



2015-2016
Wynnbrook Christian School
Parent-Student Handbook

500 River Knoll Way
Columbus, GA 31904
Phone (706) 323-0795 FAX (706) 322-3688
Preschool Office (706) 323-8485 Church Office (706) 323-4374
www.wynnbrookcs.org

A Ministry of Wynnbrook Baptist Church

Table of Contents

Mission Statement	2
Philosophy	2
Admissions	2
Tuition and Fees	4
Attendance	4
Health and Safety	7
Conduct	9
Discipline	10
Academic Program/ Standards	13
Spiritual Development	17
Extracurricular Activities	18
Dress Code/Appearance	19
Parent Involvement and Communication	22
Technology Policies	25
Home School Division	27
Acknowledgement Form	28

Handbook Developed: August 2003

Revised: August 25, 2015

Mission

The mission of Wynnbrook Christian School is to provide a Christ-centered, Biblically-based education empowering students to reach their God-given
POTENTIAL ~ PASSION ~ PURPOSE.

Philosophy

Believing that all children are uniquely gifted, Wynnbrook Christian School offers a challenging academic program that is designed to meet each child's individual needs and prepare him or her for success in any subsequent educational setting.

- We believe that a child can achieve far more than standards set by traditional education when that child is placed in an environment in which he feels safe, loved, and valued; when he or she is introduced to our Lord Jesus Christ, encouraged to develop a personal relationship with Him, and taught how to strengthen that relationship.
- We believe that through Christ all things are possible and we place emphasis each day on helping our students develop strong spiritual roots so they can live out and fulfill their ultimate, God-given purpose in life.
- We believe that children must have a firm foundation both at home and at school; therefore, we partner closely with our children's parents to form a cohesive support group for emotional, social, spiritual and intellectual growth. The Wynnbrook Christian School faculty, staff and board regard parents as essential partners in our educational endeavors. The school therefore expects and values parental support in all areas.
- We believe that strong receptive and communicative language skills are the branches from which all other learning grows; therefore, great emphasis is placed on this area of development.
- We believe that working knowledge and excellent skills development depend on laying a strong foundation and then building upon that foundation in an upward spiraling manner that reinforces previously learned materials, skills and concepts as the children progress.
- Believing that strong math skills lead to better critical thinking and reasoning skills, great emphasis is placed upon mathematics.
- We believe that the physical, social, emotional, spiritual and intellectual aspects of a child's development depend on and support each other. We strive to help the child maintain a balance in all areas of growth and development.
- We believe all academic and spiritual disciplines should be woven together in a manner that creates a joyful and meaningful learning environment that is inviting and engaging for children. Wynnbrook offers a learning environment in which our students can joyfully pursue wisdom and knowledge. The enthusiasm of our faculty and students, in the midst of calm and peace, can be felt throughout our hallways.
- We believe that smaller class sizes better foster the close-knit community ties and individual attention that characterize the Wynnbrook Christian School experience.

In summary, Wynnbrook Christian School seeks to foster in each young person a desire to serve as a good steward and responsible citizen of both the local community and the world beyond. We want to create a community that exemplifies Christian values; to that end, Wynnbrook Christian School offers the perfect opportunity for parents and caregivers who desire for their children an academically challenging education within a Christian world view.

Admissions Policy

1. Complete and submit all application information to the school office including the following:
 - a. Completed Application for Admission
 - b. Previous School Cumulative Records (mailed or faxed from previous school only)
 - i. Attendance record
 - ii. Previous school withdrawal record
 - iii. Current academic records
 - iv. Behavior records
 - v. Current (last 12 months) standardized tests scores (CRCT/ITBS/CTP4/Other)
 - c. Copy of Birth Certificate
 - d. Copy of Social Security Card
 - e. Immunization Form (GA # 3231)
 - f. Vision/Hearing Screening (#3300)
 - g. Letter of Recommendation from Administrator or Teacher

(Steps 2 and 3 may be exercised while waiting for Step 1-B to be sent.)
2. Academic Test and Fee if required by WCS Administration (\$30 non-refundable)
3. Registration Fee
4. The Admissions Committee (Principal, Testing Coordinator, and Faculty Member) will review all of the application materials and make a formal recommendation to the Administration for either **Conditional or Unconditional Admission**.
 - a. **Conditional Admission** - student is accepted on a probationary status for a period not to exceed 45 academic days during which the student is evaluated on academic and behavioral performance. A student receiving positive evaluations will be elevated to Unconditional Admission status. A student not recommended for Unconditional Admission will be dismissed from the school.
 - b. **Unconditional Admission** - student is accepted without review of academic or behavioral probation.
5. The WCS Administration makes the final decision regarding the admission of the student. Parent/ Legal Guardian will be notified via letter or telephone communication process.

Enrollment Financial Agreement

The WCS Administration requires an **Enrollment Financial Agreement** to be established upon student acceptance. This is a financial obligation for one year between the school and the parent or legal guardian. The school commits to provide academic services, and the parent/legal guardian agrees to meet financial responsibilities for those services for the entire tuition term. The agreement details special provisions regarding early withdrawal for measures beyond reasonable control which are taken into consideration to exclude financial commitment. If a student does not meet these provisions, the entire tuition amount is required.

Wynnbrook Christian School admits students regardless of race, gender, color, or national origin.

Tuition and Fees

Fee Schedule (Per Student)

Annual Registration Fee	\$400	Due upon registration (non-refundable)
Annual Facility Fee Annual Technology Fee	\$100 \$60	Due upon registration (non-refundable)
Annual Tuition (K5-8 th grade)	\$5,900 – if paid in installments \$5,800 – if paid in full by July 31 or upon registration	May be paid by CASH/CHECK in 1 payment by July 31 or upon registration OR May be paid by BANK DRAFT in 10 payments (Aug.-May)

Tuition is non-refundable and includes textbooks, media fees, Accelerated Reader, online school-parent portal, and a variety of educational field trips. Specials included are art, band, computer, drama, music, physical education, journalism, life management, public speaking, and Spanish. Tuition does not include school supplies, lunches, uniforms, or yearbook.

There is an additional fee for students who wish to participate in the athletic program. Sports include cross country, tennis, volleyball, basketball, cheerleading, archery, and soccer.

Past Due Accounts

An additional \$35 “late fee” will be accessed on late payments. Returned checks and bank drafts will be charged a processing fee of \$25 per event. Families with accounts 30 days or more overdue will be asked to meet with the WCS Administrator to determine what action should be taken.

WCS will not release report cards and school records until accounts are made current. Students will not be re-enrolled until their tuition and other accounts are settled from the previous academic quarter/year. Families whose accounts are repeatedly overdue may be required to make other arrangements for their child’s education.

Attendance

Students must be in attendance in accordance with requirements of the Georgia compulsory school attendance law. All students need to be at school if they are well. WCS is sympathetic to the fact that students may be absent due to illness or other legitimate causes. It is not the intent of the school to cause a hardship for parents; only to assist in making sure regular school attendance is a priority

Although class work can be "made up," some learning activities cannot. Students miss many valuable lessons and learning experiences and may fall behind when absent. Research indicates that missing more than **five** days of school each year, regardless of the cause, begins to impact student academic performance and starts shaping attitudes about school.

Arrival

All students should arrive between **7:45 and 8:05 a.m.** K – 3rd grade parents should drop off at the WCS lower entrance, and students will wait in the gym under the supervision of the teacher on duty. 4th – 8th grade parents should drive through the covered drive in front of the WCS upper level entrance, and students wait in the cafeteria under the supervision of the teacher on duty. Parents with children in multiple grades may drop off at either entrance.

Teachers leave the duty post at 8:05 to pick up their students from the gym or cafeteria. For your child's safety, drop off your student only when a staff member is present to greet him/her and provide for his/her safety.

On rainy days, ALL students should be dropped off at the upstairs entrance under the covered drive.

The first bell rings at **8:05 a.m.** for students to be admitted to class. **Students who arrive after 8:05 a.m. MUST be escorted inside by a parent. Beginning at 8:10, the downstairs entrance will also be locked, parents must sign in at that time and give a reason for the tardy. The student will then be issued a tardy slip admitting him/her to class. Any student who is on school property but is not in his or her assigned classroom or other authorized area following the 8:10 bell will be tardy. If a student arrives to class after 8:10, the teacher will send the student to the office for a tardy slip.**

Please say "goodbye" at the car-drop-off area. It is extremely important to help develop your child's independence by allowing him/her to enter school unattended. Parents are asked not to escort their child to class as this may cause classroom interruption. Except for rare circumstances or emergencies, teachers will not have time to converse with parents as school begins. The office staff will be happy to relay messages. Request a telephone call or conference rather than cause an interruption.

A student must be in school for a total of three and one-half hours a day to be considered "present" for that day. However, students who have more than 3 unexcused tardies and/or early dismissals will not be eligible for perfect attendance.

Dismissal

Parents should drive through the covered drive at the second floor entrance for pick up. Students will only be released to a contact on the approved pick up list filed with the office. Parents should remain in their cars, and a teacher will escort the student to the vehicle.

Dismissal times are as follows:

Kindergarten	2:30 pm
1 st – 3 rd	2:45 pm
4 th – 8 th	2:55 pm

Parking

Parking spaces are clearly defined, and parents should **only** park in those spaces. If parents walk to the child on the sidewalk, they should hold their children's hands. Due to hazards involved with cars in motion, children must be supervised carefully by parents upon dismissal. To prevent accidents, playing and running on the front sidewalk is not permitted.

Early Dismissal

If a child must be checked out before regular dismissal, a parent must sign out the child in the front office, and the office will send for the student. Parents should not report to the classroom.

Just as tardiness is discouraged, so is leaving before the end of the school day. Doctor's appointments, etc. should be scheduled after school hours if at all possible. A Perfect Attendance Certificate will not be awarded to a student who accumulates more than 3 unexcused tardies and/or early dismissals.

Late Pickup

Students not picked up within 15 minutes after dismissal will be considered a "late pickup" and will be sent to Adventure Club where Adventure Club fees apply.

Excused Absences

The following are considered excused absences:

- Student illness
- Student medical appointment
- Serious illness or death in student's immediate family
- Some religious observations
- Visitation prior to parent military deployment/leave

For any of the above reasons, parents should send a written excuse within 24 hours of the child returning to school; otherwise, the absence will be unexcused. Absences other than those above are considered unexcused.

Excessive Absences

The policy of the school office for excessive absences is as follows:

- 5 unexcused absences - Attendance Letter with Parent Signature Returned to Office
- 10 unexcused absences – Conference with WCS Administration
- 15 unexcused absences – Possible referral to outside support agency and possible retention

Excused Tardies

Excused tardies include events that are physically out of the parent's control such as an accident, road closed due to an accident, power outage, etc.

Unexcused Tardies and Early Dismissals

Unexcused tardies may include, but are not limited to, oversleeping, heavy traffic, weather, etc. When the threat of severe weather (heavy rain, thunderstorms, etc.) is apparent, please plan to leave for school earlier than normal so as to avoid an unexcused tardy. A Perfect Attendance Certificate will not be awarded to a student who accumulates more than 3 unexcused tardies and/or early dismissals.

The policy for unexcused tardies is as follows:

- Beginning with the 3rd unexcused tardy per semester (and each tardy thereafter), the parent will be charged a fine of \$5.
- If a student accumulates 10 or more unexcused tardies, the parent will be asked to meet with the administration and a referral may be made to outside agencies for support such as the Department of Family and Child Services or law enforcement.

Vacations/Trips

Parents are encouraged to schedule family trips to coincide with holidays or scheduled vacation periods that do not conflict with the academic year. When this is not possible, parents are expected to notify WCS of the proposed absence. If the child must be absent more than five or more days, an Independent Study Contract will keep absences from being unexcused. This allows the child to have appropriate academic activities during a school absence, but it is in no way a substitute for school attendance. Contact your child's teacher at least a week before the planned absence to have work prepared. The parents and child will sign a contract guaranteeing the work will be done. All the missed work is due to be turned in on the first day the student returns following the absence. Missed tests will be administered as soon as possible following the student's return based upon the teacher's schedule.

Weather Releases

WCS will mirror Muscogee County School District decisions on school cancellation, late arrival, or early release due to severe weather. Parents should check WTVM News 9, school email and website, and the WCS Facebook page for announcements on school closings. If Muscogee County Schools are closed, WCS will be closed also.

Health and Safety Policies

Immunizations Record

A child entering any childcare facility or school in the state of Georgia must be age-appropriately immunized with all of the vaccines required in the state of Georgia. (DTP, DtaP, DT, or Td: Hepatitis B; Hib; OPV; or IPV; Measles, Mumps, and Rubella or MMR; Varicella and any others as required by the State). A current Form 3231 will serve as the required means of documenting the immunization status.

Vision/Hearing Screening

A Vision/Hearing Screening test from a health-care provider is required for admission to WCS. Results of this screening should be reported on Georgia Form #3300.

Illness

Students may not come to school with a temperature of 100 degrees or higher. Furthermore, students who have had an elevated temperature should remain at home until they have been without a fever and fever reducing medications for **24 hours**. Students with nausea, vomiting, or diarrhea should be **symptom free for 24 hours** before coming to school. Observing this policy will prevent other children from becoming ill.

Head Lice

When a case of head lice is confirmed, the student's parents will be called and asked to take the infected child home. The other families in the class will be notified by letter. A doctor visit or prescription medication is not necessary. Parents should treat the child with NIX, RID, or other lice-killing shampoo that is available at any pharmacy. Hair should be towel-dried after the shampoo treatment before nits (eggs) are combed and picked out of the hair. The Georgia State Health Division advises complete nit removal. This can be a tedious procedure which may take several hours in cases of heavy infestations. Because of the possibility of self-infestation from hatching eggs missed during the first treatment, there should be a follow-up treatment in seven days. Proof of treatment (note from parent) is required on return to school and the child will be re-examined before admission.

Communicable Illness

Upon having the following diseases, a student must have written consent from either a physician or the Health Department to return to school: Strep, Measles, Mumps, Whooping Cough, Pneumonia, Pinworms, Scabies, Ringworm, Impetigo.

Medications

Medication that must be administered during the academic day should be delivered by a parent to the child's teacher or office, with a completed and signed medication form. The office will be responsible for administering medication and will indicate by signature, time, and date when medication was administered.

Reporting Suspected Child Abuse

In accordance with Georgia state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

School Safety/Security Plan for Emergencies

To provide for the safety of our students, we have devised an emergency safety/security plan. For this plan to be successful not only will the facility be secured, we will need staff and parents to meet the following expectations.

In any event, we trust that God is ultimately in charge and our faith is in Him. We realize the importance of protecting students in any circumstance. We use the term "Safety" to refer to natural disasters and fires, and the term "Security" to refer to strangers or other unauthorized persons on campus.

During the school day all outside doors to the school will be locked. The main downstairs entrance is open only to the foyer area. The double doors inside the building leading to the main lobby will be locked. Classrooms have intercoms to access school office, and teachers have been instructed to keep their cell phones on silent but available for emergency use.

Drills

Fire and/or disaster drills are held monthly. Emergency procedures are posted in every classroom. When the signal is given, all class activities will cease, and students must follow instructions immediately and silently.

Faculty/Staff

- All staff will be instructed in safety protocol (providing security, location of exits, and first aid and emergency food supplies).
- Regular all-school drills will be practiced with students (fire, earthquake, security).
- All efforts will be taken to not overly concern the children but to instill a trust in God's sovereignty.
- In the event of a natural disaster, monitoring and caring for all students until they are picked up by parents or authorized adults is paramount.
- Staff is instructed to contact, report, and identify all non-staff adults or potential strangers, or intruders.
- All non-staff adults will be identified by wearing the appropriate badges.
- The office will call home each day a student does not attend school if we do not hear from parents by 9:00 a.m. or have prior notification of an extended absence.
- Staff is authorized to alert authorities and/or call 911 should they feel it is necessary for the safety of our students.
- In the event of a threatening security emergency, doors should be locked, lights out, blinds closed, and students instructed to lie on the floor under the furniture.

Parents / Volunteers / Guests

- All parents, volunteers, or guests will sign in at the school office when visiting or assisting at the school during the school day and will be asked to wear an appropriate badge identifying them as a parent, volunteer, or guest.
- All parents are asked to be understanding if approached by a staff member about their business on campus.
- During the school day, if needing to deliver an item to a student, please drop it off in the school office.
- All students leaving school during the day must be picked up and signed out at the school office. Students arriving late or coming back from an appointment must sign in at the school office.
- Leaving campus with an adult other than their parent requires a note signed by the parent for this prearranged activity.
- We request that school officials not be asked to release students to leave campus during the day by walking or to ride with an under-21-year-old driver other than a sibling.
- Parents are asked to call each day by 9:00 a.m. if their child is sick and will not be attending school.
- Parents are asked to call or send a note when they will be late picking up or sending someone other than the designated carpool driver.

Code of Conduct

The purpose of the WCS Code of Conduct is to help students, parents, and teachers have a ready reference regarding school rules and regulations. Students are expected to conduct themselves in an orderly manner at all times and follow rules and procedures listed in this Code of Conduct as well as other rules that may be established from time to time as needed.

To provide a safe and drug-free environment in which students and adults can attain their potential both academically and socially, WCS will enforce the following reasonable expectations of student conduct:

GENERAL GUIDELINES

- Come to school in the proper school uniform.
- Walk at all times in the halls.
- Respect all school property and help keep it attractive.
- Do your part to keep the restrooms clean.
- Listen attentively during assemblies and show proper respect to the person providing the program.
- Assume individual responsibility for personal and school property.
- Refrain from chewing gum, eating candy, or drinking soft drinks at school.
- Refrain from wearing hats, caps, gloves, etc. in the building or classroom.
- Refrain from bringing **electronics, iPods, toys, etc.** to school.
 - *Cell phone use is prohibited during school hours. K-3rd graders may not bring cell phones to school. 4th graders and up may, but cell phones must remain in lockers or backpacks turned off (not on silent or vibrate). 4th and up may use cell phones after school hours to contact parents. Cell phones brought to school by students below 4th grade or cell phones found turned on will be held by the office until parents pick them up. A \$20 fine must be paid for phone to be released.*

CLASSROOM GUIDELINES

- Bring necessary materials to class.
- Use your time wisely.
- Work quietly.
- Concentrate on class activities.
- Speak courteously to others.
- Respect the rights of others.
- Stay in the room until permission is given to leave.

CAFETERIA GUIDELINES

- Enter and leave quietly in a single file line.
- Practice courtesy and good manners while eating.
- Speak in a low, conversational tone.
- Remain seated until dismissed.
- Help keep the cafeteria neat and clean.
- Speak politely to cafeteria personnel.

EMERGENCY GUIDELINES

- Follow the fire drill procedures.
- Follow the severe weather drill procedures.

CHAPEL GUIDELINES

- Participate in the music and songs.
- Listen to the message of the minister.
- Sit reverently and pray for our school, family, and country.

P.E. /GYM GUIDELINES

- Listen attentively to instructions.
- Practice safety during P.E.
- Practice good sportsmanship.

FIELD TRIP/BUS GUIDELINES

- Be a good representative of your school, family, and Christ.
- Cell phones are permitted only for 4th-8th grade students to be used in emergency situations only. Other electronic devices are not allowed.
- Wear a seatbelt at all times.
- Remain seated at all times facing forward.
- Keep hands and heads inside the windows at all times.
- Immediately stop talking any time the bus stops.
- Speak only in a soft voice when talking is allowed.
- Never enter or exit the bus unless directed to do so by an adult in charge.
- Always step carefully when entering or exiting the bus.
- Immediately follow the direction of the driver or any adult in charge.
- Each passenger is responsible to keep his or her area of the bus clean.
- Follow the instructions of the teacher/chaperone.
- Stay with your group and adult chaperone.

All other school rules of behavior also apply while on field trips.

PLAYGROUND GUIDELINES

- Climb up and then down in the appropriate way.
- Use equipment properly.
- Respect other's playground space.
- Do not throw rocks, sticks, pinecones etc.

MEDIA CENTER GUIDELINES

- Enter the library quietly and in an orderly manner.
- Take care of all borrowed books.
- Returned all borrowed books in a timely manner.

Discipline Plan

Wynnbrook Christian School's discipline plan is a progressive plan. All teacher and administrative interventions will take into consideration the age and circumstances of each individual child and situation. Parents are a vital part of the process of working toward improving student conduct and will be included in all levels of consequences.

Conduct/Participation Grade

All students will receive a “100” as a conduct/participation grade at the beginning of each week. Points will be deducted for violations of school policy. **PARENTS ARE ASKED TO SIGN THE CONDUCT SHEET DAILY.**

The following chart outlines interventions that will be implemented:

Weekly Conduct Grade	Intervention
95-100	Reward as designated by the teacher/administrator
90-81	Parent contact
80-71	Parent contact AND silent lunch, office time-out, or detention
70-61	In-School Suspension
60 and below	Parent Conference with Teacher(s) & Administration/Possible Suspension

Parent contact may be utilized by the teacher as needed prior to the grade of 90 being reached. Classroom teachers may also implement class-specific rewards or interventions such as switching a stick, loss of a class privilege, loss of recess, etc. in conjunction with the above.

If a student in grades 4-8 loses his/her conduct sheet, the student will receive an automatic zero (0) in conduct. If the form is found, the teacher may accept it with a penalty of 10 points per school day late.

Level One Violations

The following violations are minor acts of misconduct which interfere with orderly school procedures and functions. These will be handled by the teacher or may be referred to the principal. Level One Violations will be documented on the student’s conduct sheet with one to five points deducted for each of the following violations according to the appropriateness of grade and severity of the violation. In addition, consequences may include, but are not limited to loss of recess or other free choice time, silent lunch, classroom isolation from peers, detention, or any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s) that is approved by the administration.

- Breaking classroom specific rules
- Disrespect towards peer (including inappropriate language)
- Disrespect for personal or school property
- Disruptive behavior (minor)
- Dress code violations
- Failure to follow instructions
- Failure to bring materials to class (includes dressing out for PE for 6th-8th)
- Horseplay, wrestling, clowning, acting out, pushing
- Inappropriate lunchroom or bathroom behavior (loud talking, playing, cutting in line, etc.)
- Lack of self-control
- Leaving designated area without permission
- Talking without permission or excessive talking
- Tardy to class
- Throwing objects in class (other than those which could cause injury)
- Unauthorized objects including gum or candy (other than drugs or weapons)

Level Two Violations

The following are intermediate acts of misconduct that require administrative intervention. These acts include, but are not limited to, repeated, unrelated acts of minor misconduct and misbehaviors directed against persons

or property, but which do not seriously endanger the health, safety, or well-being of others. These violations are documented by the teacher then referred to the principal or designee. Ten to fifteen points will be deducted from the conduct grade for each violation. At the principal's discretion, Level Two Violations may result in, but are not limited to parent conference, restriction from programs and assemblies, after-school detention, lunch detention, partial or full day in-school suspension (ISS), suspension from school for up to 3 days, participation in the cleaning/repair of damage, financial restitution for repair of damage, any other disciplinary technique that positively promotes the student code of conduct and desired character traits.

- Bullying (*Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.*)
- Disregard for school rules
- Disrespect to adults
- Disruptive behavior (major)
- Failure to serve detention
- Fighting or hitting
- Forgery or altering school forms/documents
- Inappropriate physical contact
- Inappropriate use of technology
- Irresponsible use of technology (moving, deleting, altering files belonging to someone else)
- Leaving school building or grounds without permission
- Obscene or inappropriate language, gestures, or acts
- Participation in exclusive groups, clubs, or gangs at school
- Plagiarism/cheating (will result in an automatic zero on assignment or test)
- Providing false information
- Refusal to participate appropriately in emergency drills
- Refusal to follow directions or school rules
- Repeated dress code violations (violation after verbal warnings and level 1 consequences)
- Sexual harassment
- Theft, attempted theft, or possession of stolen property
- Trespassing
- Unauthorized cell phone use
- Vandalism/defacing school property
- Verbal abuse (to include racial slurs)

Level Three Violations

The following are serious acts of misconduct including, but not limited to, repeated misbehavior that is serious in nature, serious disruptions to the school environment, threats to the health, safety, or well-being of others. These violations may also result in criminal penalties being imposed. Level Three Violations will be documented by the teacher and immediately referred to the principal or designee. Consequences may result in immediate suspension for up to ten days or expulsion. Level Three Violations will be placed in the student's permanent records.

- Arson
- Issuance of a bomb threat
- Possession of a firearm or deadly weapon

- Possession/use/sale/attempted sale/distribution of drugs, alcohol, controlled substances, tobacco, or related products
- Substantial damage to personal or school property
- Use of a dangerous weapon/instrument to intimidate or injure
- Verbal threats or physical assaults
- Willful or dangerous acts such as possession/use of firecrackers, smoke bombs, etc.

Reporting Violators

WCS students are required to report Level Two or Three violations to a teacher or another adult.

Wynnbrook Christian School Administration reserves the right to expel any student whose actions or attitude bring dishonor to WCS. Re-admittance after dismissal or withdrawal will be reviewed by the administration for approval or disapproval.

Academic Program/Standards

Core Curriculum

The WCS core curriculum is Bible-based and includes use of the following materials:

- Bible: Grades K-6 Association of Christian Schools International (ACSI); Grades 7- 8 ACSI and The Truth Project
- Math: Grades K-3 A Beka; Grades 4-8 Bob Jones University Press (BJU Press)
- Reading/English: Grade K A Beka; Grades 1-3 McGraw Hill; Grades 4-8 BJU Press
- Science: Grades 1-6 ACSI; Grades 7-8 BJU Press
- Social Studies: Grades K-8 A Beka

Special Subjects

K-4 specials include art, computer, general music, and physical education. Students in grade 5 have these same electives except beginning band instead of general music. Students in grades 6-8 may take art, computer, praise team, journalism/yearbook, physical education, life management skills, and public speaking. An extended learning time is also available for grades 4-8.

Grading Scale for Kindergarten Skills

AC - Accomplished
 IP – In Progress
 N – Needs Improvement

Grading Scale for Kindergarten and all electives K-5

E – Excellent
 S – Satisfactory
 N – Needs Improvement
 U – Unsatisfactory

Grading Scale for 1st grade and up

A	90 to 100	I - Incomplete – an “incomplete” shall be made up within 10 days or less except in cases of extended illness.
B	80 to 89	
C	70 to 79	
F	69 and below	

Grade Reporting

Teachers will update grades in RenWeb at least once per week. Progress reports will be sent home midway through each nine-week grading period for grades 1-8. Report cards will be sent home at the end of each nine weeks for grades K-8. In addition, parents may daily access their child's grades, homework and assignments, and attendance through ParentsWeb. This is accessible via computer or an iPhone/iPad app through the school's RenWeb school management software.

Balanced Literacy Approach

By using components that are taught through a variety of strategies which encompass direct instructional techniques, WCS uses a Balanced Literacy Approach for reading instruction. Balanced Literacy cultivates the skills of reading, writing, thinking, speaking and listening for all students while providing a multitude of opportunities designed to strengthen the mechanics of our language as well as develop strong comprehension and critical thinking skills. The use of Bible passages will serve two purposes: spiritual development and an academic emphasis. Verses will be used to enhance memory, vocabulary, spelling, and comprehension

Our Balanced Curriculum Program will include:

- Modeled reading from many different genres of trade and text books
- Modeled writing
- Shared and Guided Reading (Student reading text with support)
- Shared and Guided Writing
- Independent Reading and Writing
- Spelling Instruction
- Vocabulary Development
- Phonics Instruction
- Sight Word Development
- Comprehension Development
- Higher Order/ Critical Thinking Skills (to extend meanings of literature)
- Assessment strategies
- Accelerated Reader

Accelerated Reader Program

All students K-8 participate in the Accelerated Reader program. The AR program is a reading management software program designed to encourage students to read. It operates on the premise that the more students read, the better readers they become. It is just one of many tools used at WCS to enhance and foster reading development. To learn more about AR you may check it out on line at

<http://www.renlearn.com/ar/overview/default.htm>

Accelerated Math Program

With Accelerated Math, K-8 students are automatically placed in instructional groups based on STAR Math data, and the software automatically schedules standards coverage for the entire school year. Teachers will provide practice assignments for each student group at the appropriate level to effectively differentiate instruction and move each student toward deep standards mastery. After completing their assignments, each student receives immediate feedback, and the data is delivered to the math teacher dashboard, so teachers can monitor progress.

E-Readers/Tablets

Electronic devices such as Kindle, Nook, and other tablets (such as iPads) are allowed for reading purposes only. Cell phones/iPods may not be used for reading during school hours. Any violation will result in immediate confiscation with a \$20 fine and no future use of the device at school.

Library

Wynbrook Christian School's Media Center is designed to complement and enrich the curriculum. The following are policies and procedures for the library:

- Each student has an individual library account.
- All books checked out are scanned by a librarian or teacher.
- Teachers have a schedule for when a librarian is on duty and may send students during these times or take the entire class anytime during the day.
- Students may have up to three (3) books checked out at a time.
- After 14 days, a student must return or may renew the book if no one else is waiting on it.
- Students with overdue books will receive a notice on Tuesdays with signed papers.
- The overdue fine for a book is \$.25 per day with a maximum fine for any one item of \$5.00.
- If the book is not returned by this time (20 days), it is considered lost. The fine then becomes the price of the book plus \$5.00 replacement in addition to the \$5.00 fine. **This amount paid is nonrefundable even if the book is found at a later time.**
- Fines are calculated from the date due to the date the item is returned.
- Students must pay for lost or damaged materials checked out on their account.
- Students are charged retail price of a lost or damaged book plus a \$5 replacement fee.
- Students who have an overdue book out will not be allowed to check out other books until the account is current (overdue books are returned and fines are paid).
- The school's policy on damage to school property also applies to library materials.

Textbooks

Textbooks are the property of WCS and will be used by successive classes. They should be handled with care and kept free of marks except the student's name in ink inside the front cover. "Consumable" workbooks are provided for students to write in. Students who lose, damage, deface, or destroy textbooks or other school property will be required to replace the damaged item(s).

Lockers

Each student in grades 4-8 is issued a locker in which to store his/her personal belongings. Lockers are to be kept closed and locked at all times. Students may decorate the inside of the locker, but no decorations of any kind are allowed on the outside. Students are responsible for all lost items. In order to promote neatness, bags too large to fit in a locker must be placed in the classroom with the teacher's permission. All loose items left in the hall will be collected and taken to lost and found. The Fire Marshall will not allow book bags or similar items, which may impede an emergency evacuation to the facility, to remain in the hallways.

Homework

Homework reinforces and supplements classroom instruction. Teachers will plan for homework assignments that are reasonable for the student's grade level to provide additional practice, exploration, and/or an extension of class work. An accepted rule of thumb for WCS is for a homework assignment to require no more than ten minutes per grade level. For example, a third grade student would have a thirty-minute assignment. **HOMEWORK AS A PUNITIVE MEASURE IS PROHIBITED.**

Students are encouraged to ask questions if they don't understand the assignment. Parents should encourage their child to ask questions to clarify the assignment, rather than asking the parent to intercede with the teacher. Students are expected to earn their own grades. Parents should refrain from doing their children's schoolwork for them (including projects). Please do not send a note excusing a child from a homework assignment.

No written homework should be assigned on Wednesdays to encourage families to participate in church activities that may be offered.

Assessments

Assessments occur daily through observation of student progress including daily class work, homework, quizzes, tests, and projects. Standardized testing is administered in the spring of each year in 1st-8th grade. Students' performance will be compared to that of other students across the country in the same grade. Test scores will be used to inform instruction and improve student performance.

Makeup Work

When a student misses class, he/she must make up both class work and homework. If the student is sick and is absent one day, he/she has one day in which to make up work. If he/she is sick and absent two days, two days are allowed, and so on. In case of extended absence due to illness, teachers will confer with the parents to determine the best schedule for making up schoolwork.

Parents should call the WCS office by 9:00 a.m. to request assignments for that day's absence. **The assignments will be delivered to the WCS office by the student's dismissal time (2:30-2:55).** Requests for earlier delivery of books and assignments will not normally be accommodated, in order to minimize disruption to instruction.

Late Policy

Assignments and projects not turned in on time are subject to a penalty of 10 points per day for up to 3 days. Work not turned in within three days of the due date will receive a zero (0).

Cheating

Cheating is a Level Two violation. Any student who is caught cheating on a test or other assignment will receive an automatic zero (0). In addition, the student will receive a discipline referral and be subject to detention and/or suspension.

Awards

Students are recognized at the end of each nine weeks for honor roll achievement. Students are recognized at the end-of-year awards program with Principal's Honor Roll, A/B Honor Roll, Perfect Attendance, Special Class Awards, Bible Class Completion, and a variety of subject-specific awards.

Academic Probation

Academic probation will be issued when report cards are given out each quarter for any student who has below a 70 average in one or more major subjects. The student will be placed on probation for the following quarter and a Student Support Team will be formed for that student. (See below.). Should the student fail to raise his/her grades during this time, his/her progress will be reviewed and removal from WCS may be a consideration.

Student Support Team

If a student receives a grade below a 70 for the nine weeks in any core subject, a Student Support Team (SST) will be formed for that student. This SST will be comprised of the teacher(s), principal, and Excell coordinator. The SST will request a parent conference to discuss interventions and recommendations for the student.

Excell

Excell is a resource and enrichment program for students who need additional help or challenge in addition to what is provided in the regular classroom. Teachers may see a need for this service and contact the parent for interest in the child participating, or parents may request this service. Students are pulled out of the regular

classroom for 30-45 minute sessions 1-2 days per week during the school day and receive individual/group instruction by a licensed educator. Excell fees are \$12 for 30 minutes and \$18 for 45 minutes and are billed at the end of the month.

Promotion/Retention

A student shall be promoted to the next grade if he/she meets the following standards.

- Student's yearly average in all subjects must be 70 or above.
- Student's reading range on the end of year STAR Reading Assessment must be on or above grade level or reading score on the spring standardized test must be on or above grade level.
- Student's math score on the spring standardized test must be on or above grade level.
- Student may accumulate no more than 15 absences (except for extenuating circumstances or without prior approval)

**If any of the above standards are not met, the administration and teacher(s) will meet to make a recommendation for placement. Students will not be retained at WCS. The parent(s) will be asked to make other arrangements for the child's education.*

Spiritual Development

Spiritual development is integrated into every aspect of the academic curriculum at WCS. Teachers discuss spiritual truths and model Christian behavior and attitudes in their daily contact with the students. All students, regardless of religious affiliation, will participate in spiritual instruction and development programs as a condition of attendance at WCS.

Bible Class and Scripture Memory

Daily Bible study is part of the core curriculum through the use of the Bible and ACSI materials. Bible memory verses are assigned to each grade level and students are expected to recite them on a weekly basis. Parents should encourage this memorization by helping the students practice the verses at home. Students who memorize all Bible verses assigned will receive an award at the end of the year. This is an award every student should receive with very little effort. The recommended Bible translation for students is the **New International Version** which is used in the ACSI Bible textbooks.

Chapel

Chapel is held once a week in the Wynnbrook Baptist Church Worship Center for all grades. This worship service is an important opportunity for spiritual growth for both faculty and students. Special speakers will visit throughout the year. Parents are welcome to attend.

Praise Team

Students in grades 6-8 may participate in leading chapel worship under the direction of the worship leader. This is an elective class, and students must meet the following expectations:

- Attend class in the WBC Worship Center (and other scheduled times)
- Understand that this is a privileged leadership position
- Be a Christ-like example on and off the stage
- Maintain 80 or above in all classes (Allow worship leader to check progress reports and report cards)
- Have no discipline issues (office referrals)
- Have a good school attendance record
- Perform at chapel and special events per the rotation schedule or as requested
- Have a good stage presence
- Understand that a decision of dismissal or changes will be determined by worship leader and administration

Servant Leadership

Service projects are planned for the students throughout the year on and off campus. These take the form of assisting fellow students, collecting food for the needy, sending cards to shut-ins, fruit baskets to nursing homes, etc.

Extracurricular Activities

Athletics

Students in grade K-8th may participate in the after-school athletics program. K-8th may participate in Cheerleading and Wrestling, 3rd-8th in Tennis and Cross Country, 4th-8th in Archery, and 5th-8th in Basketball, Volleyball, and Soccer. Registration for athletics will begin at the beginning of the year and continue prior to each season. Athletes will receive a copy of the *Athletic Handbook* for additional policies and procedures related to sports participation.

Field Trips

Field trips that expand and enhance the curriculum at the child's grade level are arranged each year. Field trips enable teachers to expand children's learning beyond the walls of the classroom and make a valuable contribution to a child's education. They provide children with experiences that cannot be duplicated in the school but are nonetheless an integral part of school instruction. At Wynnbrook Christian School, teachers will integrate field trips with the curriculum, in part, by carefully selecting activities for students to do before, during and after the trip. Completion of learning activities will be required of all students. Any student who does not attend a scheduled trip is expected to be present at school during the trip (unless permission is given otherwise due to special circumstances) and will have learning activities provided at school in a classroom setting. These assignments may or may not relate to the field trip, because the experiences from a field trip cannot be duplicated in the classroom.

Chaperones

Parents may volunteer as drivers and chaperones. The duties of a chaperone will include monitoring the welfare and behavior of the children assigned to the chaperone's care for the duration of the trip. Chaperones must complete a Chaperone Training Class as well as have a background check completed for a fee of \$20. Remember: Chaperones are under the direction and ultimately the responsibility of the supervising teacher and must comply with all directions from him or her.

Safety Rules: The following WCS standards apply to any parent volunteers.

- Ensure that each student wears a seatbelt at all times.
- Follow the designated route, stay with the group and make no unplanned stops.
- Correct any students as necessary for the welfare of all.
- Follow the instructions of the classroom teachers.

Parties

While we do not have birthday parties during the school day, a student may bring a simple treat to share with all of his classmates at snack time or the end of lunchtime, if desired. We encourage a student to include all of the students in his/her class when having a party. If all students have been included, invitations may be given out at school; otherwise, invitations must be mailed from home. The guidelines for parties apply to end-of-year parties as well. Parents who wish to host such parties should plan to do so at places other than WCS.

Fall season guidelines:

- We use the terms fall or harvest season instead of Halloween.
- Pumpkins, scarecrows, cats and fall scenes are very appropriate.
- Witches, ghosts and other scary creatures are not to be used.

Christmas guidelines:

- Christmas trees, wreaths, candles, jingle bells, angels, stars, ornaments, etc. and other wonderful Christmas symbols are used throughout WCS.
- Santa is a part of the Christmas season; however, at WCS we will emphasize God's wonderful gift to us through the birth of Jesus.

Easter guidelines:

- Easter is a time to rejoice. We will teach the students things they can understand and relate to their own experiences.
- We have traditionally held a "Resurrection Egg" hunt for grades K-5 to teach them the true meaning of this holiday.

Sales

No sales or fund-raisers of any kind are permitted at, or for the benefit of WCS, unless approved in advance by the WCS Administration and School Board.

Special Interest and Service Organizations

Student organizations comprise a vital part of the total education program and provide an opportunity for students to show leadership, responsibility, initiative, and pursue special interest in a setting designed to encourage independence and mature judgment. Each organization has a faculty advisor who is responsible for working with the students in a manner designed to encourage proper growth in these important areas. The following are some of the organizations, clubs, and teams which may function within a school year, depending on the number of students interested: Chess, Drama, Board Games, Art, Dance, Prayer/Bible Study, Science, Junior Beta Club. Students may propose ideas for other clubs to the principal for approval.

Adventure Club

Adventure Club is the extended care program offered for grades K-8th from dismissal until 6:00 p.m. The hourly rate is \$6.00 (or \$3 for ½ hour) with a weekly family maximum charged of \$65. **Students not picked up by 6:00 p.m. will be charged a late fee of \$5 every minute the child is not picked up.** Adventure Club is billed separately at the end of the month. Parents will be sent a bill through the Parent Communication Folder and will be asked to sign a form stating they have received the bill. Adventure Club fees not paid by the 25th will be assessed a \$25 late fee. All WCS students must complete an Adventure Club registration form in the event that those services may be needed.

Dress Code/Appearance

The very nature of Wynnbrook Christian School demands that we be concerned about the image we project. To uphold the Christian values we represent, dress and appearance at school must be modest at all times. Students are required to arrive on campus properly and neatly attired following the mandatory uniform policy. Students should use good personal hygiene and be well-groomed each day. Anything that may cause a distraction to the educational process is not allowed.

The school administration reserves the right to judge any article of clothing on an individual basis. If a student is in doubt as to the acceptability of their attire or appearance, checking with the Principal beforehand is advised. If a teacher or staff member notices that a student's attire or appearance is not appropriate, the Principal is to be notified. At that time the Principal may send for the student to discuss the offense. If the attire is outside of established guidelines, the student may not be allowed to return to class until appropriate clothing is available.

School uniforms accomplish several positive goals. They (1) create a sense of community by ensuring the simple attractiveness of the student body, (2) reduce a family's clothing expenditures, (3) instill students with discipline, (4) help the school environment become less competitive and more focused on learning, (5) reduce stress at home in the mornings when choosing what to wear, and (6) encourage students to express themselves in creative ways other than through their clothes.

Uniform Dress

- **Monday–Thursday:** Red, white, or cobalt blue collared shirt tucked in with a belt and khaki or navy bottoms (or approved plaid for girls)
- **Friday:** WCS Spirit shirt & jeans or khaki/navy bottoms (tucking in shirt and wearing a belt are optional)

Land's End

School uniforms may be purchased through Land's End. The WCS preferred school number is **900096520**. Catalogs are available through the office three times per year, or you may order online at landsend.com/school or call **800-469-2222**. (Parents may also purchase uniform clothes locally and take items to *The Cherry Zebra* at Bradley Park, Columbus, for embroidery.)

Clothing

- **Shirts:** Shirts must be collared red, white, or cobalt blue. One cobalt blue and one red shirt with the WCS logo must be purchased. All other solid uniform shirts should be logo free, or the logo must be smaller than a quarter-size in the approved color. Shirts worn under uniform shirts must be white and tucked in.
- **Pants:** Pants must be khaki or navy and clean-cut such as in the Land's End catalog. They should be the correct size and not be overly tight or baggy. Pants should be worn at the normal waistline and not torn or ragged. Capri pants are acceptable for girls. **If there are belt loops, a brown, black, red, white, navy, gray, or Land's End clear blue plaid belt must be worn.**
- **Shorts:** Khaki or navy Bermuda style (knee length) shorts of appropriate material (not athletic type shorts) is acceptable. Shorts must be no shorter than 2" above the top of the kneecap.
- **Skirts and Dresses:** Girls may also wear khaki, navy, or Land's End "Clear Blue Plaid" skirts or jumpers, and khaki, red, or cobalt blue collared shirt dresses. Navy and khaki shirtdresses are not allowed. The length must be no shorter than 2" above the top of the kneecap. Khaki, navy, or white shorts must be worn under jumpers or skirts unless tights are worn.
- **Tights:** Girls may wear white, blue, red, navy, or flesh colored tights or leggings under a skirt or jumper. Leggings must be fitted. No knit pants may be worn.
- **Socks:** Solid colored-coordinated socks are to be worn (black, brown, grey, red, blue, or white).
- **Shoes:** Shoes may be **tennis shoes** (of any color/style) but with NO lights, pumps, sandals, skate shoes, "mood" or "color changing" inserts. Tennis shoes must be worn in the gym, not socks or bare feet. Other hard-soled (closed toe/closed heel) shoes are also acceptable but must be black, brown, tan, gray, cobalt blue, red, or navy. "Merrell" and "Toms" style shoes are acceptable in the approved colors. **No clogs, "Crocs," sandals, or flip-flops. Boots may be worn only on Fridays or free dress days.**
- **Outerwear:** Any outerwear to be worn throughout the day in the classroom must be in school colors: **solid red, white, cobalt blue, black, gray, khaki, or navy.** No trim of other colors will be allowed. No denim jackets are allowed. Outerwear should include the WCS logo, or the logo must be smaller than a quarter-size in an approved color. ("**North Face**" and "**Columbia**" jackets do not meet dress

code.) Please make sure that your child's outerwear is one of the approved solid colors, or he/she will be asked to take it off while in the building. See Land's End for possible styles.

- **Girl's headbands/bows** should be **ONLY** red, white, cobalt blue, navy, or "clear blue plaid" from the Land's End catalog. Any hair accessory that is considered a distraction will not be allowed.
- **Hats, Caps, Scarves:** Hats, caps, and scarves are not allowed inside the school building unless for a special school program.

Hair

Hair is to be maintained so that it is not extreme. Hair must be clean, combed, and neat in appearance. Hair should be styled so that it stays out of the eyes and does not interfere with school work. Designs may not be shaved or dyed into the hair. Colors or styles which appear extreme or attention-getting are not acceptable.

Tattoos

Visible permanent or temporary tattoos are not allowed.

Body Piercing

Girls may wear no more than one earring per earlobe which may extend no more than ¼" below the fleshy portion of the ear. No other body piercing jewelry is allowed.

Make-up

Fresh, clean, wholesome looks are most desirable. Light, modest makeup is deemed appropriate for older WCS girls only.

Fingernails

Fingernails must be clean and trimmed so they do not extend beyond the fleshy portion of the fingers/thumbs. Girls may wear conservative, light or natural polish; no dark polish may be worn.

Spirit Days

Fridays will be Spirit Days unless otherwise notified. Students may wear jeans and a WCS spirit shirt. Jeans must be clean-cut and free of adornments and holes. They should be the correct size and not be overly tight or baggy. Spirit shirts include WCS logo t-shirts from Land's End, WCS field day shirts, WCS athletics shirts, and spirit wear previously purchased through WCS. Tucking in the shirt is optional on Fridays only.

Special Days/Programs

To encourage students in their leadership training, we may require students to dress more professionally throughout the year for special programs and extracurricular activities. Learning to adapt and dress for success is an important life skill.

Girls

- Dresses, skirts, or dress slacks
- Blouses, dressy tops (no wording), sweater, no t-shirts.
- Dresses and tops should have straps at least 3 finger widths wide or covered with a jacket or sweater
- Dress shoes or sandals
- Alternate attire approved by coach, director, and/or administration

Boys

- Shirts with a collar (no wording), tucked in (neckties optional) with a belt
- Sweater vests are acceptable with a collared shirt
- Dress pants—no jeans or nylon pants
- Dress shoes
- Alternate attire approved by coach, director, and/or administration

Free Dress Days

PTW sponsors a Free Dress Day as a fundraiser once a month. Participation is optional. Cost for free dress day is \$1.00 per child. Guidelines are as follows:

- No see through clothing or mesh tops
- No jeans/pants with frays or holes
- Waistbands must come up to the natural waistline - no low riders, hip huggers, etc.
- Girls' tops and dresses must be at least 3 finger widths wide or covered with a jacket or sweater.
- No hats/caps are to be worn inside the building unless for a special school program
- Shorts, skorts, jumpers and skirts should be no more than three inches from the floor when child is in kneeling position.
- Closed toe backless shoes are acceptable (i.e. clogs) but not recommended due to playground safety and physical education classes.
- No opened toed backless shoes are allowed (i.e. **flip flops**)
- No cleats or shoes that have wheels

Consequences for dress infractions depend on the severity and frequency of the offense and may include

- Having the student change
- Issuing a warning and deducting conduct points
- Notifying the parent and conferencing if needed
- Assigning further consequences at the discretion of Administration

The final decision about the appropriateness of a student's appearance will rest with the WCS administration. Contact the school office if you have any questions regarding the dress code.

Parent Involvement and Communication

WCS strives to create a learning environment supported by a "team" composed of the teachers, the parents, and the WCS school administrator. We operate on the assumption that we all want what is best for the student, even when that is not what is most pleasant at the moment. To that end, we commit to, and solicit open, mutually respectful communication.

WCS believes that through email, written reports, phone calls, and conferences, parents will be kept up-to-date. The school encourages notes, e-mails, phone calls, or dropping by the office if you have any questions.

School Office

The school office will be open on regular school days from 7:45 a.m. to 3:15 p.m. The summer office hours will be Monday through Thursday for a half day and closed during the week of the 4th of July. The school phone is 706-323-0795.

School Website and Facebook

The WCS website is www.wynnbrookcs.org. Also, please like us on the Wynnbrook Christian School Facebook page.

WCS Notebooks/Folders

Your child's notebook/take-home folder is a daily source of communication between home and school. Weekly and monthly newsletters, progress reports, tests, and daily practice papers will be transported through this notebook. This is a reliable means of getting a note to your child's teacher and conversely notes home to parents. Students are responsible for transporting appropriate papers to and from school in this notebook and giving those papers to the teacher or parent. **Parents are expected to review the contents of this notebook, DAILY, sign appropriate papers (including the Conduct Sheet) and ensure the notebook is returned by the student each school day.**

ParentsWeb

We are pleased to offer this tool that allows school families to access school information via the internet. Our school management system, RenWeb, offers parents access to a great deal of school and classroom information on a day-to-day basis, as well as simplifying communication with faculty. Please be assured that the security of your student and family information is our highest priority and no one is able to access student records except designated parents/guardians. **We will send information to each family regarding accessing your account.**

Our goal is to utilize this website and its accompanying e-mail options as our primary source of communication with our school families. We will no longer be printing Progress Reports, but will instead be utilizing the ParentsWeb for that communication. Please take time to become familiar with the ParentsWeb and all of the information that is available to you. If you do not have internet access at home or at work, the school library computers will be available each day for your convenience. Hard copies of school calendar, classroom announcements, and school announcements will be made available in the school office for those who have no other means to access this information.

Thank you for taking the time to utilize this valuable tool. Please remember that ParentsWeb will be our primary source of communication with school families, so it is important that you become familiar with the website as soon as possible. If you have any questions, please do not hesitate to contact the school office for assistance.

Parent Alert

This aspect of Parents Web provides accurate and instantaneous notifications via text messages to cell phones and PDAs, voice calls to work, home and cell, and emails to multiple addresses. The integrated iPhone/iPad Apps distribute alerts immediately even when electricity, Internet and landline phones are not available. This allows school officials, faculty or staff members to send alerts as needed for any incident ranging from in-school emergencies to school closings, cancellations, or schedule changes. This also creates dynamic distribution lists for sending alerts — from parents of all enrolled students to parents of students in a specific grade level, class or activity.

Phones/Messages

All communication during the regular school day to teachers and/or students should be made through the school office: 706-323-0795. Please do not call or text a teacher on his/her cell phone as this is a disruption to the learning environment. The office will deliver messages to the teacher, and the teacher can respond during his or her planning time or after school.

We must limit student phone calls home from students. During the school day, the office phone may be used only with a pass from a teacher stating the reason for the use of the phone (emergencies only). It may not be used to call for forgotten assignments or other items or for social planning (staying for a game, going to a friend's home, etc.). Please encourage your student to plan ahead.

E-mail

Each teacher has an e-mail address. Parents are urged to use this frequently to maintain a good flow of communication. You may send e-mail to a WCS faculty/staff members by using their first initial, last name, @wynnbrookcs.org. (Example for Sally Jones: sjones@wynnbrookcs.org). Important information should be left via the office administrative assistant using the school phone 706-323-0795. **You may also access teacher email on the About Us page on the school website under the Faculty and Staff tab.**

Conferences

Conferences: Parent/Teacher conferences will be held at the end of the first quarter. Parent(s) will receive their child's report card and discuss the student's progress with their teacher. Parents are encouraged to contact the teacher to schedule additional conferences for optimum support of their students.

Parents are discouraged from seeking "impromptu conferences" with their student's teacher in the hallway or classroom before and during the academic day, as this distracts the teacher from classroom teaching duties and attending to the students, adversely impacting the whole class.

Special conferences may be scheduled whenever WCS believes there are concerns that must be addressed in person with parents. Both parents are expected to attend "special conferences." WCS will try to schedule such meetings at times when all teachers working with the student can attend. These meetings may be called to address emotional or social development, as well as academic progress.

Observations/Questions

Parents may request a classroom observation by scheduling a visit in advance through the office. Questions from parents are welcomed, either addressed to the student's teacher or principal. No pictures or videotaping are allowed.

Parent Support

If your child comes home complaining about a policy, discipline, or staff member, please follow this procedure:

- Give the faculty and staff the benefit of the doubt.
- Realize that your student's report may be emotionally biased, without all the information.
- Realize that we have reasons for all rules and that they are enforced without favoritism.
- Support the faculty and staff and call the faculty or staff member for all the facts.

Addressing Concerns/Grievances

In accordance with Matthew 18:15-16, if you are concerned about an incident involving a faculty or staff member, talk to that person before addressing your concerns with the school administrator. The WCS faculty and staff want to be approachable and responsive, and he/she will listen to your concerns. In order to ensure adequate time for discussion of your concerns, please contact the school office to schedule an appointment.

If after talking with the faculty/staff member, your concerns are not resolved, then contact the school administrator. The administrator will work cooperatively with you to arrive at the best solution for you and your child.

Parents and Teachers of Wynnbrook (PTW)

All families are encouraged to join the Parents and Teachers of Wynnbrook (PTW) organization. The PTW sponsors activities and events for the students and teachers including Holiday Festivals, Spring Talent Show, AR rewards, and so on. Membership fee is \$10.00 per family.

To expedite our parent-school relations and to involve as many parents as possible who desire to actively work on behalf of the school, committees may be organized to help with school programs and projects. There is no limit to the number and variety of things which parents can do to assist our teachers and to enrich the total

educational environment for our students. At the beginning of the year, opportunity is given for parents to express their interests. These parents will then work with other parents who have the same interests.

Filling out your Volunteer Form gives the school an indication of your area(s) of interest to be used when needs arise.

Fundraising Events

The school has annual fundraising events to supplement the income for the general operating budget. Attendance and support of major events is strongly recommended. We cannot operate without volunteers, parents, and friends.

Visitors

All visitors to WCS must sign in with the office and receive a visitor's pass.

Volunteers

We encourage you to volunteer your special gifts and God-given talents as often as possible. For volunteer opportunities, please contact the school office or send a message to your child's teacher.

There are two pre-requisites to volunteering in any capacity: background check and volunteer orientation. These pre-requisites are for all volunteer drivers, as well as those helping in the lunchroom, library, classroom, playground, computer lab, and field trip chaperones. Dates and times for volunteer training will be noted on ParentsWeb.

Potential field trip drivers are asked to complete a Volunteer Driver Application and submit a copy of their driver's license and insurance card. A limited number of volunteer drivers may be selected for each field trip.

Dress in a manner that is appropriate for the activity, modest and consistent with WCS student guidelines.

WCS Board of Directors

Wynnbrook Christian School is governed by a Board of Directors selected from representatives of Wynnbrook Baptist Church members, community leaders, and parents. The Board has the authority vested in it by members of Wynnbrook Baptist Church to make any and all decisions in regard to managing the operation of WCS. The Board meets once monthly (typically the 4th Monday of each month) and for special called meetings. Parents may contact individual Board members by email or submit a request to the Board Chairperson to appear at a meeting.

Technology Policies

Internet, E-Mail, Texting, Social Media – Acceptable Use Policy

Students are responsible for using common sense, ethical standards, and good manners when online or texting. "Online" includes email, instant messaging, social networks, blogs, personal web pages, and other similar sites accessed through the Internet. Students who post or send inappropriate material will face disciplinary action, including probation, suspension or expulsion.

Unacceptable communication is forbidden at all times and includes:

- Profane, lewd, obscene, vulgar, rude language
- Cyber bullying
- Sexually provocative pictures
- Statements to or about another student that may be interpreted as
- Harassing (persistently acting in a manner that distresses or annoys)

- another person)
- Sexually provocative
- Threatening or disrespectful
- Knowingly post false or defamatory information about a person or organization.

If you are told by another person to stop sending messages, you must stop. Students should report all such incidents of misconduct to a parent or teacher immediately.

Social Networking Sites: Social networking sites such as Twitter, Instagram, Facebook, and the like are not allowed at school. However, the school realizes many students have access to these sites outside of school. Students are reminded that regardless of where their posting originates, any text, photographs or videos they put on these sites or similar sites which would be derogatory to the school or the school community, or threaten, demean, or bully students or faculty is prohibited.

Website Postings: Due to the public access and nature of a web domain, students must only post items that are in line with the moral values of the Word of God.

Computers and Networked Information Services

Wynnbrook Christian School is pleased to offer students access to a computer network for software applications, file sharing, and the Internet. Access to e-mail and the Internet will allow students to explore thousands of libraries, databases, museums and other repositories of information and to communicate with other students, teachers, and people in various fields around the world.

Families should be aware that although our Internet connection is filtered, some material accessible via the Internet may contain items that are inappropriate, inaccurate or potentially offensive. The purpose of the Wynnbrook Christian School network is to provide Internet resources for constructive educational goals. We believe that the benefits to students to access information resources and opportunities for collaboration outweigh the disadvantages. As educators, we will instruct students in appropriate and responsible use of networked and Internet resources. The school network is a powerful tool that, when used with discernment, can greatly enhance the curriculum that we are presenting to students.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

The following will help ensure that our network runs smoothly and becomes a learning tool for all. Refrain from

- Using a computer to harm other people or their work.
- Damaging the computer or network in any way.
- Interfering with the operation of the network by installing illegal software, shareware, or freeware.
- Violating copyright laws.
- Viewing, sending, or displaying offensive messages or pictures.
- Wasting limited resources such as disk space or printing services.
- Trespassing in other people's folders, work, or files.
- Sending any personal information over the Internet (name, address, phone number, etc.).
- Accessing Internet resources without specific instruction and supervision of an instructor.
- Changing any settings on any computer at any time.
- Notify an adult immediately if inappropriate materials are encountered by accident.

Home School Division

WCS offers opportunities for home school students for academics, special programs, and other extra-curricular activities. Home school students in grades K-8 may participate in electives classes and may join any of the athletic teams. Other opportunities include Accelerated Reader, Accelerated Math, standardized testing, field trips, talent show, and so on.

Students interested must complete an Application for Admission and any other forms that may apply (athletics, field trip, etc.). The registration for home school families is \$100 per student for classes. Additional fees per class also apply. If your child attends one class per week, the fee is \$20 per month; if two classes per week, the fee is \$40 per month, and so on.

There is no yearly contract, and course fees may be paid on a monthly or annual basis.

The athletic fee is \$200 and covers one or multiple sports for the year (or \$100 per semester). Additional fees may apply for some activities.

Acknowledgement Form

Please sign and return this page acknowledging that you have reviewed the Wynnbrook Christian School Parent-Student Handbook at www.wynnbrookcs.org with your child. Return this page to your child's teacher within one week of the first day of school. If any changes that are made to the online handbook, parents will be notified via email and/or written communication.

I have read, understand, and support the most current Parent-Student Handbook for Wynnbrook Christian School posted at www.wynnbrookcs.org . I will share the appropriate policies with my child.

Child's Signature

Grade

Parent's Signature

Date