

Homework strengthens and extends the learning process at school. Successful students make connections between what is taught in school and what is experienced outside the classroom. Reinforcing and strengthening the team effort of teacher and parent in training our children should also be a positive result of homework. As we pray together for the progress of our students, we work together to make the most of their learning at WCS. Homework is purposeful and should provide **practice** of already learned skills, **extension** of activity begun in the classroom, or **preparation** for activities to occur in the classroom. Homework is also helpful in helping students to grow in skills of **responsibility**.

Teachers should communicate clear expectations of homework to both students and parents. Homework should be given in a parent friendly format. Students must know why they are completing an assigned task. Teachers will leave comments or make comments on student homework as appropriate.

Parents/guardians have an opportunity through homework to be involved in their child's learning. Parents facilitate the completion of homework by:

- a. providing a suitable atmosphere, specific time and regular location in which study.
- b. discouraging radio, television, cell phone usage and other forms of communication or distraction during study time.
- c. asking questions to show interest and involvement in the child(ren)'s learning.

Parents are encouraged to communicate with teachers through a written note, e-mail, text, or phone call should they have a question concerning homework.

Students are expected to complete assignments to the best of his/her ability. Assignments should be returned in a timely manner. An assignment notebook or calendar may be maintained at the discretion of the teacher.

Guidelines for Homework:

- K-2** Time: 10 minutes per grade level general guideline
Includes such items as Bible memory, reading practice, spelling practice, letter/word recognition, math practice.
- 3-4** Time: 10 minutes per grade level general guideline
Includes such items as Bible memory, test preparation, work completion, reading practice, math practice, spelling practice, math facts, research project.
- 5-8** Time: 10 minutes per grade level general guideline
Includes such items as Bible memory, test preparation, assigned reading, work completion, writing assignments, individual practice, research projects, current events.

If a child is absent from school, he/she is responsible for completing all make-up work and homework as specified by the teacher(s). Student homework is sent home with a sibling or placed in office for parent pick up at the request of the parent.

GRADING SCALE

<u>Grades 1 - 8</u>	
97 – 100%	A
95 – 96%	A-
92 – 94%	B+
88 – 91%	B
85 – 87%	B-
82 – 84%	C+
78 – 81%	C
75 – 77%	C-
72 – 74%	D+
68 – 71%	D
65 – 67%	D-
Below 64%	F

<u>Kindergarten</u>	
Academic Skills:	
A – Accomplished the Goal	
P+ = Nearly to the Goal	
P – Progressing to the Goal	
P- = More Work Required	
 Social Skills:	
S+ = Excellent	
S = Satisfactory	
S- = Needs Improvement	
U = Unacceptable	

All parents/guardians may access our online grading system through GradeLink. Parents and students are assigned individual login credentials. Individual assignment and overall class grades, schedules, and teacher contact information may all be found within this system, as well as other assignments links at the discretion of the individual teacher. WCS strongly encourages all families to access their child’s account on a regular basis to be knowledgeable of and involved in the student’s progress throughout the grading period. This is particularly important for students in the 5th-8th grades, who have an increased number of required assignments, deadlines, and associated accountability. There are other tools in Gradelink which may be set to individual preferences such as high and low grade alerts.

Because kindergarten uses a different system, their quarterly assessments are typically only available at the end of the quarter in Gradelink. However, issues or concerns may be discussed at any time between parents and the kindergarten teacher.

REPORT CARDS

Report cards will be available online via GradeLink at the end of every quarter and an email notification is sent to families once they are available for viewing. A paper copy of a report card will only be provided if requested by a family. This request must be done each quarter or it is assumed the reports are viewed online. Report cards are designed to be helpful to parents in assessing the progress of or possible areas of improvement for their child. Parents should feel free to contact the school at any time if they have questions.

ALTERNATIVE LEARNING/e-LEARNING DAYS

In following ISD518, WCS may utilize a maximum of five Alternative Learning Days during a school year unless otherwise approved by a majority vote of the WCS School Board. These days will typically be used as an alternative to a lost day of school due to poor weather. Work may be sent home ahead of time if poor weather is anticipated and/or “packets” may be maintained in students bookbags once we enter late fall/winter in case bad weather unexpectedly occurs and school is cancelled for the day but it is designated by the district as an Alternative Learning Day. In such an event, students will need to complete all work in these packets.

Packets will be sent home with students in K-6th grades, while 7th and 8th graders may conduct much of their work online via their school iPads (at the teachers’ discretion). When an Alternative Learning Day falls on a Monday-Wednesday, the students will have 2 days from when the work was sent home or assigned to complete and submit all assignments. When the Alternative Learning Day falls on a Thursday or Friday, all work must be completed and submitted the following Monday (or the first day of school the following week). Any work not completed on time will be subject to a standardized penalty in grading (grades 1-8). The student may also be counted as absent for the day(s) work was not completed. Any student in grades K-8 who does not complete assigned work within the allotted time will have work sent home again for completion and/or will miss recess/free time(s) and/or possibly stay after school until all assignments are completed.

Teachers will be available on these days to answer questions during specified times. A reasonable amount of time must be afforded to the teachers in replying to emails (as they may not be seen immediately). Information will be provided on the preferred contact method of each individual teacher. It is the family’s responsibility to assist younger students with completing Alternative Learning Day work, in contacting the teacher(s) as needed with questions, and with ensuring all assigned work is completed on time. Students may ask questions upon returning to school; however, since assignments might be due that day, all attempts to complete assignments must be made at home or the grade will reflect the lack of work and timely completion. *These days only serve their purpose when an expected level of effort is extended from each student.*

TESTING AND REFERRAL

A Standardized Achievement Test (Iowa Test of Basic Skills) is given each year to students in grades K - 8. Reading achievement tests may be given periodically to determine student progress.

Professional testing services of all types are available through Worthington District 518. Special services such as Speech, Special Education Services, etc., are administered through District 518. Title I Reading and Math Services, though funded through District 518, are administered at our building.

PARENT-TEACHER CONFERENCES

Back-to-school conferences and school registration are held approximately one week prior to the start of school. This provides a relatively informal opportunity for teachers, students, and parents/guardians to meet, discuss expectations for the year, and drop off required school supplies. This is also when final registration for each family takes place and any fees or deposits for the start of the year must be made as designated.

A formal parent/teacher conference is held in the fall for all families. The school will again schedule times for parents to meet with their child(ren)'s teachers, but this conference is intended for only the parents and teachers. During this conference, teachers will provide information pertaining to the student's educational experience and status, and parents/guardians are encouraged to ask any questions, voice concerns, etc. Each parent/guardian is also encouraged to call for a conference at any other time during the school year if there are concerns or questions regarding a student's education or progress. Close, direct communication will help ensure a successful working relationship between parents and teachers.

If a family fails to attend an assigned conference time without prior notification to the school, they are responsible for working with the teacher to reschedule a conference, being respectful of the teacher's limited schedule (for example, any such meetings shall be completed by 3:30PM during a regular school day).

An optional parent/teacher conference may be held in the spring at the discretion of the School Board and Administration.

RETENTION - PROMOTION

The retention or promotion of a student will, in most cases, be a decision of the child's present teacher. The teacher will base his/her decision upon the completion of work at that level and the social development necessary.

Where retention is a definite possibility, the teacher will arrange a meeting of the Administrator, the teacher of the next grade level, and him/herself. If this committee produces a decision or recommendation for retention, a meeting of the Administrator, the present teacher, and at least one parent shall be arranged to discuss the matter. It is the judgment of those adults involved, and not the grades alone, that shall determine retention.

DISCIPLINE POLICY

STUDENT CONDUCT

Worthington Christian School is founded on the principle that Jesus Christ is central in all areas of life. To achieve that goal, the school works in cooperation with the home in the education of covenant children.

Foremost in every classroom should be the idea that the teacher is a representative of the school. As a representative of the school, a teacher should expect every form of respect both within and outside of the classroom from students.

Specific details of individual classroom discipline are a matter for each classroom teacher to decide. Conduct appropriate to young Christians will be emphasized. The following areas of behavior will be especially discouraged:

- 1) Hatred, bullying (verbal, physical, exclusion, or otherwise), and/or social cruelty. We will work to the utmost to foster genuine love and respect.
- 2) Stealing and cheating. Both come under the category of the eighth commandment and will not be permitted.
- 3) Disrespect of property. Students who destroy or deface property will be held accountable in a manner appropriate to the offense.
- 4) Use of un-Christian language or behaviors. Unclean, God or person-degrading language, or other inappropriate or offensive behavior is an offense to God and man and a hindrance to anyone's spiritual growth.
- 5) Disrespect of authority. God requires that all students show respect for authority in a positive way because all those in authority are responsible to God to use their authority in Christian love and concern.
- 6) Disrespect for work. All labor is to be an honest labor. We are required by God to work, and meaningful work will be given.

Parents/guardians are reminded that children learn best by their example. Students are reminded that attending a Christian school is a privilege. The Board may deny that privilege or take other disciplinary action to any students whose conduct does not conform to acceptable Christian standards.

GENERAL RULES

- A. Students are not allowed to chew gum while at school. This includes before school, recess, noon break, after school, and on the bus. Repeated offenses will require students to stay after school for thirty minutes to help with janitorial duties.
- B. Only teachers should adjust shades, windows, and temperature controls.
- C. No throwing of snowballs is permitted.
- D. Students are not allowed to use the microwave.
- E. Students are not allowed to use school refrigerators, either by storing items for personal use, or by helping themselves to any items in the refrigerators.
- F. Playground equipment should be used properly and as instructed, or the privilege will be taken away.

- G. Certain items need not, and should not, be brought to school unless a student has permission from a teacher to do so. Do not bring toys, animals, water guns, large amounts of money, etc., to school. Such items will be confiscated.
- H. Weapons such as knives or firearms of any type are strictly forbidden anywhere on school property. Any student found with these items in their possession will face possible suspension or expulsion from school and further legal action will be taken if deemed appropriate.
- I. School telephones are primarily intended for business and emergency use. Students using the phone must observe the following rules:
1. Ask permission from the teacher, the office staff, or the Administrator to use the phone. Each classroom has its own rules regarding telephone use and students must abide accordingly.
 2. Use the phone in his/her own classroom when possible.
 3. Arrangements to stay after school, to have a friend stay over, or to go home with a friend, etc., should be made before coming to school.
 4. If school is dismissed for an emergency (such as a snowstorm), calls requesting a ride must wait until all necessary office calls have been made.

ATTENDANCE POLICY

State law requires students to be in school every day unless prevented by illness.

Parents/guardians are asked to avoid requesting excuses for other reasons unless absolutely necessary, since we should teach children responsibility.

The student's job at this stage of life is to go to school and to learn. Regular attendance is imperative to the progress of a child and maintenance of school standards. The state requires a parent to send a written excuse to the teacher when a child returns to school after an extended absence. It is requested that the school be informed in advance of all planned absences. It is also requested that the parent call the school before 8:00AM if a child is to be absent that day (e.g. due to illness). Please call (leaving a message if necessary), rather than email, as voicemail will be checked if the office isn't staffed, but email will not. This will help assure that the child is safe and not absent from both home and school.

Teachers shall keep a record of school attendance (start of school day) on each child. After 8:05AM, student absences are tracked through the office. As such, if a student is arriving after 8:05AM or is being picked up any time prior to 2:55PM, **a parent or responsible adult must sign the student in/out in the office.**

Excessive absences will be brought to the attention of the Administrator and the Board of Education. The procedure for this is as follows:

- Classroom teachers and office staff will keep school attendance records for each child.
- This information will be listed on the report card each quarter.
- If more than 6 days per quarter are missed, the student must have a doctor's written excuse or pre-approval by the Administrator. The school may require detention if more than 6 unexcused days are missed.
- More than 25 days missed per school year may result in consideration of retention by the

Board of Education. This is, of course, unless there are unusual circumstances.

The State of Minnesota requires that we report any student who has more than 7 unexcused absences or is tardy more than seven times without an excuse. This data accumulates for the school year; it does not reset with each quarter.

Tardies:

Students in K-4th grade who have more than four (start of school day) tardies per quarter will lose a noon recess. Students in 5th-8th grade with more than 4 tardies per quarter will receive an in-school suspension.

“Late to Class” tardies will also be noted and tracked as needed. If a student is late getting to a class *between classes* three times in a quarter, a noon detention must be served.

Absences:

Excused if called in before 8:00AM:

- Illness
- Family emergency
- Funeral
- Religious holiday

Unexcused:

- Parent forgot to wake the child
- Parent did not know the school schedule
- Child missed the bus or was not dropped off by the family on time
- Child overslept or was sleepy
- Child did not feel like going to school

We kindly ask that if your child is going to be absent, or is not going to be at school by the official starting time, that you please call the school office (507-376-4861) before 8:00AM. Please do not email the school for day-of absences, as the email may not be seen, creating the need for school personnel to call to check on the status of the student. If you anticipate your child coming in later in the day, you must notify the school during this 8:00AM phone call if you would like to order hot lunch for your student. If not done, hot lunch will not be available for your child if he/she returns to school before/by 11:30AM.

Excused absences will be given for the following reasons:

- 1) Illnesses
- 2) Illnesses or death in the family
- 3) Funerals of family members or close friends
- 4) Medical appointments that cannot be made outside of school hours
- 5) Family vacations
NOTE: At least a one-week prior notice must be given by parents to prepare for the student's absence.
- 6) Other family emergencies

Students absent for a reason other than illness are requested to have work completed upon their return to school. The work missed is the responsibility of the student/family, **NOT** the teacher. While these absences are considered “excused”, they will still count towards the student’s absences tracked per quarter.

Missed tests or quizzes must be taken on the day of their return to school unless otherwise approved by the teacher. If you know your child is going to be absent for a reason other than illness, **written notice must be given to the teacher a minimum of seven days in advance.** This is the minimal time necessary for teachers to prepare make-up work for the student, as well as allow the student to begin completing the assignments that will be missed. If proper notification is not given, the child must remain after school and/or lose recess time to make up schoolwork upon return. Also, children who have missed school because of illness may be kept in during noon recess or other “free” time so the teacher can help them catch up.

BEHAVIOR POLICY

Since WCS bears the name of our Lord and Savior, all of us must represent our school with behavior and attitudes that are pleasing to Christ. Our goal in conduct and speech should always seek to reflect Christ’s image in us and be in conformity with God’s Word.

Late Detentions

A student is expected to come to class prepared with subject material, pencil and required supplies. As noted previously, the teacher will give a student a late slip if he/she is late to class without an acceptable excuse. Not being prepared may also result in the student receiving a late slip. Three late slips will result in a noon detention.

Behavioral Detentions

Behaviors that could lead to a behavioral detention include, but are not limited to, the following:

1. Disrupting a classroom
2. Disobedience or disrespect shown to authority
3. Showing disrespect or meanness to a fellow student
4. Lying
5. Damaging or stealing property--student will replace/repair at family’s expense
6. Profanity or other inappropriate language
7. Cheating

There are situations where anger overrides rationale and students become hateful and violent. When a situation such as this occurs and the intent is to physically or verbally harm another student, the administration and the WCS Board reserve the right to use suspension or expulsion for severe or habitual infractions.

Detention Procedures:

1. The student is informed by the teacher that he/she has received a detention. The student then meets with the Administrator/Head Teacher regarding the reason for the detention.
2. The detention will generally be served on the afternoon following the meeting with the Administrator. The teacher will designate on the form the date it will be served. The

- detention will take precedent over all school-related events.
3. If the student does not return the detention form signed by the parent/guardian, a second detention may be issued. The detention is over at 3:30PM, and transportation home is the responsibility of the family.
 4. While a student is serving a detention, he/she may be required to sit quietly, do school work, or be assigned a work detail as determined by the teacher and Administrator.
 5. Parents/guardians are responsible for making necessary arrangements for transportation.
 6. Sequence of behavioral detentions in a semester:
 - a. **First Infraction:** Student meets with the Administrator and a parent/guardian contact is made.
 - b. **Second Infraction:** The student and parent(s) will meet with the teacher and Administrator, and the student will serve two detentions.
 - c. **Third Infraction:** The matter is referred to the WCS School Board. The parents are invited to this meeting. The student may serve an in-school suspension, an out-of-school suspension, may miss school-sponsored activities or face expulsion.
 - e. **Repeated Infractions:** The School Board will make the decision on what discipline will be applied. The parents will be invited to the meeting.

Anti-Bullying Policy

The students, parents/guardians, staff and board of Worthington Christian school will join together to stop bullying from occurring at WCS. We believe that everyone should come to school feeling safe, secure and accepted regardless of race, gender, intelligence, religion, popularity or athletic ability.

Bullying is defined as:

1. To treat others in an intimidating or overbearing manner
2. To make one's way aggressively
3. To force one's way physically or by intimidation

Bullying can be behaviors or actions such as hitting, pushing, name-calling or other verbal taunts, picking on, making fun of, threatening, extortion of money, possessions or services (such as completing homework), public humiliation, or excluding someone from a group or activity. A student is bullied when he or she is exposed repeatedly and over time, to intentional, negative actions or words on the part of one or more students, and/or when there is a relationship with an imbalance of power. While some conflict between students may be a normal part of maturing and growing, bullying is not considered a normal conflict as it is typically conducted purposefully and without remorse.

Cyberbullying or other bullying incidents that occur outside of the school (including on the district school bus), but whose effects carry into the school, will not be tolerated.

All students and parents/guardians will be asked to sign an Anti-Bullying Pledge as part of annual registration to acknowledge that the students will not bully their peers and will report if/when they see bullying occur. Parents/guardians are asked to go through this pledge with their children and openly discuss the topic of bullying, from both perspectives of being bullied and of doing any bullying.

Behavior	Level 1 Examples	Level 2 Examples	Level 3 Examples
Verbal: Harm to someone's self-esteem or feeling of safety	<ul style="list-style-type: none"> -Teasing -Name Calling -Insulting Remarks -Cyber-Bullying 	<ul style="list-style-type: none"> -Any Level 1 infraction that has occurred more than two times -Purposely embarrassing or humiliating another student -Profanity -Slander -Insulting comments about intelligence, race, size, ability, color, religion, gender 	<ul style="list-style-type: none"> -Any Level 1 or 2 infraction that has occurred more than once
Physical: Harm to someone's body or property	<ul style="list-style-type: none"> -Pushing -Slapping -Grabbing -Shoving 	<ul style="list-style-type: none"> -Any Level 1 infraction that has occurred more than two times -Threatening gestures -Threatening/causing physical harm -Damaging property -Stealing/hiding or purposely taking 	<ul style="list-style-type: none"> -Any Level 1 or 2 infraction that has occurred more than once
Social/Relational: Harm to someone's group acceptance	<ul style="list-style-type: none"> -Purposeful exclusion, telling others not to be someone's friend -Gossiping -Starting or Spreading rumors -Cyber-bullying -Ganging up 	<ul style="list-style-type: none"> -Any Level 1 infraction that has occurred more than two times -Purposely embarrassing or humiliating another student -Teasing publicly about clothing, looks, relationships, socio-economic status, etc. 	<ul style="list-style-type: none"> Any Level 1 or 2 infraction that has occurred more than once
Consequences:	<ul style="list-style-type: none"> -On the spot intervention -Student must complete an Action/Reaction Slip -Teacher completes Incident Form -Contact parent 	<ul style="list-style-type: none"> -On the spot intervention -Student completes an Action/Reaction Slip -Teacher completes Incident Form -Contact Parent -Student meets with Administrator 	<ul style="list-style-type: none"> -Level 2 Consequences -Detention will be served -School Board will be informed

DRESS CODE

Attitudes and character are reflected in the way a person dresses. Students at Worthington Christian School should strive to present a positive personal appearance that reflects our Christian witness and distinctiveness.

- A. School clothing should be neat, clean, and in good taste, thus excluding immodest attire, such as skintight shorts or jeans, crop tops, sheer (see-through) attire, etc.
- B. Examples of inappropriate clothing includes, but is not limited to: short tops that expose the stomach when arms are raised, short shorts or skirts that are above finger-tip length, tank tops which are open-sided or with only thin, spaghetti straps, muscle shirts, cut-off tops and shorts, short dresses, or clothing which promotes slogans, lifestyles, products, etc., which are offensive to the Christian community. These may not be worn under any circumstance.
- C. Shorts may be worn year-round at the discretion of the individual family. However, the following rules apply:
 - 1. Shorts must be of an appropriate length. (See B above)
 - 2. All students, regardless of their attire, will continue to go outside for recess throughout the winter unless it is dangerously cold outside. It is up to the parents to ensure their children are dressed in a manner appropriate for the weather and/or ensure they have appropriate outdoor attire.
 - 3. Students will not be allowed to change clothes at any point during the school day, unless they are 5th-8th graders changing for P.E. only.
- D. Each student is required to have a pair of shoes that can be worn for both inside school and recess outdoors. A pair of tennis shoes is required for recess and PE. Be sure to avoid black sole shoes as they leave marks on the floor.
- E. Use of make-up should be limited.
- F. Jewelry is not to be distracting or interfere with schoolwork or play.
- G. No body piercing except for girls' ears.
- H. No visible tattoos of any type (permanent or temporary).
- I. Flip-flops, slides, or similar sandals may not be worn to school. All sandals must have a strap across the back.
- J. Cleats may not be worn inside the school building.
- K. Baseball hats or other styles of head wear that shade the face or are intended for outdoor wear may not be worn in the classrooms.

Parents of younger children are always welcome to send an extra set of clothes to school that may be maintained in the child's locker or the office in case of any type of accident. The school also maintains a variety of clothing options and sizes that may be loaned to a student when needed. We just ask that these items be returned laundered so they may be used by other children as needed.

Parents have the ultimate responsibility to see that their children appear neat, clean and appropriately dressed. **Students who do not meet the above requirements will be given only one verbal warning and will be sent home with a note. A second offense will require the student to be removed from class and be sent home for a proper change of clothing.**

CELL PHONE POLICY

In today's society, cell phones are a reality. Students may bring their cell phone to school at the parent's discretion. However, during the school day the phone must be turned off and not used in any way. Each teacher may choose how to handle cell phones in the classroom. For example, phones may be placed in a designated location under the control of the teacher until the end of the day, at which point phones will be returned to students, or they may be allowed to remain in the student's locker, providing they are not used during the school day. If a student is caught using a cell phone – talking, listening to a message, texting, or using any other feature the phone has – it will be confiscated.

We ask parents to please respect the teacher and classroom environment by not texting/messaging students during class time. We realize students have easy access to messaging via phones and smart watches, but any such disruptions during class time may be detrimental to the student and his/her classmates, as well as disrespectful to the teacher. If a parent needs to contact a child during school hours, please call the school office at (507) 376-4861.

INTERNET POLICY

We are pleased to offer the students at Worthington Christian School internet access. As teachers, we feel that part of our responsibility in preparing students for life-long learning is to provide students access to the tools they will be using as adults – and we feel that internet is one of these tools.

The internet represents a unique opportunity for our students to begin to explore the incredible wealth of information that will enhance their learning. Among the advantages, students will be able to do research, access sites that go along with lessons, and communicate with other schools, community peoples, or other professionals. Access is a privilege – not a right. We expect the students to use the internet with discernment and responsibility.

At all grade levels, use of the internet will be supervised by the staff, and a filter has been put in place to stop as much “inappropriate material” from being accessed as possible. Please be aware, however, that there is unacceptable and controversial material on the internet that your child could access purposely or accidentally despite all our precautions.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the network server will always be private. Within reason, freedom of speech and access to information will be honored.

We do believe that it is also the responsibility of parents to teach discernment and set guidelines that their children should follow while dealing with media and internet sources. We encourage you to use this as an opportunity to have a discussion with your child about your values and your expectations and about how these values should guide your child's activities while they are on the internet.

The following are not permitted:

- Downloading pictures or information and changing the device without permission
- Intentionally accessing inappropriate or disallowed sites
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Altering or damaging computers/iPads/tablets, computer systems or computer networks
- Violating copyright laws
- Trespassing in another's folders, work or files, including taking or using another's flash drive/memory stick without permission.
- Unauthorized personal email or Instant Messaging type communication, including Facebook and other social media sites.

Parents of WCS students must understand that it is impossible for WCS to restrict access to all controversial materials and therefore will not hold them responsible for materials acquired over the network.

Violations will be dealt with using the three-strike method:

1st violation = student will have no access to computers for 1 week

2nd violation = student will have no access to computers for 6 weeks

3rd violation = student will have no access to computers for the remainder of the school year

Violations may also result in grade reduction as well as other disciplinary action.

HEALTH INFORMATION

HEALTH RECORDS

We attempt to keep updated health records for each child. Therefore, if your child has had any health problems or hospitalizations during the summer, please contact the school office.

We also ask that ISD 518-required medical forms be filled out completely and accurately for each student so that WCS staff and the school nurse are aware of any potential or known health issues, such as allergies, asthma, etc., that may affect the student while at school. All medical information is held in confidence per HIPAA requirements.

SCHOOL NURSE

A school nurse is available to Worthington Christian School through the Health Services Aid from the State Department. She/he is on call for any emergency situations. The school nurse will also be on-site periodically to conduct routine student exams, such as auditory and visual screenings. If you would like to talk to the nurse, his/her contact information is available in the Family Directory. Otherwise, you may leave a message with the office staff and the nurse will contact you as soon as possible.

STUDENT INJURY OR ILLNESS AT SCHOOL

When a student becomes ill or is injured at school, a school employee will notify the student's parents as soon as possible after becoming aware of the incident. If a student has vomited or has a fever, the parents will be called and the child **MUST** be taken home.

Children are restricted from coming to school if:

- 1. Your child has a temperature of 100 degrees F or greater. Keep your child home until the temperature has been normal for 24 hours.**
- 2. Your child has vomiting or diarrhea. Keep your child home for 24 hours after the last episode of vomiting and/or diarrhea. Then send them back to school.**
- 3. Your child has a rash that has been on his/her skin for more than two days, has a rash that is draining, or has a rash where the skin is broken.**
- 4. Your child has been diagnosed with a contagious or infectious disease, such as chicken pox, impetigo, ring worm, scarlet fever, or strep throat.**
 - a. It is recommended but not required that students not attend school with conditions that may be spread from student-to-student, such as pink eye and head lice.

The school, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel present to administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents, the parents' designee, or qualified medical personnel as quickly as possible.

MEDICATIONS

We strongly encourage medication administration to be arranged outside of school hours. However, we understand that there are some cases when it is necessary for the student's well-being that medication and/or treatments be administered in school.

The school nurse or trained staff will administer all medication that must be administered at school and therefore must be kept in the school office. Only students in 7th or 8th grade may self-administer very limited and specific types of over-the-counter (non-prescription) medications, if the parents are comfortable in allowing them to do so and **if the appropriate paperwork is completed**. Information on what is allowed (e.g. Ibuprofen and Tylenol) and the necessary paperwork is available by contacting the school or the school nurse. All other students must maintain and receive all medications in the school office as administration must be conducted by an adult and recorded.

When medication is to be administered, the following is required:

- 1) A properly completed school "Consent for Medication Administration" form is required. These can be obtained at the school office or on the school's website.
 - a. Over-the-counter medications will require a parent's signature.
 - b. All prescription medications require a physician's and parent's signature.

- 2) Medication must be brought to school in its **original, unopened manufacturer-labeled container** for non-prescription medication or a **pharmacy-labeled container** for prescription medication. Medication in plastic bags or envelopes will not be accepted. **All prescription medication requires a signature from a person who is licensed to prescribe medication.**
- 3) School personnel have the right to refuse to give any medication if the medication policy is not followed or if there is any question about the medication.
- 4) Medication that is administered by school personnel will be kept in the office. If special arrangements need to be made, please contact office personnel.
- 5) The parent or guardian must pick up all unused medication. All medication not picked up within one week of the last day of school will be destroyed by school personnel. Medication will not be sent home with the student.

HEARING AND VISION TESTS

All students are administered hearing and vision tests. If the results show that your child may have a hearing or vision problem, you will be contacted. If at any time you feel a need to have another hearing or vision test administered to your child, you may call the office and request such.

INFLUENZA VACCINATION

In the fall, students have the option of receiving Influenza vaccinations at no charge to the family through a local medical provider. Information and consent forms will be sent home prior to this event.

REQUIRED IMMUNIZATIONS

The Minnesota State Law requires the following immunizations before a child enters school. A student will not be allowed to enter the classroom the first day of school unless a parent or guardian of the student has submitted to the school a record showing the required month, day, and year of the required immunizations. If a family refuses vaccinations, then signed documentation must be provided to the school stating this choice.

Required for Kindergarten:

- 5 Diphtheria-Pertussis-Tetanus (DPT)
- 4 Polio Vaccines
- 2 Combination Measles-Mumps-Rubella (M.M.R.)
- 3 Hepatitis B
- 1 Varicella or the year your child had the disease Chickenpox.

For children entering school age 7 to 6th grade:

- 3 DPT, 3 Polio, 1 MMR

For children entering school in 7th grade:

3 DPT and 1 TD*, 3 Polio, 2 MMR, 3 Hepatitis B, and 1 or 2
Varicella or the year your child had the disease Chickenpox
Meningitis

*(unless a TD (tetanus-diphtheria) was given after the 7th birthday, then it must be repeated ten (10) years after the last dose.)

OTHER SCHOOL POLICIES

***For grades 5-8, a \$150 Extra-curricular fee must be paid each year
for middle school fees when both band and athletics are offered.***

PHYSICAL EDUCATION AND ATHLETIC PROGRAMS

Physical education (P.E.) is a time instruction, learning of rules, practice of skills and recreation.

1. All students in grades K-8 are required to participate in P.E. activities.
2. Students who cannot participate in physical education activities due to illness or injury must have a written note from their parents or physician, which should be submitted to the teacher.
3. All students in grades 5-8 are expected to participate in interscholastic sports activities, which include volleyball (girls only), soccer (boys only unless girls are needed for sufficient team numbers), basketball, and track.
4. Parents will be asked on occasion to provide transportation for out-of-town sports activities. Families must provide (or arrange for) their own transportation to all Friday evening and Saturday (out-of-town) tournaments.
5. Students are reminded that all school rules apply when traveling to activities. The student is accountable to the driver and must show respect to the driver and his/her transportation rules. The driver has the right to refuse to transport students who do not show respect and follow said rules.
6. Cell phone use on the WCS bus or in personal vehicles to a school-sponsored event is at the discretion of the teachers. Students found to be in violation of the stated or established policy will be disciplined accordingly.

SPORTSMANSHIP

Sportsmanship is the quality of honor that desires always to be courteous, fair, and respectful. It is interpreted in the conduct of players, coaches, and school authorities or representatives.

1. We will treat our opponents as guests of Worthington Christian School.
2. We will display appropriate behavior, acting as gracious, courteous, and appreciative guests when playing at another site.
3. We will respect the rights of others, the official's decisions and will practice fair play.
4. We will show appreciation for our team with praise for victory and encouragement for defeat.
5. We will win without boasting and lose without excuses or blame.

6. We will conduct ourselves in a manner which will at all times, under all circumstances, be pleasing to our Lord Jesus Christ.

PLAYGROUND SUPERVISION

An adult will supervise the students during all recess times. If a child is injured during play, it is to be reported immediately to the adult on duty. The children will play outside during morning, noon, or other recess, weather permitting. However, if for some reason a student needs to remain inside (for example, following an illness or for other medical reasons), please send a note to the teacher explaining the circumstances and restrictions. A note must be sent each time the child should stay indoors.

MUSIC AND BAND

A music education program is conducted in grades K-8. Various types of programs, contests and festivals are performed throughout the school year (depending upon age). All students are expected to be obedient, respectful and responsible participants.

A band program is also offered. Students in grade 5 are eligible to start on a band instrument and be involved in the band program. All students in grades 5-8 are required to participate in band and must provide their own instrument either by renting, borrowing or purchasing the desired instrument. Instruments must be obtained and ready for use prior to the start of the school year.

These guidelines apply to all band students:

1. A minimum of one hour per week is the preferred amount of practice time. Each week, band students may be required to turn in a practice slip signed by their parents at the discretion of the band teacher. It is the responsibility of the students to complete their required practice time each week, **but parental guidance and oversight is appropriate**.
2. Students forgetting their instruments will still be required to sit quietly in their place in the band, and may be required to spend a recess period making up practice time. Electronic devices such as a cell phone or iPad will not be allowed to be used when the instrument is forgotten, unless direct permission is granted by the teacher.
3. Student attendance is required at all the functions in which the band participates.
4. Lessons missed for reasons other than illness or a school scheduling conflict will not be made up.
5. Three years of piano are required to be considered for percussion.
6. A workshop with the 4th-grade students is held every spring during school to help identify which instrument(s) they might be suited for in beginning band.

STATEMENT OF PARTICIPATION

WCS believes in creating well-rounded individuals by exposing them to a wide variety of activities, such as music, band and athletics, as well as developing hearts of giving through various service projects. We also encourage students to participate in, learn new skills from, and test their potential interest in activities outside of school (such as 4-H, church groups, club sports, orchestra, etc.). While we understand that not every student will go on to participate in all of our activities once they leave WCS, we feel strongly enough about this philosophy to require participation while in attendance at our school.

Practice time for these events will typically be during regular school hours, while events/performances often occur in the evenings. This will sometimes create scheduling conflicts with non-WCS events, particularly Middle School athletics. Because participation in non-WCS sanctioned athletics is optional, and because our team numbers are sometimes limited, we encourage families to choose WCS first when such conflicts arise.

LIBRARY / MEDIA CENTER

Students are given a weekly opportunity to check out books in the Library/Media Center. Students are limited to 2-5 books depending on their grade level. Students may bring books home in plastic bags to help protect them. Please return the books to school the following week at your child's regular library time in the same plastic bag. If books are not returned, your child will lose the privilege to check out more books. If books and bags are not returned after the second week, a notice will be sent home. After two notices (three weeks) replacement fees will be assessed as follows:

Hardcover books: \$20.00

Paperback books: \$9.00

These fees will also be assessed if books are returned damaged or dirty. Students are reminded that our Media Center is also a library and that noise is to be kept at a minimum.

CHAPEL

An important part of the spiritual and educational program of Worthington Christian School is the chapel assemblies program. Chapel is held once weekly, with chapel groups typically gathering once a month. Parents are welcome to share in chapel services at any time.

The following guidelines will be used for students:

1. Attendance and participation as appropriate is required of all students.
2. Each student will demonstrate proper courtesy to the speaker or those presenting the service or program.
3. There will be no unnecessary talking, disturbances, or distracting of others.
4. Students will not be allowed to study during this time.

FIELD TRIPS

Field trips are planned for their educational value. Materials giving details of the trip will be sent home to the parents. Parents will normally be invited to participate in field trips, but it should be understood that the ultimate supervision of the students is the teacher's responsibility, and he/she will retain full right to exercise authority in the administration of supervisory and disciplinary measures. A parental permission slip is required for each trip outside Worthington city limits or the immediate vicinity.

HOT LUNCH

Hot lunches are served each day District 518 is in session. Meals are prepared at the Senior High School and then transported to our building. Sack lunches may be needed when the High School is not in session. Menus will be provided monthly, but are subject to change without notice. Meals are to be paid for at the beginning of each month with the September payment due at registration. Meal prices include a carton of milk with each meal, the cost of meals, as well as other kitchen expenses. A reminder will be sent when payment is needed for a new lunch ticket. If payment is not received in a timely manner, the student will not be able to receive hot lunch, but may only partake in a peanut butter/jelly sandwich and remaining fruit/vegetables to allow him/her to eat at lunchtime.

The cost of student meals is set by the State of MN and ISD518 each summer. WCS utilizes a 20-day punch card system, which typically lasts one month. Families who do not qualify for free lunches may purchase lunches one or multiple months at a time. The price of a lunch is slightly more for 6-8th graders as they receive larger entrée portions. Milk punch cards are also available for those students who bring their own lunch but would like to purchase milk at the school (the prices of hot lunch includes a milk).

Free meals may be applied for through District 518 at any time. Forms are available at the District 518 or WCS offices and must be received by late August in order to become qualified in time for the first week of school. Lunches must be paid for in full until any possible cost reduction or elimination is approved by ISD518. Families will be notified if they do/do not qualify and all applications are submitted confidentially.

****Please note:** WCS is eligible for benefits based upon the number of qualified free/reduced lunch applications the school receives. Therefore, we ask ALL families to please apply for free lunch as nothing is lost by doing so!**

Any adult taking a meal at school must notify the school office no later than 8:30AM that morning and will be charged **\$4.00 per meal**.

BIRTHDAYS AND PARTIES

We will have various occasions for parties throughout the year. These rules must be followed:

1. Birthdays are observed differently in each classroom. Contact the respective teacher if you are unsure about treats, parties, etc.
2. The family must provide all necessary supplies, such as plates, cups or forks. The school may not have these materials on-hand and will not have them available for student use.

3. If a treat requires a significant amount of work to serve, we ask a parent to please consider coming to the classroom to assist the teacher with this process.
4. Christmas parties are typically celebrated the last day before vacation begins.
5. There is no gift exchange among students during school hours for the Christmas holiday.
6. On Valentine's Day, children will be permitted to exchange Valentines with **ALL** members of the classroom. A special snack may be provided during or at the end of the day.

SCHOOL PICTURES

Every fall student pictures are taken. Rickers' Photography takes individual pictures and also offers a classroom composite sheet with all the students' pictures included. These pictures may be purchased at the parents' discretion, but individual pictures will be taken even if none will be purchased (for the classroom composite). Notice will be given informing parents of the picture day and the possible alternative in the event a student is ill. Any desired photo retakes are the responsibility of the family.

LOST AND FOUND

A lost and found basket is located in the hallway. Located here are mittens, gloves, caps, scarves, and other items that have been found throughout the school or playground. Students are reminded to check here if something is lost, or to place found items here. Items not claimed at the end of each semester may be washed and maintained at the school for students to borrow when necessary, or they will be given to Goodwill. WCS is not responsible for lost or misplaced personal items.

SCHOOL VISITORS

All school visitors during the school day must check in at the school office. **No visitor** (including a parent, family member, or friend) **may go to a classroom unless granted approval by office personnel or the Administrator**. The exception to classroom visitations will occur only during special events, such as Grandparents Day. Students will be removed from a classroom **by office personnel or the Administrator only** under emergency circumstances or at the discretion of school personnel. This procedure is for the safety of the students as well as to minimize disruptions to the classroom, teacher, and all students.

Classroom visitors are requested to inform the teacher(s) of your visit at least 24 hours in advance if possible, and office personnel must be notified appropriately. Parental consent, either by telephone or written note, must be given to the Administrator/teacher before any outside visitor may remove a student from school.

All doors to the school are locked after periods of mass student entry (8:05AM for WCS and 9:05AM for Hi-Ho Preschool) and throughout the day. **Entry to WCS may be granted by staff at the east (main) doors near the office only**. Due to the limited staffing of our school, occasions will undoubtedly arise when office personnel are not present and school entry is not possible. If office personnel will be unavailable for an extended period, notification will be given at the door or prior email notification will be given (for example, in the event of a personnel vacation).

EMERGENCY POLICIES

FIRE / TORNADO / DISASTER DRILLS

Throughout the year there will be unannounced fire drills. All persons in the building will file out in a quiet and orderly fashion when the fire alarm sounds. All doors must be shut, lights turned off, and absolutely NO TALKING. Teachers should be the last to leave the room and are responsible for closing the doors and windows and turning off the lights. Each student is to remain with his/her classmates; standing in single file, at all times. All classes will have an “assigned exit” through which they are to pass. A signal will be given to reassemble in the classrooms.

Unannounced tornado drills will also take place during the appropriate season(s). The center hallway between the Music Room and kitchen is considered the primary shelter, and the locker rooms (off the gymnasium) are the secondary shelters.

Other drills will also take place during the school year, including Intruder/Active Shooter. These drills are not intended to frighten our students, but rather prepare them for a possible worse case scenario.

EMERGENCY SCHOOL CLOSINGS

Occasionally emergency conditions make it necessary to close the school. In most cases this is due to snowy or icy conditions, which make the roads impassable or unsafe. In case of emergency closings, such information will be broadcast on FM95.1, FM93.5, FM104.3, AM730 radio stations, as well as the www.myradioworks.net website. District 518 will also announce school closures through their ShoutPoint phone system. All WCS families should be included in this system, but please notify the WCS office if not.

The decision to close school will rest with District 518's Superintendent or his designee. If District 518 is not in session and Worthington Christian School needs to be canceled, the WCS Administrator will notify the local radio station. The ShoutPoint system will not be available in such an event; however, WCS will utilize other means of communication such as email, the WCS website or the WCS Facebook page.

BUS RULES

Bus transportation for students attending Worthington Christian School is provided by Independent School District 518. Public and Christian School students ride the same buses. Bus safety and conduct rules are followed and administered by Minnesota Law and District 518 Board of Education Policy. Students are reminded that riding a school bus is a privilege. While WCS cannot be responsible for student interactions and behaviors while on the bus, issues or concerns brought to the school's attention will be addressed as appropriate by school administration. Continued or serious misbehavior may be a danger to the safety of bus riders or disrespectful to the bus driver, and can be cause for loss of bus riding privileges and even suspension from school. District 518 reserves the right to revoke bus riding privileges at any time it is deemed necessary. In such an event, the family will be responsible for all transportation for the student to/from school.

1. For the safety of all:
 - a. Avoid horseplay.
 - b. Avoid distracting the driver.
 - c. Respect all riders.
2. Load and unload buses only when stopped.
3. Remain seated when the bus is in motion.
4. Know all bus emergency exits and procedures.
5. Show respect to the bus driver.
 - a. Listen and follow directions given by the driver. The driver and school has authority to assign seats.
 - b. Only talk to the driver when the bus is not moving.
 - c. The driver will make every effort to be on schedule and promote safety.
6. In general, the district's code of classroom behavior applies to the buses.
 - a. Use inside voices when talking on the bus.
 - b. No profanity, rude, or suggestive language.
 - c. Respect other passengers on the bus, including keeping ones hands to themselves.
 - d. No throwing of objects or hanging out of windows.
 - e. No nuisance articles are allowed.
 - f. No food or drink (other than possibly water) are allowed on the bus.
 - g. Individuals who violate the rules will be disciplined.
7. According to school district policy:
 - a. No weapons or dangerous items will be permitted in school busses.
 - b. Clothing bearing messages of gangs, or of a violent or sexual nature may not be worn.
 - c. Possession, use, or evident of use of tobacco, alcohol, or controlled substances is strictly prohibited.
 - d. Harassment of any kind will not be tolerated or allowed.
8. Bus aisles must be kept free.
9. Students should stay 10 feet away from the bus on all four sides, and should not walk in back of the bus when it is loading or unloading.
10. When entering or exiting the bus.
 - a. Line up in an orderly manner.
 - b. Avoid pushing and horseplay.
 - c. Remain outside the bus safety zone—if you can touch the bus, you are too close.

Worthington Christian School will do its part in providing the instruction necessary for the students to be informed bus riders. It is also expected that parents will reinforce these messages at home to help insure the safety of all bus riders. Parents are also expected to sign a statement stating that you and your student(s) understand these rules and will follow them.

We do our best to ensure that your child departs school on the correct bus. If for any reason a child's transportation changes, **we will need written or verbal notification from a parent/guardian.** Students will not be able to change their own transportation, i.e. parties, swimming lessons, etc., without a parent/guardian's expressed permission.

PARENT INFORMATION

COMMUNICATIONS

If information must be sent home, a teacher will usually send a note home with his/her students, often as part of the Friday “Take Home” materials (Wednesday and Friday for Kindergarten). Hot lunch menus will be posted to the school website at the beginning of each month, as they are received from ISD518. We ask that parents diligently review the materials sent home with their students (of any age) and check the website weekly for pertinent information. It is the parent/guardian’s responsibility to review all provided information and follow-up as necessary in a timely manner.

A family newsletter called the “*Warrior Weekly*” will be created to inform parents of upcoming dates, events, announcements, and fun information. ***We ask that families pay close attention to the announcements in these newsletters to stay abreast of important or critical school information.*** The distribution of this newsletter will be via the school website. In the event that the newsletter cannot be posted to the website, it will be shared electronically with all WCS families and any Society members who have requested to be copied. If you prefer to receive a paper copy (due to the inability to access it online), please contact the school office so that a hard copy may be sent home with your student. Anyone desiring to place a school-related announcement should submit the information by the end of the school day Wednesday to wcssecretary@iw.net.

On occasion, urgent (short notice) or important information must be sent out to the WCS families. Examples of this might include mid-school day weather-related closings, changes to schedules, individual family conference times, or communications for particular groups such as athletics or band. In such events, this information will typically be emailed. An email will also be sent to families with reminders or announcements on short weeks and/or when a *Warrior Weekly* is not published. We ask that each family please provide the school (through the annual Registration Form) with at least one active and reliable email address for such communications. We also ask that the school emails be checked so they do not filter as SPAM, and that special attention be paid to these communications as they may be the primary or only means of communicating a particular piece of information. Please call the office if there are any other questions you may have concerning the information going home.

Information (school happenings, reminders, or weather-related announcements) are also often posted on the school’s Facebook page. We encourage parents to like/follow the school’s page if already involved in this form of social media.

BOOSTERS

Parents with children in Worthington Christian School are members of Boosters. The purpose of this organization is to work for the advancement of Worthington Christian School and to strengthen the Christian relationships among parents in the school community. At least one parent is expected to participate in Boosters. Annual dues are \$35.00 per family, which is paid at registration.

A large part of Boosters work is financial. Many worthwhile projects, raising thousands of dollars, have enhanced the school each year. These projects include, but are not limited to: a soup supper, a hostess supper, the Sip-n-Shop Craft & Vendor Boutique, garbage bag sales, and concessions during certain sporting events. Every family of a school child will be asked to work at and/or donate for these various projects.

CHANGE OF ADDRESS OR CONTACT INFORMATION

If you have a change in your address, phone number, email address, or work location, please notify the school as soon as possible. It is important that emergency information be kept current.

GRIEVANCE PROCEDURE

Occasionally during the course of the year, misunderstandings or problems can arise between staff members and students, teachers and parents, or parents and the school. This is often the result of a lack of communication between those involved.

The school board has set a policy for these situations. Complaints or problems will be handled in the manner described below (as outlined in Matthew 18):

- A. All questions, problems or complaints should be brought directly to the staff member FIRST before anyone else is involved.
- B. If the situation is not cleared up at this level through direct contact, it should then be brought to the Administrator/Head Teacher.
- C. If the problem is still not solved at this level, it should then be presented IN WRITING to the chairman of the Board for assignment to the appropriate committee for consideration.
- D. Finally, but only when all of the above three steps have been taken, the problem is presented to the Board of Education through written appeal from either the committee or the parent or teacher. It will then be placed on the agenda of the entire Board at its regular monthly meeting, or addressed sooner if deemed necessary.

BOARD MEETINGS

The School Board shall meet as often as it deems necessary for the advancement of the cause. When school is in session it shall meet at least once a month, usually during the second week of the month.

Any member of the Society may attend the meeting of the Board provided they have notified the President of their intention, and have stated the purpose of such attendance.

ADMINISTRATION IN ABSENCE OF POLICY

Where there is no Board policy in existence to provide guidelines in a matter before administration, the Administrator is authorized to act appropriately under circumstances surrounding the situation, keeping in mind the purpose, goals, and beliefs of the school.

WORTHINGTON CHRISTIAN SCHOOL SOCIETY

Our Society is any person 18 years or older who supports our school through financial assistance, committee help, or volunteers at school, and is in agreement with the school's philosophies and mission.

WORTHINGTON CHRISTIAN SCHOOL FOUNDATION

The WCS Foundation consists of any Society member (individual or couple) who donates \$100 per year specifically toward the Foundation. Lifetime membership is granted upon contributing \$1000 or more toward the Foundation. All Foundation members (Regular or Lifetime) have the right to vote at the bi-annual meetings of the Foundation. The primary purpose of the Foundation is to administer the fund consisting of contributions made by friends and supporters of the school for the purpose of permanent investment to support programs and operations of the school. The Foundation Committee meets 2 times a year, typically every December and April.

Memorial gifts and other gifts are designated by donors to be invested in various ways to strengthen the future financial support for the school. Some have life insurance policies with the school as the beneficiary. Donors may designate how they wish the funds to be used. Please contact the school or any Foundation member to inquire about a donation.