

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 the policies and guidelines that are referenced. Other rules may be established from time to time as needed.

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

AWARENESS—page 2

I will **Be Informed** by following classroom and school communication.

- Please follow the [Communication Policy](#)

ACADEMICS & ABILITIES—page 7

I will **Be Intentional** to learn each subject and skill assigned to me and accomplishing tasks timely, neatly, and to the best of my ability.

- Please follow [Academic](#), [Extra-Curricular](#), and [Athletic Guidelines](#)

ATTENDANCE—page 21

I will **Be Prompt and Present** by arriving to school on time ready to learn.

- Please follow the [Attendance Policy](#)
- Please support our school through [Event Attendance](#).

APPEARANCE—page 27

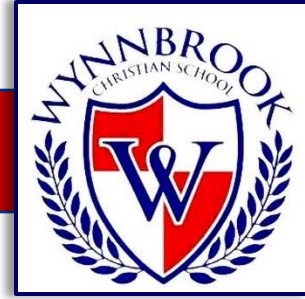
I will **Be Presentable** by being modest, neat, and clean and by wearing appropriate attire.

- Please follow the [Dress Code Policy](#)

ATTITUDES & ACTIONS— page 31

I will **Be Respectful, Responsible, and Cautious** of people, property, and well-being of others.

- ✓ I will **Be Respectful** with my attitude, words, and actions to God, authorities, and my peers.
 - Please follow [Behavior Policy](#)
- ✓ I will **Be Responsible** with property by being careful with possessions and maintaining a clean and attractive environment.
 - Please follow [personal and school Property Policy](#).
- ✓ I will **Be Cautious** to protect the health, safety, and well-being of myself and others.
 - Please follow the [Health, Safety, and Security Policies](#).



AWARENESS

I will ***Be Informed*** by following classroom and school communication.

Communication Policy

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.

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.

Communicating Academic Progress:

Signed Papers

Children should take graded/evaluated papers home for their parents to see each week. Teachers will typically send these papers home once a week in the class notebook. Parents should review the papers and send them back signed the next day. If parents do not send papers back, the teacher should contact the parents. If parents still do not send papers back, the principal may call. Papers signed by parents may be given to the principal each week for review to help in assessing student performance.

Any paper that is important enough for a child to complete is important enough to be evaluated by the teacher. The teacher should correct “Test” papers or those used for a grade. Other daily work may be checked together as a group; however, there should be a comment, star, smile, or some other mark made by the teacher indicating that the teacher was aware of how the child did on that particular assignment.

Progress Reports

Progress reports will be available for parents halfway through each 9 weeks. Reports will be printed in the office or and/or emailed to parents through RenWeb. All records should be compiled in RenWeb by the day specified by the administrator. Teachers may write positive comments and ideas that could pertain to both academic and personal aspects of the child on the report. If difficulty is described, there should also be suggestions for how parents can help at home.

Report Cards

The school calendar lists the dates each grading period ends and the dates that report cards are to be sent home. The office will print and/or email report cards to parents through RenWeb. Teachers are encouraged to write

positive comments and ideas that could pertain to both academic and personal aspects of the child on the report. If difficulty is described, there should also be suggestions for how parents can help at home.

Communicating Through Technology

ParentsWeb –Please see “Accessing ParentsWeb” to sign up for an account.

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. 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. Teachers are not required to give out personal phone numbers. Please try to avoid calling or texting a teacher on his/her cell phone during class time 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.

Faculty and staff will be mindful to blind-copy groups of emails to keep privacy secure. Please do not take emails from group listings to connect with other parents unless contact information has been given directly.

Websites – www.wynnbrookcs.org and www.facebook.com/wynnbrookchristian has a vast array of timely information that can be accessed 24 hours a day. Check it frequently.

Social Media Sites--Teachers are not encouraged to engage parents via social media sites. However, teachers are expected to have a positive, Christian internet presence knowing that what we post is a reflection of character.

Accessing Parent's Web

RenWeb School Management Software gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success—all via the internet!

RenWeb's ParentsWeb is a private and secure parent's portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You may view your child's grades, attendance, homework, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an internet-capable computer or mobile device.

(Free) ParentsWeb Mobile Sign-in:

Here's how to access our easy-to-use **RenWeb ParentsWeb**:

- Make sure that the school has your email address in **RenWeb**.
- In Internet Explorer, Firefox, or Safari, to renweb.com and click Logins.
- Type the school's District Code: **WB-GA**
- Click **Create New ParentsWeb** Account.
- Type your email address and click Create Account. An email will be sent which includes a link to create your ParentsWeb login. The link is active for 6 hours.
- Select the **Click to Create your ParentsWeb login** link in your email.
- A web browser displays your **Name** and RenWeb **Person ID**.
- Type a **Username**, **Password**, and **Confirm** the password.

(\$4.99) RenWeb Home App for Parents:

- RenWeb Home provides access to the features in ParentsWeb via a mobile app. Parents and students have instant access to school and academic information, including online lunch ordering, attendance, homework, and more.
- RenWeb Home is available for iOS (iPhone or iPad) and Android devices for an annual subscription of \$4.99 per household. Schools also have the option of bulk purchasing RenWeb Home at a discount for each family in their school.
- <https://www.renweb.com/our-services/mobile-apps/>

(Free) RenWeb Staff Mobile App for Teachers:

- The RenWeb Staff and Staff HD apps provide teachers on-the-go access to attendance, lunch, gradebooks, and more.
- RenWeb Staff HD enables teachers' access to all of their classroom information, such as attendance, lunch, and gradebooks.
- RenWeb Staff for iOS and Android provides mobile access to add and edit assignments and grades, take attendance, place lunch orders, or pay lunch orders.
- <https://www.renweb.com/our-services/mobile-apps/>

In-person Communication

Conferences

Conferences: Parent/Teacher conferences are encouraged at the end of the each nine weeks. Times will be made available on early release days. 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/required conferences may be scheduled whenever WCS believes there are concerns that must be addressed in person with parents. 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, behavior, as well as academic progress.

Required Conferences Include:

Attendance: A student receives 7 or more unexcused tardies or 10 or more unexcused absences

Attitude & Actions: A Conduct Grade falling below a 70% or a Level 3 or 4 Violation requires a parent conference with teacher or administration.

Academics: A progress/report card grade below a 70%

Classroom Observations

Parents may request classroom observation by scheduling an appointment with the principal. All classroom observations will be conducted through a live video feed in the office to not disturb the classroom. Questions from parents are welcomed after the observation, either addressed to the student's teacher or principal. No pictures or videotaping are allowed.

Resolving Conflicts

(MATTHEW 18:15-16)

The Scriptures have a definite pattern to follow in the area of solving interpersonal problems. If a problem arises between a student and student, parent and teacher, parent and administrator, or parent and parent, it needs to be dealt with quickly and prayerfully with love, patience and forgiveness. Open communication and Christ-like relationships are two keys to developing a school that is positive, mature and glorifying to God. Negative or critical attitudes, a grumbling spirit and/or the inappropriate handling of concerns are unacceptable for any member of the Christian family. All who perceive such behavior should assume the Biblical responsibility to confront in a loving way those demonstrating such behavior.

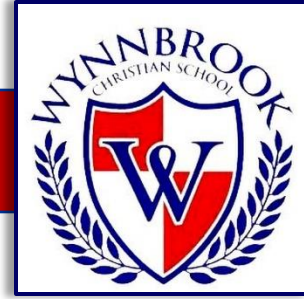
When students have conflicts with others, teachers encourage students to first communicate with the other person/student instead of tattle-tailing, gossiping to other students, or letting issues go un-resolved. If students cannot resolve conflict between the offenders, then the teacher gets involved to help mediate the issue, discipline if necessary, and encourage forgiveness with the offended.

Classroom problems should be handled primarily between parent and teacher in a prayerful and discreet manner. If resolution is not found, the next step should involve both parties and the principal. Continued unresolved conflict would then be taken to the principal.

Problems with school policy or procedure should be taken up with the principal. If no solution is found, then all parties should bring the matter to the principal for consideration.

Parent-to-parent problems should be solved between the persons involved, without the involvement of teachers, administration or other parents.

If fault is found with any member of our school family, please prayerfully consider how to deal with the situation. It is all too easy to fall prey to Satan and begin “gossip sessions” with others instead of dealing with the problem in the correct manner. This starts rumors and, instead of solving the problem, compounds it.



ACADEMICS & ABILITIES

I will ***Be Intentional*** to learn each subject and skill assigned to me and accomplishing tasks timely, neatly, and to the best of my ability.

ACADEMICS

Curriculum

The basic curriculum is approved by the School Administration. Teachers guide children to master successfully all competencies outlined in the public-school Georgia Performance Standards along with our Christian curriculum and perspective for each grade level and beyond as students are capable.

Kindergarten

Abeka Math *Kindergarten*
 Abeka Reading *Kindergarten*
 Abeka Social Studies *Kindergarten*
 Purposeful Design Science *Kindergarten*
 Purposeful Design Bible *Kindergarten*

1st Grade

ACSI Purposeful Design Math *Grade 1*
 BJU Press Reading, English & Grammar *Grade 1*
 BJU Social Studies
 ACSI Purposeful Design Science *Grade 1*
 ACSI Purposeful Design Bible *Grade 1*

2nd Grade

ACSI Purposeful Design Math *Grade 2*
 BJU Press Reading, English & Grammar *Grade 2*
 BJU Social Studies
 ACSI Purposeful Design Science *Grade 2*
 ACSI Purposeful Design Bible *Grade 2*

3rd Grade

ACSI Purposeful Design Math *Grade 3*
 BJU Press Reading, English & Grammar *Grade 3*
 BJU Social Studies
 ACSI Purposeful Design Science *Grade 3*
 ACSI Purposeful Design Bible *Grade 3*

4th Grade

BJU Math *Grade 4*
 BJU Press Language Arts *Grade 4*
 BJU Social Studies
 BJU Science *Grade 4*
 BJU Bible *Grade 4*

5th Grade

BJU Press Math *Grade 5*
 BJU Press Language Arts *Grade 5*
 BJU Social Studies
 BJU Science *Grade 5*
 BJU Bible *Grade 5*

6th Grade

BJU Press Math *Fundamentals of Math*
 BJU Press Language Arts *Grade 6*
 BJU History
 Purposeful Design Science *Grade 6*
 Purposeful Design Bible *Grade 6*

7th Grade

BJU Press Math *Pre-Algebra*
 BJU Press Language Arts *Grade 7*
 BJU History
 BJU Press Science *Grade 7*
 Positive Action Bible: Dynamic Christian Living

8th Grade

BJU Press Math *Algebra*
 BJU Press Language Arts *Grade 8*
 BJU History
 BJU Press Science *Grade 8*
 Positive Action Bible: Wise Up

Grading Scales

Grading Scale for Kindergarten Skills

- AC - Accomplished
- IP – In Progress
- N – Needs Improvement

Grading Scale for Kindergarten and all K-5 Specials

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

Grading Scale for 1st grade and up and all Middle School Electives

- A 90 to 100
- B 80 to 89
- C 70 to 79
- D 60 to 69
- F 59 and below
- I - Incomplete

– an “incomplete” shall be made up within 10 days or less except in cases of extended illness.

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.

Returned Papers

- Parents receive graded and returned papers from the teachers weekly in the student’s folders and sign weekly folder report.

RenWeb/Parent’s Web

- 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.
- 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.

Academic Performance

Struggling

Having Difficulty

Teachers are to contact parents as soon as there are indications of difficulty and before an unsatisfactory grade (below 70) is given on a progress report or report card. Teachers should encourage parents with ideas for activities they can do at home to help a child having difficulty.

Tutoring

Tutoring is a resource for students who need additional help or challenge in addition to what is provided in the regular classroom. Teachers or parents may see a need for this service and contact the school or parent for

interest in the child participating. There are a few teachers and volunteers who offer their time during and after school. Cost may vary between grades, subjects, and availability.

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 possible tutor and parents. The SST will request a parent conference to discuss interventions and recommendations for the student.

Cheating

Cheating is a Level Three 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.

Succeeding 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 All A Honor Roll, A/B Honor Roll, Perfect Attendance, Special Class Awards, Bible Sword Award, and a variety of subject-specific or academic awards.

Promotion/Placement/Retention

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

- Student's yearly average in core 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 can be retained at WCS if approved by administration, or the parent(s) will be asked to make other arrangements for the child's education.

Classroom Policies

Lesson Plans

Lesson plans are submitted by teachers to the school administration by 8:00 am each Monday.

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. However, a teacher may assign weekly assignments that require work to be done over several nights. Lack of at-home time management may require homework on Wednesday nights.

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. Homeroom teachers will fill out a **Student Absent Form** with missed classwork and homework assignments. Middle School teachers/students will collect assignments from each class and give to the office or homeroom teacher to give to the absent student's parent at dismissal or the student on arrival back to school.

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%).

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.

Academic Resource—Accelerated Reader

The goal of Accelerated Reader is to create lifetime readers, not just school-time readers. 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>.

The Accelerated Reader, or AR program, is a learning information system that enables freestanding computer assisted assessment of student comprehension of "real" books. It is a tool useful in assisting students with beneficial reading practice. It facilitates:

- More frequent and more detailed assessment in less time and with greater consistency
- Formative feedback for the student
- Increased student motivation to read more, longer, and harder books
- Formative feedback for the teacher
- Class-wide diagnostic information, including alerts regarding students who are at risk.
- Teacher promotion and management of effective reading practice

All WCS teachers that guide reading will be expected to complete the AR training.

ZPD (Zone of Proximal Development)

Implementation of AR begins each year as the teacher individually administers the computerized STAR reading test to each student to obtain a Zone of Proximal Development (ZPD). The ZPD is the reading level from which a student should select books for optimal growth in reading. The majority of the books students read should be within their ZPD.

Setting Goals

Goals are set to motivate the student, personalize reading practice, encourage self-directed learning, and result in greater reading growth. The teacher sets goals with the student. Goals are documented on a **Student Reading Plan Form** and shared with the student's parents. Parental input is considered in setting goals. Establishing an 85% on all tests is the minimal goal.

- Goals must be set at the beginning of each 9 weeks. (The first and last 9 weeks goals are set slightly lower; see Initiating and Ending AR Goals and Grades below.)
- The AR program will automatically set goals for the student based on the STAR test. Teachers can adjust these goals by picking a different amount of daily reading time or by manually setting goals. Teachers know the students better than the computer assessment and have full authority to change the goal if they feel it is an inaccurate assessment of the student's abilities.
- Goals should not exceed 30-40 points, even if the AR program says they could. The goal is to encourage reading and not add stress to good readers.
- Parents and students are notified of their new point goal each 9 weeks.

AR Grades

Teachers include two test grades for Accelerated Reader. One grade is for their "Average Correct" percentage grade. The second is for the "Goal Achieved" in their reading points. The teacher will average the two AR test grades with the textbook reading curriculum grades together for one grade to report an assessment of where the student is in their reading development for the grading period.

Initiating and Ending AR Goals and Grades:

In setting goals, teachers consider the amount of weeks for students to learn the program and meet the goals. Students enrolled in the middle of a marking period should be given time to learn the program and meet the goals adjusted to their enrollment date. The plan for implementation for AR during the year will flow as follows:

1st 9 weeks—1 week of introduction, 8 weeks of work to be included for marking period.

2nd 9 weeks- AR implementation for full 9 weeks marking period

3rd 9 weeks— AR implementation for full 9 weeks marking period

4th 9 weeks—6 weeks of implementation of AR, Cut off AR for the last 2 weeks of school.

Kindergarten Guidelines

- Kindergarten students will not be STAR tested until the teacher begins to see independent reading. This may be as late as the end of the year.
- Kindergarteners will be "read to" initially and take AR quizzes as "read to".
- Kindergarteners will work their way up the reading levels methodically. They should move up when they have made a 100% approximately ten times at each level.
- The teacher will determine when students may begin taking tests as "read with" or "read independently."

1st-8th Grade Guidelines

- Give the STAR test a minimum of 3 times a year (beginning, middle, end).
- Teachers should check cumulative records of students to see where they ended last year.
- If a child scores significantly lower than last year, students may re-take the STAR test.
- The AR program will give a suggested ZPD.

- Students in 1st-3rd grade should not be allowed to choose from the entire ZPD. Teachers will guide the students into a smaller range of 3-5 levels. Once the student has made a 100% approximately ten times at each level, the teacher will broaden the range.
- Students in 4th-8th grade may choose from their entire ZPD.
- When taking an AR test, students are taught to take quizzes as “read independently.”
- For students that are well above grade level, teachers may lower their ZPD to include lower level books that are appropriate for their grade level.
- When students take additional STAR tests during the year, it is not necessary to shift their entire ZPD to the higher level. Instead, higher levels may be added but students should still be allowed to choose from their initial lower range as well.

Teachers make the final decisions about AR in the classroom.

- Example 1: If a student is failing a test at the top end of their ZPD, teachers can move them to a lower level. Teachers establish the idea in the classroom that God created each person differently and their needs, abilities, and goals are different from others.
- Example 2: It is up to the teachers whether they allow students to ask for permission to go to a higher or lower level. If a student goes to a higher level, but they are not successful, teachers may restrict the student from going higher, or asking to go higher in their range.

Student Reading Logs

The student, parent, and teacher document books read and quizzes completed on a **Student Reading Log**. The teacher monitors progress by viewing the Diagnostic Report online regularly and making adjustments to help the student maintain an average of 85% or higher on Reading Practice Quizzes. The teacher actively assess the “status of the class”, giving feedback and guidance continually.

AR Certificates & Walking the Red Carpet

The student progresses through Renaissance Reader Certificate Levels such as Ready Reader, Independent Reader, Rising Reader, Super Reader, Advanced Reader, Star Reader, Classic Reader, and Honors Reader. Reader Certification levels are motivating benchmarks. The emphasis is NOT placed on the number of AR points earned, but on meeting the specified goal within each level. Students may certify at a level up to five times. Accelerated Reader provides certificates that teachers can print when students meet their goals. Please see the **Criteria for AR Reader Certification Levels** chart for more details.

Minimum grade level goals will be as follows: (Taken from the Criteria for AR Reader Certification Levels chart)

- **Kindergarten—Ready Reader** (Accumulate 5 points on books Read To, Read With, and/or Read Independently.)
- **1st Grade—Rising Reader** (Read independently and pass the Reading Practice Quizzes for 3 books at a 1.6 level or higher. Accumulate 10 points from independent reading. Only the books read independently at a 1.6 level count toward the three book goal.)
- **2nd Grade—Super Reader** (Read independently and pass the Reading Practice Quizzes for three books at a 2.0 level or higher worth one or more points each.)
- **3rd Grade—Advanced Reader** (Read independently and pass the Reading Practice Quizzes for three books at a 3.0 level of higher worth two or more points each.)

Each time the students complete the criteria for a certificate (Please see the **Criteria for AR Reader Certification Levels** chart) they will walk the Red Carpet and will receive a certificate to take home or display. Teachers will notify parents when their child will be walking the Red Carpet.

AR Points Rewards

A system has been implemented to motivate children to read and to offer them intrinsic rewards. It is our goal to help children enjoy reading and want to read well. In addition to the intrinsic emphasis, there will be a various

awards/recognitions/celebrations for classes and individuals who meet their goals and reach certain milestones. Some of these recognitions might include: Moving their name to the 100% class chart, receiving ice-cream at the end of the 9 weeks, ringing the bell at school on the day they reach their goal, AR Prize Store, wall of fame, and/or awards and recognition at special events.

Academic Resources—Technology

Technology

Students will attend a computer class in the computer lab once per week for the school year. In addition, teachers are expected to use technology in the classroom, such as the Smart Board, every day as part of the instructional time. Teachers encourage student engagement and plan lessons that allow them to be active in the learning process through time at the Smart Board or on classroom computers. Teachers become familiar with computer/technology lessons and games before students are introduced. Many of our core-curriculum courses have additional resources on the computer or learning website. All grades will use the Accelerated Reader and Accelerated Math Programs on the computer. School computers are not to be used for personal business or for pleasure.

Computers and Networked Information Services

Wynbrook 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 Wynbrook 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.

Technology Policies

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

- Deleting other's work.
- Using a computer to harm other people or their work.
- Damaging the computer, keyboard, headphones, 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.

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.

Academic Resources—Library

Library

Teachers will schedule a weekly visit to the library. Parents and guests may be invited to come during this time to read to the children. The teacher may serve as the librarian if needed, assisting children with book selections and in checking out books. The librarian will give overdue warnings, but students will be responsible for seeing that books are returned on time. When a class leaves the library, it is the teacher’s responsibility to make sure the library is left in order. Teachers may also send students to the library two at a time during scheduled hours when the librarian is present.

Wynnbrook Christian School’s Media Center is designed to complement and enrich the curriculum.

MEDIA CENTER GUIDELINES

- Enter and use the library in a quiet and in an orderly manner. Speak softly.
- Students are encouraged to use paint sticks to help keep their place and slide books back onto the shelf.
- Books that are difficult to return can be given to the librarian.
- Do not place books on top of other books, on top of shelves, on the floor, etc.
- Take care of all borrowed books. Do not shove books in backpacks, fold pages, or fold back the binding.
- Return all borrowed books in a timely manner.

Library Accounts

- Each student has an individual library account.
- All books checked out are scanned by a librarian, teacher, or trained volunteer (not students).
- 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 10 school days, a student must return or may renew the book if no one else is waiting for it.

Library Fines

- Students with overdue books will receive a notice within the first three days of being overdue.
- On the fourth day of being overdue, fines are added to the student's account.
- The overdue fine for a book is \$0.25 per day with a maximum fine for any one item of \$5.00.
- Fines are calculated from the date due to the date the item is scanned back into the computer system.
- The school's policy on damage to school property also applies to library materials. Students must pay for lost or damaged materials checked out on their account.
- Students are charged retail price for a lost or damaged book plus a \$5 replacement fee.
- If the book is not returned within twenty 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.
- Students who have an overdue book out will not be allowed to check out other books until the account is cleared (overdue books are returned and fines are paid).
- School records may be kept if fines are not paid.
- Using the library and borrowing books is a privilege. Students may be told to leave the library if their behavior is unacceptable and may have their library privileges taken away.

Academic Resources—Field Trips

Field Trips

Field trips that expand and enhance the curriculum are arranged each year. Field trips enable teachers to expand children's learning beyond the walls of the classroom into the vast community outside. A field trip is like a living laboratory in which learning is acquired through hands-on experiences within the rich resources of the local community. They provide children with experiences that cannot be duplicated in the school but are nonetheless an integral part of school instruction.

Research has shown that field trips are important for many reasons:

- They increase student knowledge and understanding of a subject.
- They add realism to the topic of study.
- They provide an opportunity to develop and enhance a student's socialization and citizenship skills.
- They show children that learning is not confined to the pages of a book or the confines of the classroom.
- They give the children opportunities to learn experientially what they may be studying in the classroom.

At Wynnbrook Christian School, teachers should 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. Ideally, there should be a field-trip planned every 9 weeks. Field trips should be related to the unit under study.

Each teacher must complete a **Field Trip Approval Form** and have it approved before making final arrangements for the field trip. The principal must approve a field trip and then each parent must sign a **Field Trip Permission Form**.

All children should be included in field trips. Behavior and unique circumstances, however, may exclude a student from attending a field trip. Special approval may have to be given from the principal. 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. These assignments may or may not relate to the field trip, because the experiences from a field trip cannot be duplicated in the classroom.

Drivers & Chaperones

Parents may volunteer as drivers and chaperones.

Drivers must complete a **Personal Vehicle Volunteer Driver Form**.

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 **Background Check**.

Remember: Chaperones are under the direction and ultimately the responsibility of the supervising teacher and must comply with all directions from him or her.

Volunteer 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.

Field Trip/Bus Guidelines

- Be a good representative of your family, school, 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.

Academic Resources—ACSI Competitions

ACSI Competitions

Wynbrook Christian School is a member of the Association of Christian Schools International (ACSI). One of the benefits of this membership is the opportunity for our students to participate in ACSI Southeast Region Student Activities. Students are selected by teachers and administrators to represent WCS in these events. Opportunities for competitions change from year to year but WCS students have participated in the following:

- Middle School Leadership Conference (Grades 6-8)
- Band Festival (Grades 7-8)
- Creative Writing (Grades 4-8)
- Math Olympics (Grades 3-8)
- Spelling Bee (Grades 1-8)
- Speech Meet (Grades 7-8)

Extra-Curricular—Specials, Electives, Abilities

Activities & athletics may change from year to year, but often include:

IN SCHOOL ACTIVITIES

K-5th GRADE SCHOOL SPECIALS

ART
MUSIC
PHYSICAL EDUCATION/ RECESS
SPANISH

MIDDLE SCHOOL ELECTIVES

ENRICHMENT
PRAISE TEAM
SPEECH
BAND
ART
PHYSICAL EDUCATION
SPANISH
LIFE SKILLS
CREATION & REVELATION STUDY
BOOK CLUB
INNOVATIONS
PEER MENTOR
TECHNOLOGY

ACADEMIC ENHANCEMENTS

CHAPEL
LIBRARY
SEEK LAB
SPECIAL EDUCATION & INCLUSION
ACCELERATED READER
COMPUTER LAB
FIELD TRIPS
TUTORING (upon availability)
ACSI COMPETITIONS

- MATH OLYMPICS
- SPELLING BEE

AFTER SCHOOL ACTIVITIES

ADVENTURE CLUB preschool-8th grade
JR. BETA CLUB 6th-8th
BAND
TUTORING (upon availability)

ATHLETICS

FALL SPORTS

ARCHERY (co-ed) 4TH-8TH grade
BASKETBALL (boys/girls) 4th-8th grade
CHEERLEADING (girls) K-8th grade
CROSS COUNTRY (boys/girls) 4th-8th grade
VOLLEYBALL (girls) 4th-8th grade
CLUB WRESTLING (co-ed) 2nd-8th grade

SPRING SPORTS

CLUB TENNIS (boys/girls) 4th-8th grade
SOCCER (boys/girls) 4th-8th grade

Special & Elective Classes

Kindergarten through Fifth Grade Specials

Special subjects offer students a break from the classroom and an opportunity to learn special subject areas with elective teachers. These classes are offered at least once a week for kindergarten through fifth grade students.

These classes may change from year to year but have often included:

- Physical Education/Recess
- Art
- Spanish
- Music/Band
- Technology

Grading Scale for Kindergarten through Fifth Grade Specials:

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

Middle School Electives

Sixth through eighth graders are offered elective classes that may change from year to year, but have often included:

- Physical Education/Weight-lifting
- Art
- Spanish
- Technology/Computer
- Speech/Public Speaking
- Innovations
- Peer Mentor
- Bible Study Methods/Creation & Revelation/Book Club
- Praise Team
- Life Skills
- Journalism/Newspaper/Yearbook
- Servant Leadership
- Enrichment
- Band
- Drama

Grading Scale for Middle School Electives is based on the 100% Scale with letter grades A through F.

Behavior & Discipline

Special & Elective teachers (art, music, physical education, etc.) will report any behavior concerns to the homeroom teacher and fill out conduct reports on the conduct sheet or on a separate paper attached to the conduct sheet. The homeroom teacher will support the special elective teacher and report concerns to parents if needed.

Christian Growth Activities

Chapel

Chapel is held on Wednesday mornings 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. Teachers accompany the class and re-enforce the lessons taught in chapel so that children incorporate the teachings from the chapel programs into their daily lives. Teachers, parents, and guests are encouraged to be chapel speakers. Chapel speakers are listed on the monthly calendar.

CHAPEL GUIDELINES

- Participate in the music and songs.
- Listen to the message of the minister.
- Show reverence to God during prayer and Bible lessons.

Praise Team

Students in grades 6-8 may participate in leading chapel worship under the direction of the worship leader. This is a Middle School elective class, and students must sign the **Leadership Contract** if singing on stage. Students who do not meet the standard for the **Leadership Contract** may still participate in class and chapel, but may not perform on stage.

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 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. Classes may be asked to present memorized Bible verses at chapels or assemblies. Classes compete weekly to win the sword while presenting their Bible verse to administration or parent judges. The recommended Bible translation for students is the New International Version which is used in the ACSI Bible textbooks.

Missions

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, singing at nursing homes, etc.

Athletics

No student will be denied the right to participate in programs because of the student's race, religion, color, gender, national origin, or disability.

Eligibility

The following must be met for a student to be eligible to participate in practices, competitions, games, or matches:

- Yearly authorized Physical/Medical History Form
- Wynnbrook Code of Conduct Acknowledgement Form
- Athletic Form
- Emergency Contact Form
- Leadership Contract Form
- Pay Athletic Fees to the school office at the beginning of the year or at the beginning of the spring semester if only participating in spring sports.
 - \$100 for one to three sports \$50 for each additional sport.

Sports Policy

- Our goal is that all athletes be allowed to participate regardless of the number of students on a team. However, if the number of students becomes so large that it hinders the ability of the coach to teach the needed game skills, it might be necessary to have try-outs and cuts in the team. If there are not enough students to compete, athletic clubs may be made available to learn the skills of the sport.
- All team members will engage in competitive practices, but possibly not all team members will be given equal playing time. Practice time is set up to teach the fundamental skills and work ethic necessary to be successful in future years. Our goal is to enhance a student's skill level in as many ways as we can and place them in opportunities to be successful.
- The coach/athletic director could possibly determine a select number of students for a traveling team.
- WCS Athletics encourages parents to utilize at-home practice sessions to reinforce the skills taught during athletic practices.
- WCS coaching staff understands the importance of confidentiality. We agree to maintain the confidentiality and privacy of confidential information during and after our period of holding a position with WCS.
- There will be no scheduled Sunday practices or competitions.
- If an athlete quits a sport, he/she will not get a refund on athlete fees and must meet with the Athletic Director before being allowed to join another team.
- All sports equipment and care of uniforms falls under the school's care of property. Destruction of sports equipment falls under property guidelines.
- All sports/team travel falls under Field Trip Guidelines.

- Any athlete with 15 unexcused absences or receiving a discipline referral resulting in a consequence of detention, ISS, or OSS will be required to meet with the athletic director.

Athletes Playing Multiple Sports

- Athletes may be allowed to play sports that have an overlapping season.
- Athletic Director and coaches must be made aware of and approve the athlete's decision.
- The athlete will be required to attend practices for both sports not just competitions/games/matches.
- If practices for both sports occur at the same time, the two coaches may work with the athletes to allow him/her to make a certain number of practices for both sports.
- Competitions/Games/Matches take precedence over practices.

Player Expenses/Support

- Athletic Fees cover the cost of game uniform (i.e. game shirts /jerseys/and/or shorts), coaching stipend, end of year awards banquet for the player and parent(s), and various supplies for the sport.
- Athletes will be expected to cover the cost of their own shoes (the athletic department will provide criteria for shoes), socks, special wraps or supports, traveling expenses (eating expenses, lodging, etc.) and other items needed for the sport in which they are participating.
- Cheerleading, Tennis, or National/Regional Competitions may require additional fees.
 - Tennis CORTA fees are covered through the athletic fee, but the USTA membership of \$20 must be paid by the student. (A 10 and under first-time player's USTA membership is free.)
- The athletic program is supported in part by the concession stand and gate receipts, fundraising, and donations. The athlete's parent(s) will be scheduled to work the concession stand and/or gate for the games. Student athletes are required to participate in all fundraising activities.

Athletic Achievement Awards

Most Improved Award—Coach selected for each sport

- Must fulfill award requirements for that sport
- Very positive
- Shows genuine effort in improving one's ability to play

Most Valuable Player Award-- Coach selected for each sport

- Must fulfill requirements for that sport
- Excels in teamwork and attitude
- Overall contribution in both practice and games
- Intensity
- Consistency in practice- Christianity in action

Outstanding Leadership Award—Coach selected for each sport

- Must fulfill award requirements for that sport
- Displays a positive attitude of leadership
- Shows leadership in practice, games, and community

Outstanding Student Athlete of the Year—Athletic Director selected

- Must fulfill requirements for award in all sports participated in
- Must be a member in good standing on at least one team or multiple teams throughout the season
- Must exhibit good playing ability, leadership, sportsmanship, and quality Christian character



ATTENDANCE

I will ***Be Prompt and Present*** by arriving to school on time ready to learn.

Student Attendance Policy

Attendance

Students must be in attendance in accordance with requirements of the Georgia compulsory school attendance law. A student must be in school for a total of three and a half hours a day to be considered “present” for that day. Students must receive credit for school attendance to participate in after-school activities such as athletic practices or games, Adventure Club, etc. unless pre-approved by administration. Teachers take student attendance daily as part of early morning homeroom requirements. Students are expected to be in attendance during school hours.

School Hours/School Days

- Normal school hours are Monday through Friday between 8:00 am-2:30/2:55 pm. Office hours are between 7:30 am-3:30 pm.
- Early dismissal/ half day school hours are between 8:00 am- 12:30 pm. Office hours are between 7:30 am- 1:00 pm.
- A school calendar is available in the school office with school/holiday breaks, teacher work-days, and early dismissal days.

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.

Arrival

All students should arrive between 7:30 and 8:00 am. Parents should drop off students at the WCS upper level covered drive entrance. Kindergarten through third grade students will report to the gym and fourth through eighth grade students will report to the cafeteria under teacher supervision until dismissed for class. Students will not be permitted to walk around the school without supervision before school classes begin.

Dismissal

Students are dismissed between 2:30-3:10. Parents should pick up students at the WCS upper level covered drive entrance. To keep a steady flow of traffic, parents should not park under covered driveway but remain in their vehicles, and a teacher will escort or dismiss the student to the vehicle. Parents may also park in the upper level parking lot, walk to the dismissal area, and escort children to their vehicles. Students will not be permitted to walk around the covered drive or parking lot without supervision for student safety.

Students will only be released to people listed on the Emergency Contacts Form. Parents are asked to call or send a note when they will be late for dismissal or if student is being dismissed with someone not listed on the emergency contact form. Students will not be dismissed to walk home, ride without a proper seatbelt or car seat, or ride with someone other than a sibling under the age of 21.

Event Dismissal

In the case of an end-of the school day event, parents may be asked to sign-out their students before or after the event due to the unusual circumstances regarding dismissal.

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.

Student Absence Policy

Absences

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.

Absent Notifications

- Parents are asked to call each day by 9:00 a.m. if their child will not be attending school.
- 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.

Excused Absences

The following are considered excused absences:

- Student illness, please see **Health, Safety, and Security Policy**.
- Student medical appointment, please bring in appointment slip.
- 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 – Parent Conference with WCS Administration
- 15 unexcused absences – Possible retention or referral to outside support agency, such as the Department of Family and Child Services or law enforcement. Unless the absences are due to extenuating circumstances, the student will be removed from athletic/leadership team(s) and will not be allowed to participate in after-school activities for the remainder of the school year.

Planned Absences

Parents are encouraged to schedule family trips to coincide with school breaks 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 students from falling behind. 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 the Independent Study 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.

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. Homeroom teachers will fill out a **Student Absent Form** with missed classwork and homework assignments. Middle School teachers/students will collect assignments from each class and give to the office or homeroom teacher to give to the absent student's parent at dismissal or the student on arrival back to school.

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.

Student Sign-in/Sign-Out Policy

Sign-in/Sign-out Policies

School doors are locked during school hours. Arriving after or leaving before school hours is considered as a tardy or an early check-out which interrupts learning opportunities for the student, as well as the class. Because school attendance is a priority, both are discouraged. Appointments should be prioritized after school hours if at all possible. When a student misses class, he/she must make up both class work and homework. Follow makeup work policies.

Tardiness

Students arriving after 8:10 am must be escorted by a parent and sign-in at the school office with a reason for the tardy. The students will then be issued a tardy slip from the office admitting him/her to class. Students arriving late to class must have a tardy slip from the office. Students will not be permitted to walk around the school without passes from the office or teacher.

Excused/Unexcused 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. Excessive excused tardies may be considered unexcused at the discretion of the office.

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.

The policy for unexcused tardies is as follows:

- The first 3 tardies have conduct points removed on the **Conduct Sheet**.
- After the 3rd unexcused tardy per semester and each tardy thereafter students will be sent to the office for detention.
- After the 6th unexcused tardy, parents will have a conference and students may receive ISS.
- 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.

Early Check-out

All students leaving school during school hours must be picked up and signed out at the school office. Parents will wait at the door or office while the student dismisses from class. Students may only be dismissed to people listed on the emergency contact form or with a note from the parent.

Adult Sign-in/Sign-out Policies

School doors are locked during school hours between 8:00 am- 3:15 pm. For the safety of our students and staff, all visitors will be asked to sign in and wear an appropriate badge. Staff has been instructed to contact, report, and identify all visitors without badges, potential strangers, and intruders.

- All parents, volunteers, and guests will sign in at the school office during school hours and will be asked to wear an appropriate badge identifying them as a parent, volunteer, or guest until they sign out and return badges in the school office.
- All parents and visitors are asked to be understanding if approached by a staff member about their business on campus.
- Deliveries for students or staff members during school hours should be dropped off at the school office.

Interruption Policies

- Parents are asked not to escort their students to class, pick-up students from the classroom, or try to converse with teachers between classes to minimize disruptions to the learning environment.
- The office will be happy to relay messages to students or teachers. If you need to speak with a teacher, please schedule a meeting during their planning period or before or after school at an available time for the teacher.
- Visits and deliveries can be pre-approved through the office or with the teacher.

Teacher Attendance, Absence, Sign-in/Sign Out Policy

Work Hours

Work hours are 7:30 am -3:15 pm. Teachers are expected to pick up their class from the gym or cafeteria at 8:00 am. The teacher may need to stay late or arrive early to attend parent conferences or to insure that all job responsibilities are complete. The teacher is expected to be present for all functions in which his/her students may be involved, along with Staff Meetings, Teacher Planning Days, In-Service Days, Open House, Special Programs, etc.

- **Faculty and Staff Meetings** will be held weekly on Wednesday afternoons from 3:15-4:00 pm. Faculty and Staff meetings are mandatory for all full-time employees. Part-time employees who cannot attend should plan to meet with the administrator during his/her planning period . Other meetings may be arranged on a needed basis.
- **Teacher Planning Days**—Several days are scheduled during the year to allow teachers extra planning time and to take continuing education classes. These days are valuable and should be used to the fullest. Activities to plan for these days might include: conferences, record keeping, long-range planning, weekly and daily planning, bulletin board preparation, preparation of learning centers, scheduling of field trips, in-service training, etc. The work hours are 8 am-3 pm for a full planning day and 12:45-3:15 pm for half day planning days.

Sign in/Sign Out Policies

Teachers are required to sign-in upon arriving to work and to sign-out before leaving work in the school office.

- **Tardies**—The school office or the principal must be notified if an employee will be late or absent. If an employee is late three times in a one month period, without acceptable reason, he/she will be charged a half-day's absence.
- **Sign-out policies**—Teachers may not leave school grounds during the school day without prior approval of the principal. Teachers may sign out for less than one hour or during lunch/planning periods on the clipboard above the teacher boxes in the office.

Teacher Absences

Since there are only 180 days to spend with the children to accomplish all objectives, teachers are urged to be present to help the children grow and develop to the maximum with little interruption and consistent teaching methods. If an absence is required, the employee should notify the office or principal as soon as possible. If a teacher should become ill, he/she should call the principal at home before 9:00 pm the night before or by 6:30 am the morning of the absence.

- **Sick/Personal Days**--Employees shall be entitled to ten days of leave per year, seven of which are allocated as sick leave and three of which are allocated as personal leave. Give administration advanced notice for planned absences with the **Planned Employee Absence form**. Sick leave shall be used for medical visits and illness of the employee or his/her children only. Three consecutive sick days require a physician's note. Personal leave may be used at the employee's discretion. The employee will earn one day of leave per month, up to ten days per year. These days may be carried over to the following school year up to 14 days. If the employee must use leave before it is accrued and terminates prior to earning the used time, that portion of the salary advance will be deducted in the final paycheck. The employee may take leave in increments of half days. The school does not pay the employee for unused days.
- **Jury Duty**—Employees receive regular salary time spent on jury duty. If services as a juror are not required for a full day, the employee is to report to work for the remainder of the working day.
- **Weather**—WCS will follow Muscogee County Schools in closing for inclement weather. All salaried employees receive wages when the programs are closed due to weather. If the program is open and the employee is unable to get to work, the employee will be charged a day's absence.

Substitutes

The teacher is responsible for securing a substitute from the **Approved Substitute Teacher List** provided by the administration. If the teacher is unable to secure a substitute from the approved list, he/she should contact the Administrator no later than 6:30 am of the morning of the absence. The administrator and/or administrative assistant must be informed of who the substitute will be prior to the absence. Substitutes are paid \$10.00 per hour or \$70.00 per day. Substitutes should fill out an **Absent Teacher Form** with notes on how classes did with academics and behavior for teacher's review upon return to class.

Event Attendance

WCS strongly encourages attendance for events, extra-curricular activities, fundraisers, and events. These are a few of the events WCS encourages families to attend.

Seasonal/Holiday guidelines

Fall (August-November)

- WCS emphasizes "fall" and "harvest season" to include pumpkins, scarecrows, cats, and spiders.
- "Halloween", witches, ghosts, and other scary creatures are not to be used.

Events in the Fall months include:

- Back to School Bash/Open House (Usually around first week of school in August)
- Grandparent's Day (Usually before or after the second Sunday in September)
- Fall Book Fair (Usually around Grandparent's Day)
- See You At The Pole Chapel (Usually the last Wednesday in September)
- Red Ribbon Week (Usually last week in October)
- Fall Sports/Fundraiser/Red Ribbon Week Pep Rally (Check School Calendar)
- Veteran's Day Chapel (Usually the Wednesday before or after November 11th)
- Thanksgiving Lunch/Program (Usually the last day before Thanksgiving Break around Nov. 25th)
- Fall Personal, Class, and Fall Sports Pictures (Check with Lifetouch)

Winter (December-February)

- WCS emphasizes Christ's birth and general Christmas decorations to include trees, wreaths, candles, bells, ornaments, stars, angels, snowmen, snowflakes, etc.
- Although "Santa" and "Elves" are Christmas traditions, WCS does not encourage the use of them in the classroom.

Events in the Winter months include:

- Winter Wonderland (usually first week in December)
- Holiday Marketplace (usually first week in December)
- Winter Book Fair (Usually around the Holiday Marketplace or Open House)
- Christmas Play/Program (usually the last day before winter break)
- Open House (Usually in January)
- ACSI Competitions (Check with ACSI)

Spring (March-May)

- WCS emphasizes the death and resurrection of Jesus Christ to include "Resurrection Eggs" to present the Easter story.
- Focus on new life and seasonal changes are studied and use of bunnies, chicks, eggs, coloring eggs, and egg hunts are accepted.

Events in the Spring months include:

- Read Across America Week (Usually week including Dr. Seuss' Birthday on March 2nd)
- Spring Play (Usually before Spring Break)
- Spring Sport/Annual Fundraiser Pep Rally (Check School Calendar)
- Talent Show/Art Show/etc. (Check School Calendar)
- Spring Personal, Club, and Spring Sports Pictures. (Check with Lifetouch)
- Easter Chapel (Usually the Wednesday before Good Friday/Resurrection Sunday in March/April)
- Teacher Appreciation Week (Usually first week of May)
- Mother's Day/Father's Day (Usually second week in May)
- Field Day (Check school calendar)
- BOGO Book Fair (Usually last week of school)
- AR Prize Trip/Store (Usually within the last two weeks of school)
- Yearbook Signing Party (Usually last week of school)
- Awards Day/Athletic Banquet/Millionaire's Breakfast (Usually last week of school)



APPEARANCE

I will ***Be Presentable*** by being modest, neat, and clean and by wearing appropriate attire.

Student Dress Code

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 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. 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.

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.

Weekly Attire Guidelines:

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

School Uniform Clothing Specifics (Monday-Thursday)

- **Shirts:** Shirts must be collared red, white, cobalt blue, or navy. 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, navy or cobalt blue collared shirt dresses. 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, sounds, skate shoes, “mood” or “color changing” inserts. Tennis shoes must be worn in the gym (no 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. Rain boots are allowed to be worn into the building on rainy days, but students should change into uniform approved shoes in class.
- **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, khaki, 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 to be worn in class unless for a special school event.
- **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 1/4” 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 (Friday)

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 Dress (For 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 (Once a Month)

PTW sponsors a Free Dress Day as a fundraiser once a month. Participation is optional. Cost for free dress days 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

Athletic Dress:

- Athletes must wear full and correct uniform to games.
- Athletes must wear coach approved attire for practices.
- Athletes participating in a sport may wear school uniforms to school to promote the game or event that evening.
- Middle school students have a P.E. uniform to dress into for class. Students are expected to come to class prepared and not dressing out or having PE uniform available could result in deduction from conduct points grade.
- Field Day activities require students to move around easily for game participation. Teams or classes may dress up to match. The school will give guidelines for field day dress.

Out-of Dress Code Consequences

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 will report to the office and may not be allowed to return to class until appropriate clothing is available. 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

Where to buy:

- **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.
- **Locally**—Parents may also purchase uniform clothes locally and take items to The Cherry Zebra at Bradley Park, Columbus, for embroidery.

- **WCS School Store**--There are many used uniform clothes and spirit shirts for sale in our School Store. Prices are listed in the store. If you have gently used clothes that no longer fit your child, please consider donating to the store.

Teacher Dress Code

Faculty and Staff must dress professionally and modestly at all times. Teachers should model proper attire and modesty, and they may not wear any clothing prohibited to students.

- **Shoes** are required at all times. (No flip-flops or rain boots may be worn.) On rainy days, rain boots may be worn into the building, but teachers should change into appropriate shoes for the classroom.
- **Shorts** are not acceptable attire. (Except for P.E. teacher, field day, and some field trips.)
- **Pants** Blue jeans may be worn on spirit days or free dress days only.
No jogging suits, wind suits, sweat suits, or yoga pants. (Except for P.E. teacher)
- **Dresses and skirts** must be an appropriate length. The bottom of the skirt must be no more than 3 inches above the knee.
- **Shirts** Sleeveless shirts are acceptable only if the strap is at least 4 fingers wide at the top of the shoulders. No spaghetti straps or tube tops.
- Overly tight and or form fitting clothing is inappropriate for the work environment
- No visible tattoos or body piercing. (Except for earrings.)



ATTITUDE & ACTIONS

I will ***Be Respectful, Responsible, and Cautious*** of people, property, and well-being of others.

BEHAVIOR POLICY—Attitude & Actions

✓ I will ***Be Respectful*** with my attitude, words, and actions to God, authorities, and my peers.

Wynbrook 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.

Behavior Management

Children who are busy, happy, and successful are well behaved. Students are made aware of what is expected of them and what they can expect. Teachers create and post very broad rules for conduct in the classroom. As problems arise, classrooms may determine together the consequences for any future problems of a similar nature. Teachers foster a very cohesive working relationship with the class when they develop and follow a schedule of activities on which the child can depend. Teachers keep a predictable schedule but foster flexibility and variety when necessary. Children are kept busy with enjoyable and challenging activities. Children are happiest when they are meeting with success each step of the way and challenged with interesting projects and activities. A busy child is a less disruptive child.

Conduct Sheet 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 consequences for attitudes and actions that could be implemented. This chart is a guide. Teachers and administrators may vary in consequences depending on age of student and severity of words and actions.

Behavior	Conduct Sheet Grade	Possible Consequences could include:	Handled by:	Parent contacted through:
Character	100%	Praise and/or Reward	Teacher	Sign Conduct Sheet
Attitude Heart Issue	99-90%	Warnings	Teacher	Sign Conduct Sheet
Level 1 Violations	99-80%	Classroom Consequence, Time Out, Loss of Privilege	Teacher	Sign Conduct Sheet,
Level 2 Violations	80-70%	Classroom/Office Consequence Detention Below 80%=Leadership Consequence	Teacher & Principal	Call, Email, Letter, or Conference

Level 3 Violations	70-50%	Office Consequence In School Suspension Below 70%=Discipline Referral	Principal	Below 70%=Parent Conference Required
Level 4 Violations	50 & below%	Out of School Suspension Criminal Charges/Penalties Dismissal from WCS	Principal & Outside Assistance (Police, DFCS, School Board)	Parent Conference Required with Administration

All teachers (homeroom, elective, special teachers), after-school coaches and club leaders, and administrators have permission to mark a student’s conduct sheet for student’s behavior. Special/Elective teachers will report student behavior on the student’s weekly **Conduct Sheet** or on a **Conduct Sheet slip** that will be attached to the weekly Conduct Sheet for parent’s review. These adults may use the conduct sheet for reporting positive or negative behavior. All behavior is reported to the homeroom teacher. The homeroom teacher will support the other teachers/leaders comments and report concerns to parents if needed.

Parent Contact

The main form of communicating with parents about behavior is through the **Conduct Sheet**. Parents are asked to sign the **Conduct Sheet** DAILY. Parents may be contacted about behavior at any time. Teachers are encouraged to contact families for positive behavior as well as the necessary contact for negative behavior. Teachers/Parents may request a conference whenever there is a need. There is no reason to wait for a child’s academic or conduct grade to fall below a certain percentage before making contact. Parents and teachers are a team that works together for the student’s success.

Parent Conferences are necessary when:

- **Attendance:** A student receives 7 or more unexcused tardies or 10 or more unexcused absences
- **Attitude & Actions:** A Conduct Grade falling below a 70% or a Level 3 or 4 Violation requires a parent conference with teacher or administration.
- **Academics:** A progress/report card grade below a 70%

Lost Conduct Sheet

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.

Discipline & Discipleship

At Wynnbrook, we recognize that the attitudes of our heart spill out into our words and actions. While we teach and encourage character in the lives of our students, we recognize that “all have sinned and fall short of the glory of God” (Romans 3:23). While we discipline the behavior, we are discipling the student to check the condition of the heart and to seek repentance toward God and reconciliation with their peers or authorities. Teachers are encouraged to use scripture references in guiding the student to following God’s ways.

Please see the **Behavior Chart for a quick reference on positive and negative consequences for behavior and for breaking the Code of Conduct.**

Wynnbrook Christian School Behavior Chart

This chart is a guide. Teachers and administrators may vary in consequences depending on age of student and severity of words and actions.

Character	Attitudes Heart Issues	Level 1 Violations	Level 2 Violations	Level 3 Violations	Level 4 Violations
	Handled by:	Teacher	Teacher/Principal	Principal	Outside Assistance (Police/Hospital/DFCS)
Praises/ Rewards	Warnings	Possible Consequences: Classroom Consequence, Time Out, Loss of Privilege	Possible Consequences: Sent to office, Detention Conduct below 80%=Leadership Discipline	Possible Consequences: In-School Suspension Conduct below 70%=Discipline Referral	Possible Consequences: Out-of-School Suspension, Expulsion Criminal charges/penalties
Awareness Communication Conduct Grade: 100%	Conduct Grade: 99- 90%	Conduct Grade: 99-80 Parent Contact= sign Conduct Sheet	Conduct Grade: 80-70 Parent Contact= Call/Email/Letter, or Conference	Conduct Grade: 70-50 Parent Conference Required	Conduct Grade: 50 and below Parent Conference with Administration
Academics & Abilities Policy Good Work Ethic	Apathetic/ Distracted/ Lazy (Prov. 6:6-8)	Turning in work 1 day late (-10/day) Not following instructions or directions, Not listening, Turning in sloppy work or work done incorrectly.	Turning in work 2-3 days late (-10/day), Grades close to 70% on report=Parent contact Grades below 75% =Leadership Discipline	Turing in late work on the 4 th day= (0%) Cheating or plagiarizing work (Automatic 0%) Offering or accepting money to lose or win a game, do other's work, tests, etc. (Grades below 70%=Academic Probation, SST)	Forgery, Changing school documents (Students who fail classes may be retained or dismissed from WCS)
Attendance Policy Be Present	Tardy, Late, Absent	1-3 unexcused tardies (- 5/day)	4-6 unexcused tardies (Office/Detention) 5 unexcused absences (Attendance Letter)	7-9 unexcused tardies (Parent Conference) 10 unexcused absences (Parent Conference)	10 or more unexcused tardies (DFCS) 15 or more unexcused absences (DFCS)
Appearance Policy Be Modest	Immodest	Minor dress code violations	Major dress code violations	Inappropriate showing of body	Exposing nudity at school, online, or through phone messages.
Behavior Policy Be Positive	Negative (Phil. 2:14- 16)	Whining, complaining, crying obnoxiously	Foot stomping, Hand punching, Throwing objects or self to the ground or wall	Refusal to obey or calm down, throwing objects/self at people. Needing to be restrained for safety of self/others.	Severe Injury to self, others, or property
Be Careful	Foolish, Careless, or Reckless (Prov. 18:2)	Jesting, Coarse Joking (Prov. 26:18), Poor Manners, not sitting in chair or standing in line appropriately	Sticking out tongue (Isaiah 57:4), throwing objects, colliding into others in line (Joel 2:7-8), Lack of self- control, falling out of chair,	Wrestling/Acting Out/Horseplay Moderate injury to self, others, or property	Severe Injury to self, others, or property
Be Humble Be Obedient	Un-repentant Prideful Disrespectful Disobedient (Heb. 13:7)	Disrespect, Talking back, Arguing, Obedience with sarcasm, Rolling eyes, blank stares, Irreverence during prayer/chapel	Disobedience, Ignoring Instruction, Repeated disobedience/disrespect	Disregard, No change in attitude or behavior Un-repentant Continued disobedience/disrespect	Insubordination, Refusal to obey (Dismissed from WCS)
Be Loving	Hateful (Eph. 4:31- 32) (1 John 4:7- 8)	Unkind words, hateful words, gossip/slander/lying Obscene gestures,	Cursing, swearing, profanity, vague threats, Verbal threats with objects, pushing, shoving, wishing death upon someone	Fighting, hitting, physical assaults, Moderate injury from objects, Verbal threats/plans of harm, weapon use, or use of sharp objects	Possession or use of a firearm, bomb, or deadly weapon, Severe injury to self, others, or property
Be Self- Controlled Attentive	Disruptive (Prov. 21:23) (Prov. 4:20)	Interrupting with words or actions Distracting self or others	Excessive interruptions with words or actions	Disruptive behavior, Lack of control,	Severe Injury to self, others, or property

Have Respect for Differences, Be Tolerant	Superior/ Inferior Attitude (Phil. 2:3)	Pointing out differences, making others feel left out.	Being in a clique or leaving others out intentionally. Racist, sexist, or group superiority talk	Joining a gang or exclusive club or group, Racist, sexist, or group superiority, bullying with words or actions.	Severe injury to self, others, or property, Gang violence
Give Honor & Be Pure	Lustful (1 Cor. 6:13)	Inappropriate talking, "mind in the gutter" talk,	provocative actions or dancing, inappropriate gestures, drawing inappropriate images	Sexual harassment, Inappropriate touching, bringing/selling/showing/ drawing immodesty	Rape, sexual abuse, bringing/selling/showing pornography,
Property Policy Care for Property & Possessions	Irresponsible (1 Cor. 14:33, 40)	Leaving or creating messes, careless misuse of property, disorganized with materials	Throwing objects, loss of materials, inappropriate or irresponsible use of items, damage to items, chairs, tables, walls, etc.	Loss or Destruction of personal, peer, classroom, or school property. Defacing school property, Losing or hiding others' property	Substantial damage of personal, peer, classroom, or school property. Stealing. Vandalism, arson, etc.
Be Content/ Prepared	Greedy/ Unprepared (Matt. 25:7-13)	Unprepared for class with supplies, work, gym uniform, etc.	Borrowing/Taking without permission	Keeping without permission, Stealing supplies, property, work, or approval (cheating/ plagiarism, etc.) (Eph. 4:28)	Stealing credit cards, stealing another's identity, stealing items of high value, grand theft, fraud,
Health, Safety, & Security Policy Be Healthy	Unhealthy (1 Cor. 10:31)	Bringing, eating, or distributing unauthorized candy, gum, soda, coffee, etc.	Abuse of "using" substances for other purposes than what they are intended. (Chewing erasers, smelling glue, etc.)	Getting "high" from abuse of school supplies such as science chemicals, or paint, markers, glue, or other art/science supplies.	Possession/ Use/ Sale/ Attempted Sale/ Distribution of drugs, alcohol, controlled substances, or related products.
Be Safe & Alert	Unsafe (Prov. 4:14)	Leaving designated area without permission. Not getting approval to leave or go to another area.	Unintentional trespassing. Snooping through other's belongings. Being in the wrong place.	Intentional trespassing. Threats/Plans to run away from authorized areas or with unauthorized people.	Leaving campus without authorization or with unauthorized people Breaking & Entering unauthorized areas

Christian Character

We encourage our students to reflect behavior in the Warrior Code of Conduct. Each policy is based off of a character trait that we not only encourage, but teach, and expect. As we study and apply God's word, we see these character qualities as fruit from following his commands and living a disciplined life.

Christian Character includes:

- **Awareness:** Be Informed, Communicate Clearly
- **Academics & Abilities Policy:** Be Intentional, Have a Good Work Ethic
- **Attendance Policy:** Be Prompt, Be Present
- **Appearance Policy:** Be Presentable, Be Modest
- **Behavior Policy:** Be Respectful, Be Positive, Be Careful, Be Humble, Be Obedient, Be Loving, Be Self-Controlled, Be Attentive, Have Respect for Differences, Be Tolerant, Give Honor, Be Pure
- **Property Policy:** Be Responsible, Care for Property & Possessions, Be Content, Be Prepared
- **Health, Safety, & Security Policy,** Be Cautious, Be Healthy, Be Safe & Alert

Heart Issues—Attitudes contrary to Christ

Our words and actions start as thoughts and attitudes in the heart. Teachers may classify behavior as an attitude and begin re-directing students with warnings or 1-10 points removed from the **Conduct Sheet**. These are examples of the attitudes and heart issues that are contrary to the character that we wish to see in our students.

Heart Issues/Attitudes include:

- **Awareness:** Unaware
- **Academics & Abilities Policy:** Apathetic/ Distracted/ Lazy (Prov. 6:6-8)
- **Attendance Policy:** Tardy, Late, Absent
- **Appearance Policy:** Immodest

- **Behavior Policy:** Negative (Phil. 2:14-16), Foolish, Careless, or Reckless (Prov. 18:2), Un-repentant, Proudful, Disrespectful, Disobedient (Heb. 13:7), Hateful (Eph. 4:31-32)(1 John 4:7-8), Disruptive (Prov. 21:23)(Prov. 4:20), Superior/ Inferior Attitude (Phil. 2:3), Lustful
- **Property Policy:** Irresponsible (1 Cor. 14:33, 40), Greedy/ Unprepared (Matt. 25:7-13)
- **Health, Safety, & Security Policy,** Unhealthy (1 Cor. 10:31), Unsafe (Prov. 4:14)

Level One Violations—First Offenses

The following violations are minor acts of misconduct and first offences which interfere with orderly school procedures and functions. These will be handled by the teacher. Parents may be contacted at any time but most commonly through the **Conduct Sheet**.

Level one behavior includes:

- **Academics & Abilities Policy:** Turning in work 1 day late (-10/day), Not following instructions or directions, Not listening, Turning in sloppy work or work done incorrectly.
- **Attendance Policy:** 1-3 unexcused tardies (-5/day)
- **Appearance Policy:** Minor dress code violations
- **Behavior Policy:** Whining, complaining, crying obnoxiously; Jesting, Coarse Joking (Prov. 26:18), Poor Manners, not sitting in chair or standing in line appropriately; Disrespect, Talking back, Arguing, Obedience with sarcasm, Rolling eyes, blank stares; Irreverence during prayer/chapel; Unkind words, hateful words, Gossip/slander/lying; Obscene gestures; Interrupting with words or actions; Distracting self or others; Pointing out differences, making others feel left out; Inappropriate talking, “mind in the gutter” talk,
- **Property Policy:** Leaving or creating messes, careless misuse of property, disorganized with materials; Unprepared for class with supplies, work, gym uniform, etc.
- **Health, Safety, & Security Policy,** Bringing, eating, or distributing unauthorized candy, gum, soda, coffee, etc. Leaving designated area without permission. Not getting approval to leave or go to another area.

Consequences: According to the appropriateness of grade and severity of the violation, Level One Violations will be documented on the student’s **Conduct Sheet** with one to twenty points deducted, and may also include loss of recess or other free choice time, classroom isolation from peers, or any other classroom disciplinary technique that positively promotes the student Code of Conduct.

Level Two Violations-- Repeated Offenses

The following are intermediate acts of misconduct that have built off the attitudes and Level 1 violations that require teacher and or principal intervention. Parents are notified personally via phone call, letter, or email. Parent conferences are encouraged at any time but not required.

Level two behavior includes:

- **Academics & Abilities Policy:** Turning in work 2-3 days late (-10/day); Grades close to 70% on report=Parent contact; Grades below 75% =Leadership Discipline
- **Attendance Policy:** 4-6 unexcused tardies (Office/Detention); 5 unexcused absences (Attendance Letter)
- **Appearance Policy:** Major dress code violations
- **Behavior Policy:** Foot stomping, Hand punching; Throwing objects or self to the ground or wall; Sticking out tongue (Isaiah 57:4), Throwing objects, Colliding into others in line (Joel 2:7-8), Lack of self-control, falling out of chair, Disobedience, Ignoring Instruction, Repeated disobedience/disrespect; Cursing, swearing, profanity, vague threats; Verbal threats with objects, pushing, shoving, wishing death upon someone; Excessive interruptions with words or actions; Being in a clique or leaving others out intentionally. Racist, sexist, or group superiority talk; provocative actions or dancing, inappropriate gestures, drawing inappropriate images
- **Property Policy:** Throwing objects, loss of materials, inappropriate or irresponsible use of items, damage to items, chairs, tables, walls, etc.; Borrowing/Taking without permission

- **Health, Safety, & Security Policy:** Abuse of “using” substances for other purposes than what they are intended. (Chewing erasers, smelling glue, etc.); Unintentional trespassing. Snooping through other’s belongings. Being in the wrong place.

Consequences: According to the appropriateness of grade and severity of the violation, Level Two Violations will be documented on the student’s **Conduct Sheet** with twenty to thirty points deducted, and may also include being sent to the office, detention, or any other disciplinary technique that positively promotes the student Code of Conduct.

Leadership Violations

Any student who has signed the **Leadership Contract** (athletes, praise team members, main characters in drama, or Jr. Beta members) and receives a Conduct Grade of less than 80% for the week or receiving a **Discipline Referral** resulting in a consequence of detention, ISS, or OSS will be required to meet with the sponsoring leader/teacher/coach as well as the administration.

Level Three Violations--Habitual Offenses

The following are serious acts of misconduct or habitual Level 1 or 2 Violations that require the principal/administration intervention. A conference is set up with the parents, student, and the administration for intervention.

Level Three behavior includes:

- **Academics & Abilities Policy:** Turing in late work on the 4th day= (0%); Cheating or plagiarizing work (Automatic 0%); Offering or accepting money to lose or win a game, do other’s work, tests, etc.; (Grades below 70%=Academic Probation, SST)
- **Attendance Policy:** 7-9 unexcused tardies (Parent Conference); 10 unexcused absences (Parent Conference)
- **Appearance Policy:** Inappropriate showing of body
- **Behavior Policy:** Refusal to obey or calm down, throwing objects/self at people. Needing to be restrained for safety of self/others. Wrestling/Acting Out/Horseplay; Moderate injury to self, others, or property; Disregard; No change in attitude or behavior; Un-repentant; Continued disobedience/disrespect; Fighting, hitting, physical assaults, Moderate injury from objects, Verbal threats/plans of harm, weapon use, or use of sharp objects; Disruptive behavior, Lack of control; Joining a gang or exclusive club or group, Racist, sexist, or group superiority, bullying with words or actions. Sexual harassment, Inappropriate touching, bringing/selling/showing/drawing immodesty
- **Property Policy:** Loss or Destruction of personal, peer, classroom, or school property. Defacing school property, Losing or hiding others’ property; Keeping without permission, Stealing supplies, property, work, or approval (cheating/ plagiarism, etc.) (Eph. 4:28)
- **Health, Safety, & Security Policy:** Getting “high” from abuse of school supplies such as science chemicals, or paint, markers, glue, or other art/science supplies; Intentional trespassing. Threats/Plans to run away from authorized areas or with unauthorized people.

Consequences: According to the appropriateness of grade and severity of the violation, Level Three Violations will be documented on the student’s Conduct Sheet with thirty to forty points deducted. Any Conduct Sheet grade that is lower than a 70% receives an automatic **Discipline Referral** that goes in the student’s permanent records. Parents are required at this point to have a conference. Discipline may also include In-School Suspension, or any other disciplinary technique that positively promotes the student Code of Conduct.

Level Four Violations

The following are serious acts of misconduct that require the outside intervention (such as DFCS, police, or ambulance assistance) or are repeated acts of rebellion that require the principal and administration intervention. Both parents (if possible) and student are required to attend conferences held with administration and/or outside officials (police, detectives, DHR representatives, health care officials, school board, etc.)

Level Four Behavior Includes:

- **Academics & Abilities Policy:** Forgery, Changing school documents; (Students who fail classes may be retained or dismissed from WCS)
- **Attendance Policy:** 10 or more unexcused tardies (DFCS); 15 or more unexcused absences (DFCS)
- **Appearance Policy:** Exposing nudity at school, online, or through phone messages.
- **Behavior Policy:** Severe injury to self, others, or property; Insubordination; Refusal to obey; Possession or use of a firearm, bomb, or deadly weapon; Gang violence; Rape, sexual abuse, bringing/selling/showing pornography,
- **Property Policy:** Substantial damage/destruction of personal, peer, classroom, or school property. Stealing. Vandalism, arson, etc. Stealing credit cards, stealing another's identity, stealing items of high value, grand theft, fraud,
- **Health, Safety, & Security Policy:** Possession/ Use/ Sale/ Attempted Sale/ Distribution of drugs, alcohol, controlled substances, or related products. Leaving campus without authorization or with unauthorized people; Breaking & Entering unauthorized areas

Consequences: According to the appropriateness of grade and severity of the violation, Level Four Violations will be documented on the student's conduct sheet with forty to 100 points deducted, and may also include, Out of School Suspension for up to ten days, expelled from the school*, criminal charges/penalties imposed, or any other disciplinary technique that positively promotes the student Code of Conduct. Level Four violations will be documented on a **Discipline Referral** placed in the student's permanent records along with any documentation from outside assistance (police reports, DFCS reports, etc.).

Reporting Violations

WCS students are **required** to report Three or Four violations to a teacher or another adult as soon as possible. A lack of reporting any such violation may include severe consequences depending on the threat or action.

***Expelling a Student**

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.



ATTITUDE & ACTIONS

I will ***Be Respectful, Responsible, and Cautious*** of people, property, and well-being of others.

PROPERTY POLICY—Attitude & Actions

✓ I will ***Be Responsible*** with property by being careful with possessions and maintaining a clean and attractive environment.

WCS Campus & Facility

- **Walls & Surfaces**—Please only use marvelous tape or a low tack tape such as painter’s tape to adhere things to our walls in the classroom or hallway. Staples, tacks, nails, screws, or other means of decorating needs to be approved. Encourage students to keep hands and feet off the walls and windows to keep surfaces free of fingerprints and smudges.
- **Bathrooms**—Do not lock bathroom stalls and crawl under, leaving the stalls locked. Please notify the office or a teacher if the bathrooms are out of order or needing attention. Notify someone if more toilet paper or paper towels are in need of replacement. Bathrooms are not to be hang-out places for students. Teachers have bathrooms available in each hall and in the office.
- **Trash/Recycling**—Please choose to recycle cans, pop tabs, computer ink cartridges, paper, etc. instead of throwing it in the trash.
- **Wastefulness**—Please conserve paper towels, toilet paper, napkins, utensils, printer paper/ink, etc.

General Use of School Supplies & Guidelines

Bring necessary items for class or activity. Clean up after yourself. Leave an area better than you found it. Supplies that are lost or damaged need to be replaced at the cost of the student/family.

- **Classroom**--Use of classroom books, supplies, educational toys/games, posters, folders, etc.
- **Athletics**--Use of balls, ropes, sticks, etc.
- **Art**--Use of paintbrushes, pencils, colors, paint, etc. Smocks and oversized t-shirts are available to protect school uniforms.
- **Music/Band/Drama**--Use of instruments, microphones, costumes, props, etc..
- **Computers/I-pads/headphones**--Use of classroom/technology lab computers, headphones, i-pads, etc.

Use of Facilities

Decorations/Cafeteria Items— Items such as table cloths, holiday décor, centerpieces, festival games, etc. are all located in the PTW storage room or teacher supply closet. Please check with or notify the office or PTW before borrowing items. Please take care of borrowed PTW/school decorations by washing tablecloths, cafeteria items, tables, etc and returning items neatly labeled and organized or brought back to their correct location. If you decorated an area for a season, make plans on when and who will take it down.

Facility Request—Reservations are required if a teacher or parent wants to use any of the facilities on campus, such as the conference center, worship center, kitchen, conference room, etc. Please check with the administrator before planning to use any of these facilities so that a **Facilities Use Form** may be completed and approved through the church office before an event is scheduled in any of the facilities mentioned above.

Maintenance Request—If an area needs attention regarding messes, moving heavy objects, running low on cleaning supplies, etc. Please fill out a [Maintenance Request Form](#).

Technology Request—If a computer, smart board, printer, etc. needs attention, please fill out a [Technology Request Form](#).

Issued School Property Policy

Damage to Issued Property

Students who lose, damage, deface, or destroy school property will be required to replace the damaged item(s). Current replacement costs will determine the amount for which the student will be held responsible. Report cards and school records will be held until all property is returned or replacement charges have been collected.

Issued Textbooks

Textbooks are the property of WCS and will be used by successive classes. At the beginning of each new school year, the Teacher will inventory all textbooks and will be responsible for issuing them to his/her class. Teachers are required to record this information on an [Issued Textbook Inventory Form](#). Textbooks 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.

Issued Bibles

Students in certain grades will receive Bibles as textbooks when they enroll at the school. These Bibles are to highlight verses that classes memorize. They are required for Bible class and occasionally for chapel. Extra care needs to be taken with these Bibles as they should be used from year to year at Wynnbrook.

Issued/Checked-Out Library Books

Students are given their own library account where they can check out an allotted amount of books. Books need to be returned or renewed before the books are overdue. Books that are returned late, damaged, or lost incur library fines. Please check the library policy for more information.

Issued Classroom Supplies

Some classes may opt to provide school supplies for the class at the beginning of the school year. The teacher will assign classroom supplies for each student, but the student is responsible for their supplies. It is the student's responsibility, not the teacher's, to re-stock lost or damaged supplies.

Issued 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.

Issued Sports/Drama/Band Equipment

At the beginning of each new school year, the Athletic/Band/Drama Director will inventory all sports/instrument/props and will be responsible for issuing equipment and or uniforms or costumes to his/her team/class. Coaches/Teachers are required to record this information on an [Issued School Property Form](#).

- The student/athlete will be held financially responsible for any lost or misplaced equipment.
- The cost of any deliberate mutilation of school property will be charged to the student. Athletes will not be allowed to continue in, or begin a new sport until all financial obligations have been cleared.
- All equipment must be turned in from a previous sport to begin practice in the second sport unless the participant is involved in overlapping sports.

Care for Issued Athletic Sports Uniforms/PE Uniforms

- Wash uniforms in cold water or warm water (NOT hot) and hang to dry.
- Do NOT use hot temperatures to dry uniforms. This causes numbers/lettering to crinkle or to come off.
- The cost of any uniform returned in a condition in which it cannot be reissued will be charged to the athlete/student, this includes uniforms that have been improperly laundered or cared for.

Personal Property Policy

Book Bags—Book bags need to be able to fit in lockers. For safety reasons, book bags/backpacks should not be carried from class to class or left in hallways or around lockers, unless a pre-approved health condition requires special acceptance.

Athletic Bags—Students in sports may place athletic bags in the gym locker rooms. No athletic bags should be left by the classroom lockers.

Lunch Boxes—Students who bring lunches from home may bring a lunch box to school. Food left in lunch boxes over a period of time may rot and attract bugs. Lunch boxes and containers must be brought home daily to be cleaned out.

Cell Phone/Electronics Policy

- 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. Fourth graders and older may have cell phones at school, but cell phones must remain in lockers or backpacks turned off (not on silent or vibrate). Fourth graders and older may use cell phones after school hours to contact parents with teacher approval and supervision. Unauthorized cell phone use will result in releasing the cell phone to the teacher and will be held in the office until parents pick it up.
- 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 and no future use of the device at school.

School Search/Seizure of Personal Property

For the safety of our school and students, school personnel may search a student, student lockers, personal bags, outerwear, and technology, and may seize any stolen, unauthorized, contraband, or illegal materials discovered as a part of the search. All school facilities and property (including work stations, lockers, etc.) are all considered school property and any students' personal property on school premises are subject to inspection without notice and upon request. Parents and students enrolling in the school or entering school property agree to and consent to be searched and there is no expectation of privacy for items brought or stored on school facilities or property.

Lost & Found—There is a bucket for lost & found items by the school office. Please check there often. Items unclaimed after a while are donated to the school store, a local thrift store, or mission project. When finding unclaimed property, please take the items to lost and found.

Others' Property

Students who are found to possess, steal, or hide another's property will be punished and offenses could be considered a Level 3 violation. Items must be returned to the rightful owner or placed in the Lost and Found bucket. If items were lost or damaged, the student who mishandled the property must pay to replace the item for the owner.



ATTITUDE & ACTIONS

I will ***Be Respectful, Responsible, and Cautious*** of people, property, and well-being of others.

HEALTH, SAFETY, & SECURITY POLICY—Attitude & Actions

✓ I will ***Be Cautious*** to protect the health, safety, and well-being of myself and others.

Health & Sickness Policy

Medical Records

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 Georgia 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.

Cleanliness

Cleanliness, good health, proper hand washing is always encouraged. Children are taught to catch sneezes in their sleeves, to use a tissue when tending to their nose, eyes, ears, or other orifice of the body, and to clean their hands immediately after using a tissue or getting dirty.

Hand washing

As part of the education process, students are taught the importance of proper hand washing procedures. This is the best means possible to keep down various illnesses. Hand washing is expected before and after eating, using the restroom, catching a sneeze, playing outside, soiling their hands, and after tending to their nose, eyes, ears, or any other orifice of the body. The use of hand sanitizer is acceptable when constant movement to and from the restroom would be disruptive.

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.

Hygiene Supplies

In the event that a child's odor becomes a distraction, students may be asked to visit the office for spray-on deodorant or a breath mint. Young ladies who may start their period at school may visit the office for pads or liners. Please consider keeping a few supplies available for your child in case the need arises. Parents will be contacted if too many hygiene office visits occur.

Sickness

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.

Students who get sick are sent to the office sick room, where emergency contacts are notified for student to be sent home or to a health care facility.

- Medication will be administered, if necessary.
- If child gets sick with vomiting, diarrhea, rash, or fever of 100 degrees or more at school, emergency contacts will be request to immediately take student home or to a doctor's office.
- Students will be held in the school office until picked up by emergency contact or a critical situation arises.

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 **Emergency Contact Form**. The medication form must include the name of the medication, prescription number, amount, date, and exact time the medication is to be administered. All medication is stored in a secured cabinet in the office sick room.

The office will be responsible for administering medication and will indicate by signature, time, and date when medication was administered.

Drug & Alcohol Policy

Wynbrook Christian School has a No Tolerance policy for drug and alcohol use on or off campus for the health and well-being of our students. We train our students to make good choices that are healthy and biblically based, to ensure that we are above reproach in our interactions with our community. By having this policy, it is our objective to:

1. Prevent injury, illness, and harm resulting from the use of illegal and performance-enhancing drugs or alcohol;
2. Help enforce a drug-free educational environment;
3. Deter student use of illegal and performance-enhancing drugs or alcohol;
4. Give students a valid reason to resist peer pressure to use illegal drugs or alcohol; and
5. Educate students regarding the harm caused by the use of illegal and performance-enhancing drugs or alcohol.

The use, sale, or offer to sell, purchase, transfer, manufacture, or possession in any detectable manner of another student's prescribed medication, illegal drug, alcohol, or any synthetic or "look-alike" substance by any student is strictly prohibited.

Student use of alcohol or other illegal drugs is incompatible with the purposes and objectives of the school, and it is detrimental to the health and well-being of the individual and potentially the well-being of others.

Substance abuse will result in lengthy suspension or expulsion. If the student is allowed to remain at Wynnbrook Christian School, the school reserves the right to require both random drug testing and appropriate biblically based counseling by a professional affiliated with or recommended by the school. The school's discipline procedure may include legal action. Voluntary disclosure of personal drug abuse will be taken into consideration in discipline; however, such disclosure does not guarantee mitigation of disciplinary procedures. (Voluntary disclosure does not mean coming forward after the administration, faculty, or student government has knowledge of an incident.)

The school reserves the right to question students about suspected drug/alcohol involvement. The administration retains the right to request a parent's or guardian's approval for an immediate urinalysis and/or breath test at the parent's or guardian's expense if a student is reasonably suspected of drug or alcohol abuse.

First Aid

Injury

Non-critical situations

- First aid will be administered, if necessary.
- If more aid is needed, emergency contacts will be required to immediately take student home or to a doctor's office.
- Students will be held in the school office until picked up by emergency contact or a critical situation arises.
- **Accident Report Forms** are completed for all injuries.

Critical situations

- First aid will be administered to full extent possible and staff will act based on school policy in protecting the safety of the student and others.
- Emergency contacts will be notified.
- In accordance with family direction, the student's doctor or 911 may be contacted, or student may be transferred to doctor's office/hospital.
- If emergency contacts cannot be reached, continued attempts will be made to reach family.
- The school will contact 911 for emergency medical services.
- Procedures, times, and actions will be recorded for accident and insurance reports.

Faculty and Staff are aware of potential dangers of infection from blood and body fluids are instructed in proper handling and disposal techniques.

Blood Spills

A blood spill may occur anytime the skin membranes are opened, such as a skinned knee, cut, or nosebleed. Caution should always be exercised when there is potential for contact with blood. Blood spill procedures are as follows:

- Disposable gloves are always worn when handling a blood spill, even if the incident is minor.
- Bleeding is stopped and the child cared for appropriately depending on the severity of the situation. If it is a minor incident, the closest first aid kit available is used. If it is a serious injury, the child is not moved without the advice of medical personnel. If the situation is life threatening, 911 is called and someone sends for the school administrator or person in charge. Emergency contacts are notified when the situation is serious or life threatening. An accident report form is completed for all injuries.
- Blood on surfaces is cleaned with disinfectant solution. Gloves are always worn and disposable towels used for clean-up. Gloves and towels are sealed in heavy duty plastic bags for disposal.
- The child's clothes are changed as needed. Gloves are worn to place soiled clothes in a sealed in a plastic bag labeled with the child's name to send home.
- Hands are washed with soap and water.

Emergency Preparedness Plan

School Safety/Security Plan for Emergencies

To provide for the safety of our students, we have devised an emergency safety/security plan. We use the term "Safety" to refer to natural disasters and fires, and the term "Security" to refer to harm that can happen from people such as strangers or other unauthorized persons on campus. Students are informed that emergencies can happen at any time and are given guidance on how to protect themselves.

Overall Guidelines

- The office and classrooms will maintain copies of the **Emergency Contacts Form** that includes a list of guardians with contact information, physician and insurance information, medications approved and currently taken, with parent signatures for medical emergencies.
- Each classroom is equipped with an **Emergency Folder** which is posted on the back of the door and includes:
 - A list of current American Red Cross certified staff members and their phone numbers
 - The **Emergency Contacts Form** for each student and classroom teacher.
 - **Accident Report Forms** (to be filled out after injuries or when medical assistance is needed)
 - The most current Health, Safety, and Security Plan which includes the first aid procedures and posters, emergency procedures for drills, evacuation locations, and **Green/Red** cards with teacher's name on them.
 - **Emergency Drill Report** (to be filled out after each drill or emergency)
- All employees are trained in safety protocols and procedures every year (basic first aid, communication and intercom codes for emergencies, providing security, intercepting and responding to unauthorized persons or intruders, procedures in reporting assault and violence, handling and disposal of blood and bodily fluids, location of exits, location of hazardous materials or electrical areas, location and use of fire extinguishers, and emergency food supplies).
- Employees are trained in emergency drills and input is received to improve plans.
- All full-time employees are certified by the American Red Cross in First Aid & CPR and Child Protection training requirements every two years. This training is offered every year.
- Each classroom is equipped with Emergency First Aid Kits. Teachers should be familiar with the contents and keep kits replenished with supplies from the office.
- In the event of a natural disaster or security breach, monitoring and care is paramount for all students until they are picked up by parents or authorized adults.
- All efforts will be taken to not overly concern the children but to instill a trust in God's sovereignty. In any event, we trust that God is ultimately in control.

Communication during an emergency:

- Within school: Classrooms have intercoms to access school office, and teachers have been instructed to keep their cell phones on silent but available for emergency use.
 - Intercom/Alarm response
 - Intercom/Alarm response
- In the event of an emergency, efforts to communicate with parents will be made available after students and staff members are safe.
- Outside school: Staff is authorized to alert authorities and/or call 911 should they feel it is necessary for the safety of our students.

For school safety, this information is not available to the public.
Inquire in the school office for more information.

Emergency Preparedness Plan Responsibilities

In order to maintain a safe and secure learning environment, Wynnbrook Christian School provides basic guidelines for administration and teachers as well as the families and students to encourage individual responsibility in promoting safety within the school, at school functions, and at home. As a team, we work together to protect the health, safety, and well-being of ourselves and those around us.

The **Principal** is encouraged to...

1. Develop and provide leadership for Emergency Preparedness Plans.
2. Conduct drills and initiate revisions to improve plans.
3. Arrange for procurement, storage, and maintenance of emergency supplies and equipment.
4. Determine the adequacy of shelter space for students and staff.
5. Contact and advise the Minister of Education in the event of a crisis.
6. Respond to inquiries from the media, schedule interviews, and briefings.
7. Plan emergency in-service training for staff.
8. Install emergency communication and warning systems.
9. Calm and re-assure frightened students, faculty, staff, and parents.
10. Assist faculty in keeping students in safe areas.
11. Coordinate a hotline for managing calls from and to parents.
12. Maintain a list of names, emergency functions, and phone numbers of law enforcement, medical, and other emergency personnel.
13. Schedule annual CPR, First Aid, and Child Protection Training.

Teachers are encouraged to...

1. Help develop and give feedback on improvement for Emergency Preparedness Plans.
2. Participate in Emergency Preparedness training.
3. Incorporate educational Emergency Preparedness and response activities into the curriculum.
4. Teach students to develop confidence in their abilities to care for themselves and help others.
5. Complete First Aid, CPR, and Child Protection Training.
6. Render first aid if necessary and document **Accident Reports**.
7. Access first aid kits and refill supplies as needed.

Families are encouraged to...

1. Encourage Emergency Preparedness planning and volunteer service during actual occurrences or drills.
2. Provide school with emergency information on children, contact persons, and medical release information by filling out the **Emergency Contacts Form**.
3. Discuss Emergency Preparedness and response with children.
4. Practice Emergency Preparedness in the home to re-inforce school training and ensure family safety.

Students are encouraged to...

1. Participate in emergency drills.
2. Learn to be responsible during emergencies and how to help others.
3. Be aware of natural and man-made hazards.
4. Work through student organizations, clubs, and PTW to support school Emergency Preparedness Plan and programs
5. Take an active role in school emergency preparedness and response including assisting other students, serving as messengers, and assist in operation of communication equipment.

Safety Drills & Procedures (Fire/Tornado Drills)

Safety drills are held monthly to be prepared in case of a real emergency and are practiced with students. 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.

- A security/intruder drill will be conducted within the first 30 days of school.
- A tornado/severe weather drill will be scheduled at least once a year.
- Fire drills are held monthly.

Information is gained from drills and to improve plans. Faculty assist in developing and improving plans, input is received for development and review of emergency policies and procedures.

Fire

- **Equipment:** All personnel is trained to know the location and operation of fire extinguishers. All equipment (extinguishers, sprinkler systems, exit doors, and fire evacuation plans) is marked and in working order.
- In the event of a fire drill or fire, alarm will sound and people will be evacuated from the building. Evacuation plans are posted in each room.
 - Teachers will perform a headcount before leaving the room. Teachers will calmly and quickly take the **Emergency Folder** and cell phone and lead the occupants to follow the evacuation plan to the designated area.
 - People downstairs meet at the lower parking lot. People upstairs meet in the upper parking lot.
 - Once safely outside, headcount and roll call is taken again. Teachers notify the authorized personnel if a student is missing, or if a student is misplaced from another class.
 - Teachers hold a **Red Card** if a student is missing. If all is accounted for, teachers hold the **Green “all clear” Card**.
 - Classes remain in the designated area until given the all-clear from authorized personnel.
- **Response:** Authorized personnel will notify the fire department, immediately check halls, and quickly check with teachers in parking lots to insure all students and occupants are accounted for.
- Teachers, turn in **Emergency Drill Reports** after returning safely to the classroom.

Tornado/Severe Weather

- **Equipment:** The weather alert radio is kept on in the school office. In the event of severe weather, the office will tune into local TV/radio alerts for updated information to sound the alarm or notify teachers.
- During a tornado watch (indicates weather conditions are such that a tornado may develop), people and portable equipment will be brought inside. All windows, blinds, and doors will be closed and movable items that could be launched by strong winds will be secured or stored. Classrooms may continue with caution. Students may be dismissed during a tornado watch.
- In the event of a severe weather drill or a tornado warning (indicates that a tornado has been sighted and protective measures should be taken immediately), alarm will sound.
 - Teachers will perform a headcount before leaving the room. Teachers will calmly and quickly take the **Emergency Folder** and cell phone and lead the occupants to the designated shelter area.
 - The designated shelter area is on the lower level in the library hallway and underground classrooms. People should avoid windows in classrooms, doorways, and by the main staircase. Use side staircases.
 - Everyone will be encouraged to take the position of greatest safety by crouching on knees with head down and hands locked over neck or sturdy personal belongings held over head, neck, and shoulders.
 - Once secure, headcount and roll call is taken again. Teachers notify the authorized personnel if a student is missing, or if a student is misplaced from another class.
 - Students will not be dismissed, and parents will be encouraged to go to the designated shelter area during a tornado warning.
 - Classes remain in the designated area until given the all-clear from authorized personnel.
- Teachers, turn in **Emergency Drill Reports** after returning safely to the classroom.

Security (Intruder/Civil Disturbance Drills)

Supervision of Children

- A class/group of students is never left unattended. If a teacher assistant is not available and a teacher must leave the room, a teacher next door should monitor both classes from the hallway or the children should go with the teacher.
- Students will not be permitted to walk around the school without supervision. Students have designated areas to report to before school begins. During school, students are expected to be in class. Students will not be permitted to walk around the school without passes from the office or teacher.
- Teachers interact with students in the classroom or playground to adequately monitor activity.

Locked Doors

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. All classroom doors should remain closed and locked at all times each day as a precautionary measure.

Security/Intruder

All adults in the school building should follow the Sign-in/Sign-out Policies and should wear appropriate badge/identification until signed out and out of the building. If an adult is found in school building without a badge, staff has been instructed to walk them to the school office to follow sign-in procedures.

- Should an adult refuse to be identified or act suspicious, staff has been instructed to contact, report, and identify all visitors without badges as potential strangers, or intruders.

For school safety, this information is not available to the public.

Inquire in the school office for more information.

Intruders

- Staff is instructed to contact, report, and identify all non-staff adults (including student families or church attenders), potential strangers, or intruders.

For school safety, this information is not available to the public.

Inquire in the school office for more information.

Violence/Civil Disturbance in the School

School personnel shall continuously work to establish rapport with students and families and provide an open forum that encourages discussion of grievances and problems. School personnel shall make every effort to know all students and their families. The principal, staff, and or counselor shall prioritize communication and counsel with students and families.

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For school safety, this information is not available to the public.
Inquire in the school office for more information.

Violence/Civil Disturbance in the Classroom

The classroom shall be used as a forum to discuss grievances or problems. Students are encouraged to report threats to harm others, plant a bomb, use a gun, etc. to a teacher, staff member, or administrator. A conscious effort is made to create and maintain a caring environment in the school. Students are encouraged to participate in school activities and to express their thoughts and feelings with guidance and Biblical counsel from leaders and peers.

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For school safety, this information is not available to the public.
Inquire in the school office for more information.

Firearms/Weapons

No firearms or other weapons are permitted on the property at any time. Possession of a firearm of any kind of weapon on school property is grounds for immediate termination of an employee, dismissal of a student, or call to police.

Specific faculty and staff are trained and licensed to carry a weapon in the event of an emergency.

Threats, Plans, and Reports

All threats are taken seriously.

- Students and staff are required to report threats which include: harm to self or others, planting a bomb, use of a weapon, running away, rape, etc.
- Threatening and planning harm as well as not reporting another's threat or plan could result in Level 3 or 4 Violations.

Bomb/weapon threat

A bomb/weapon threat may be received at any time. There is always a chance that a threat may be authentic. Appropriate actions should be taken in each case to provide for the safety of students, personnel, and facilities.

For school safety, this information is not available to the public.

Inquire in the school office for more information.

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 to the school administrator and city authorities. 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.

List of Local, State, and Federal Agencies

Georgia Department of Education

Facilities Services Section
1670 Twin Towers East
Atlanta, GA 30334-5050
404-656-2454

Georgia Emergency Management Agency (GEMA)

Public Information Office
P.O. Box 18055
Atlanta, GA 30316-0055
1-800-879-4362
404-635-7000
www.state.ga.us/GEMA

Department of Natural Resources

Floodplain Management Program
Environmental Protection Division
7 Martin Luther King Jr. Drive
Suite 440
Atlanta, GA 30334-5050

Federal Emergency Management Agency (FEMA)

Publication Distribution Center
P.O. Box 2012
Jessup, Maryland 20794-2012
1-800-480-2520
www.fema.gov/kids

National Weather Service

819 Taylor Street
Room 10A26
Fort Worth, TX 76102
817-978-2654

Muscogee County Sheriff's Office

Government Center
4th Floor
100 10th Street
Columbus, GA 31901
706-653-4225 (Non-emergency)

Columbus Police Department

510 10th Street
Columbus, GA 31901
706-653-3160 (Non-emergency)

Muscogee County Fire & EMS

706-653-3500

Georgia Bureau of Investigation

229-931-2439
800-673-9213

Georgia State Patrol

Post 34-Manchester
Counties: Meriwether, Muscogee,
Talbot
706-846-3106

Sheriff, Police, Fire, Ambulance

Emergency Phone: 911

Doctor's Hospital

616 19th Street
Columbus, GA 31901
706-494-4262

Houston Hospital

100 Frist Court
Columbus, GA 31909
706-494-2100

The Medical Center

710 Center Street Box 951
Columbus, GA 31901
706-571-1000

St. Francis Hospital

2122 Manchester Expressway
Columbus, GA 31995
706-596-4020

American Red Cross

West Central Georgia Chapter
3940 Rosemont Drive
Columbus, GA 31904
706-323-5614

Health Department

706-321-6300