



**1770 ELEANOR STREET  
WORTHINGTON, MN 56187**

**[www.worthingtonchristianschool.org](http://www.worthingtonchristianschool.org)**

# **PARENT & STUDENT HANDBOOK 2017 – 2018**

Revised July 2017

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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 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 on 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 who enroll their children in Worthington Christian School are asked to sign an agreement that states the following:

1. 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.
2. It is understood that their child will be educated in a manner consistent with the beliefs and objectives of the Worthington Christian School.
3. It is understood that the parents 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.
4. 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.
5. 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.

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 and 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 race, color, national and ethnic origin, or religion in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and 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 for the 2017-2018 school years is \$3,250 per student in grades K through 8th. 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 guideline: 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 and Phonics while upper grades (5-8) include Literature, Geography, Civics, and State 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 7:45 AM. Students arriving before 7:45 AM will be required to wait in the entryway as the teachers require this time in the morning to prepare for the day.

Unless otherwise announced, bus students will be dismissed at 2:52 PM. All students should be out of the classrooms **by 3:00 PM and on their way home**. Exceptions will be made in cases of school-related activities. Students must have a written note from their parents to leave school grounds at any time during school. The school day begins when a student boards the bus or enters the school grounds.

## **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. The Administrator/Head Teacher will notify the Athletic Director and/or all other effected staff members, and 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 and games. 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. Work that is poorly done will never be accepted.

**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** 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, phone calls 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, 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. Student homework is sent home with a sibling or placed in office for parent pick up at the request of the parent.

## GRADING SCALE

### Grades 2 - 8

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

### Grades K - 1

#### **Academic Skills:**

A – Accomplished the Goal  
P – Progressing to the Goal

#### **Social Skills:**

S - Satisfactory

Beginning in 1<sup>st</sup> grade, parents may access <https://engradepro.com/user/login.php> to access their child's progress. Individual assignment information (due date and possible score), as well as overall class grades, maybe found within Engrade. Please note that in this online grading system an "m" means "missing" (counts as a zero), an "e" means "excused" (does not effect grade), and EC means "extra credit".

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 5<sup>th</sup>-8<sup>th</sup> grades, who have an increased number of required assignments and associated accountability.

## REPORT CARDS

Report cards will be distributed every nine weeks. They are sent home with students during Quarters 1-3, and mailed at the end of the school year. Report cards are designed to be helpful to parents in assessing the progress of their child. Parents should feel free to contact the school at any time if they have questions.

## 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 are 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 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.

A formal parent/teacher conference is held in the fall for all students. The school will again schedule times for parents to meet with their child(ren)'s teachers. During this conference, teachers will contribute information pertaining to the student's educational experience. Each parent 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.

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/Head Teacher, 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/Head Teacher, 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 principal 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 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 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. No gum chewing is allowed 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, yo yo's, large amounts of money, etc., to school. Such items will be confiscated.
  - H. Knives and firearms of any type are strictly forbidden anywhere on school property. Any students 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. 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.
    - 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 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 2:52PM, **a parent or responsible adult must sign the student in/out in the office.** A report of student absences will be given to the Administrator and submitted to the Board of Education.

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 as well as submitted to the Administrator and the Board of Education.
- 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-4<sup>th</sup> grade who have more than four (start of school day) tardies per quarter will lose a noon recess. Students in 5<sup>th</sup>-8<sup>th</sup> 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.

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, **NOT** the teacher.

Missed tests or quizzes must be taken on the day of their return to school. 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**. 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 parents' 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. A 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 3:30 p.m.
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.
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 parents 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, 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, but whose effects carry into the school, will not be tolerated.

All students and parents 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 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.

<b>Behavior</b>	<b>Level 1 Examples</b>	<b>Level 2</b>	<b>Level 3</b>
<b>Verbal:</b> Harm to someone's self-esteem or feeling of safety	-Teasing -Name Calling -Insulting Remarks -Cyber-Bullying	-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	-Any Level 1 or 2 infraction that has occurred more than once
<b>Physical:</b> Harm to someone's body or property	-Pushing -Slapping -Grabbing -Shoving	-Any Level 1 infraction that has occurred more than two times -Threatening gestures -Threatening/causing physical harm -Damaging property -Stealing/hiding or purposely taking	-Any Level 1 or 2 infraction that has occurred more than once
<b>Social/Relational:</b> Harm to someone's group acceptance	-Purposeful exclusion, telling others not to be someone's friend -Gossiping -Starting or Spreading rumors -Cyber-bullying -Ganging up	-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.	Any Level 1 or 2 infraction that has occurred more than once
<b>Consequences:</b>	-On the spot intervention -Student must complete an Action/Reaction Slip -Teacher completes Incident Form -Contact parent	-On the spot intervention -Student completes an Action/Reaction Slip -Teacher completes Incident Form -Contact Parent -Student meets with Administrator	-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.
  - 3. Students will not be allowed to change clothes at any point during the school day, unless they are 5<sup>th</sup>-8<sup>th</sup> graders changing for P.E. only.
- C. 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.
- D. Use of make-up should be limited.
- E. Jewelry is not to be distracting or interfere with schoolwork or play.
- F. No body piercing except for girls' ears.
- G. No tattoos of any type (permanent or temporary).
- H. Flip-flops or similar sandals may not be worn to school. All sandals must have a strap across the back.
- I. Cleats may not be worn inside the school building.
- J. Hats may not be worn in the classrooms.

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. 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. 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.

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 tool 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 desktop without permission
- Intentionally accessing inappropriate sites
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Altering or damaging computers, 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:

1<sup>st</sup> violation = student will have no access to computers for 1 week

2<sup>nd</sup> violation = student will have no access to computers for 6 weeks

3<sup>rd</sup> 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. The school nurse is Mrs. Jennifer Brands, RN. She is on call for any

emergency situations. The school nurse will also be on-site periodically to conduct routine student exams, such as visual and scoliosis screenings. If you would like to talk to the nurse, 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 pink eye, chicken pox, head lice, impetigo, ring worm, scarlet fever, or strep throat.**

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, your child's teacher, or other trained staff will administer all medication that must be administered at school and therefore must be kept in the school office. Only students in 7<sup>th</sup> or 8<sup>th</sup> 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.

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.
  - a. Over-the-counter medications will require a parent's signature.
  - b. All prescription medications require a physician's and parent's signature.
  - c. Only antibiotics that are to be given 3-4 times daily will be administered in school unless special arrangements are made with the school.
- 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.

### **SCOLIOSIS SCREENING**

The State of Minnesota Department of Health has guidelines for school screening for scoliosis in specific grades. Our school nurse will do scoliosis checks on the fifth and seventh grade girls, and eighth grade boys.

### **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 will be sent home.

## **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 6<sup>th</sup> grade:

- 3 DPT, 3 Polio, 1 MMR

### For children entering school in 7<sup>th</sup> 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 7<sup>th</sup> 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.***

### **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 any other reason, 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), basketball, and track.

4. Parents will be asked on occasion to provide transportation for out-of-town sport activities. Families must provide (or arrange for) their own transportation to all Saturday (out-of-town) tournaments.
5. Students are reminded that all school rules apply when traveling to away 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.

### **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 respect the rights of others, the official's decisions and will practice fair play.
3. We will show appreciation for our team with praise for victory and encouragement for defeat.
4. We will win without boasting and lose without excuses or blame.
5. 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 staff member will be supervising the students on the playground at all 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, please send a note to the teacher explaining the circumstances. 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. 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.

These guidelines apply to all band students:

1. 1 ½ hours a 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.
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.
3. Student attendance is required at all the functions in which the band participates.
4. Lessons missed for reasons other than illness will not be made up.
5. Three years of piano is required to be considered for percussion.
6. A workshop with the 4<sup>th</sup>-grade students is held every spring during school to help identify which instrument(s) they might be suited for in beginning band.

### **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: \$18.50

Paperback books: \$7.50

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 services are held weekly, usually on Friday mornings at approximately 8:15AM, and special assemblies are planned throughout the year. 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. Notes 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 child's participation in the trip.

### **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 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 to allow him/her to eat at lunchtime.

Meals prices for a 20-Day Ticket are as follows:

K-5 Full price: \$40.00

6-8 Full Price: \$43.00

Milk Ticket: \$6.00 (20 cartons of milk)

Free meals may be applied for through District 518. Forms are available at the District 518 or WCS office and must be received by late August so our school can be notified about family eligibility by the start of school. Lunches must be paid for in full until any possible cost reduction or elimination is approved by ISD518.

Any adult taking a meal at school must notify the school office no later than 8:30AM that morning and will be charged **\$3.80 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. Christmas parties are typically celebrated the last day before vacation begins.
3. There is no gift exchange among students during school hours for the Christmas holiday.
4. On Valentine's Day, children will be permitted to exchange Valentines with **ALL** members of the classroom. A special snack may be provided at the end of the day.

### **SCHOOL PICTURES**

Every fall student pictures are taken. Rickers' Photography takes individual school pictures and also provides a classroom sheet with all the students' pictures included. These pictures may be purchased at the parents' option. A notice will be sent home each year informing parents of the picture day and the date of retakes. If retakes are desired, parents must return the entire package to school before the photographer returns to retake individual pictures.

### **LOST AND FOUND**

A lost and found basket is located just outside the office. 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 will be given to the Bibles for Missions or Goodwill stores.

### **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.

## **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 US 95, KWOA, FM93.5, and FM104.3 radio stations, as well as the Radio Works website. Every effort is made to notify these radio stations of the decision as early as possible. 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 Administrator will notify these stations.

### **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. Continued or serious misbehavior is a danger to the safety of bus riders and can be cause for loss of bus riding privileges and even suspension 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 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.
  - 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. 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).

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](mailto: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. 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.

### 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 a lunch counter 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.

### **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 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.