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***Indicates that these sections contain new material.**

COMMUNITY LIFE TOGETHER COVENANT

Worthington Christian High School (WCHS) is a community of Christians who have joined together for the purpose of spiritual growth, academic progress, and personal development. The purpose of this covenant is to identify those things that will assist us in meeting the spiritual and educational objectives of WCHS. While it is impossible to create a covenant where all boundaries and expectations are totally acceptable to everyone, all would agree that certain boundaries and expectations are necessary to ensure orderly life together. When students, faculty, staff and parents join the WCHS community, they freely and willingly choose to take upon themselves the responsibilities outlined in this covenant.

ASSUMPTIONS

1. Loving God and loving our neighbors are the primary motivations for all relationships and behavior.
2. The Bible is our authority; it provides the essential teachings and principles for personal and community conduct.
3. It is normal for the Christian to desire to be guided by the Word of God and to be led by the Holy Spirit in all aspects of life.
4. Satan does not play fairly, and members of our community will be under constant spiritual attack by the world, the flesh, and the devil himself.

RESPONSIBILITIES AND RELATIONSHIPS

Within our community, the greatest expression of fellowship and the highest principle for relationships is love. Jesus said:

³⁷ "Love the Lord your God with all your heart and with all your soul and with all your mind." ³⁸ This is the first and greatest commandment. ³⁹ And the second is like it: "Love your neighbor as yourself." ⁴⁰ All the Law and the Prophets hang on these two commandments." (Matthew 22:37-40)

We often wonder what "love" looks like. The following are specific identifications of love and provide the basis for understanding the essential elements of our relationships.

Love builds us up

We expect each member of the community to strive to maintain relationships that support, encourage, and help others. "We who are strong ought to bear with the failings of the weak and not to please ourselves. Each of us should please his neighbor for his good, to build him up" (Romans 15:1-2 NIV). Since our words have power to build up or tear down, we should expect the Holy Spirit to lead us in what we do and do not say to others. Gossip and sarcasm, even if we are "just kidding," is unloving (Proverbs 26:18-19). *We value communication that builds up others .*

Love is patient

Because of our humanness, difficulties in relationships can occur. In such cases, we are to respond as the Scripture states: ". . . clothe yourselves with compassion, kindness, humility, gentleness, and patience. Bear with each other and forgive whatever grievances you may have against one another," (Colossians 3:12, 13a NIV). We should expect the Holy Spirit to lead us as we interact with those who have made unwise or immature choices. *We value patience with each other's weaknesses and occasional poor judgment.*

Love helps us bear each other's burdens

We are responsible to come alongside those experiencing grief, discouragement, illness, tragedy, or other personal trials. Expressions of bearing one another's burdens include comfort, encouragement, consolation, and intercession. "Carry each other's burdens, and in this way you will fulfill the law of Christ," (Galatians 6:2 NIV). We should follow the Spirit's promptings to express our love and concern for each other, especially during hard times. *We value supporting each other.*

Love is truthful

Speaking the truth to each other with love will strengthen our community. "Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body" (Ephesians 4:25 NIV). We should follow the Spirit's leading to speak to each other about struggles, choices, and issues which, if left unaddressed, could lead to bigger problems. "Looking the other way" is unloving. *We value productive, loving, solution-oriented interaction.*

Love reconciles, restores, and makes restitution

Healing broken relationships is necessary for a healthy community. When relationships have been harmed, regardless of the reason, individuals should reach out to one another, forgive one another, restore relationships, and make restitution whenever possible or necessary. We understand that reconciliation and restoration do not equal "getting off the hook." We understand that in a school setting, some actions, because of their harmful or dangerous nature, will have consequences (see "School Disciplinary Procedure" section on page 8). II Corinthians 5:18-19 NIV states, "He [Christ] gave us the ministry of reconciliation . . . and He has committed to us the message of reconciliation." *We value forgiveness and restoration of relationships. We must seek the leading of the Holy Spirit in all matters that pertain to healing and restoring broken relationships.*

Implementing the above expressions of love in relationships requires continual sensitivity to the Holy Spirit on the part of students, faculty, staff, and administrators.

RESPONSIBILITIES FOR BEHAVIOR AND ATTITUDE

Biblical Expectations

- Scripture teaches that the Holy Spirit will produce "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law," (Galatians 5:22-24 NIV). This "fruit of the Spirit" energizes our relationships.
- Certain behaviors are expressly prohibited in Scripture. Members of the body of Christ, not just the WCHS community, should abstain from and flee from these things. They include theft, lying, dishonesty, gossip, slander, crude, vulgar and profane language; sexual activity outside of the bonds of marriage, intoxication, immodesty, and occult practices (see Galatians 5:10-21). WCHS is concerned about the life of the student on or off campus before, during, and after school.
- In keeping with Scriptural admonitions to bring ourselves under the authority of government, members of the WCHS community are expected to uphold the laws of the local community, the State of Ohio, and the nation to the extent that obedience to such laws does not require disobedience to God.

Institutional Expectations

In addition to the above biblical expectations, members of the WCHS community voluntarily commit themselves to the following standards of behavior. This commitment grows from the conviction that these standards serve the good of the individual as well as the school. These standards are not necessarily set forth as absolutes or as an index of spirituality. They do, however, define the parameters that govern life in the WCHS community. Violations of these standards are regarded as a serious breach of integrity within the community. Therefore, the following standards apply to students, faculty, staff, and administrators at Worthington Christian High School.

1. **Regarding Sundays:** While some in our community worship on Saturday, WCHS recognizes Sunday as a day set apart primarily for worship, fellowship, ministry, and rest. While activities such as recreation may be a part of the day, "business as usual" relative to school programs, games, rehearsals, and student services will not be sanctioned nor encouraged except where absolutely necessary.
2. **Regarding "Chapel":** Corporate worship, fellowship, and instruction are essential for our community. Therefore, students, faculty, and administrators are expected to attend WCHS' weekly "Chapel" and act in a manner appropriate to the setting.
3. **Regarding Substances:** The community recognizes the danger to one's physical and psychological well-being in the use of certain products. Therefore, members of the community are to refrain from the illegal use of

tobacco in any form, alcoholic beverages, hallucinogenic drugs and substances (including marijuana), or narcotics not authorized by a physician. WCHS recognizes that there are laws governing the use and distribution of these products. At no time are members of the WCHS community to be in violation of those laws on or off the campus.¹ None of the above substances is ever permitted to be used or possessed on the WCHS campus or at any event or activity in any way connected with WCHS. Members of the community may not share or abuse prescription or non-prescription drugs or medications.

4. **Regarding Gambling:** Gambling (exchange of money and/or goods of any sort by betting or wagering) is viewed as an unwise use of God-given resources and therefore is not acceptable in any form on school grounds or at school activities.
5. **Regarding Dancing:** In deference to those Christians who believe social dancing is morally wrong, the preference of the school is to avoid such activities at school-sanctioned events. The community does not desire to place a student in a position where s/he must choose between honoring a church and/or family conviction and participating in a school activity.
6. **Regarding Discrimination and Harassment:** Because of our concern for the worth and dignity of persons, each member of the community is expected to be sensitive to special needs existing in our society and on our campus. Therefore, discrimination against, or harassment of, others based on race, national origin, sex, or disability is not acceptable.
7. **Regarding Bullying:** WCS will not tolerate bullying, including cyber-bullying, on or off school grounds or at any school activity on or off campus.
8. **Regarding Violation of Individuals:** Any kind of demeaning gesture, threat of violence, physical attack or overt, unwelcome sexual advance directed toward another person of the same or opposite sex will not be tolerated.
9. **Regarding Vandalism:** Vandalism or violence against property is not tolerated.
10. **Regarding Pornography:** The pornography industry exploits people. Further, the use of the industry's products is immoral. Therefore, pornographic products or materials of any sort are not to be used, possessed, or distributed on or away from campus. "Sexting," the sending or maintaining sexually explicit messages or images is a violation of this covenant.
11. **Regarding Blogging and other means of Social Networking:** Since blogs (including social networking sites like MySpace, Facebook and Twitter) are matters of public access, members of the community should be conscious of the permanent and public nature of these means of communication. Communications posted on such sites should be

¹ Parents should note that so-called "safe houses," where teens gather to drink or smoke under the supervision of someone's parent or older sibling, are illegal. In Ohio, under-aged persons may consume alcohol and tobacco products only with the permission and in the presence of their own parent or guardian.

consistent with provisions of the Community Life Together Covenant. It is always wise to remember that one is accountable for what one posts, and unlike careless words that more or less disappear into thin air, careless, hostile, harassing, or threatening words posted on-line or text-messaged can pop up again any time and any place. (There is a general WCS Blogging Policy that governs the use of blogs for educational purposes. It is available on the WCHS intranet.)

12. **Regarding Cheating:** Members of the community are subject to the demands of academic integrity such as honesty and giving credit to sources. (Refer to Honor Code on page 27 and to the WCHS Style Manual.)
13. **Regarding School Rules:** Compliance with the routine day-to-day policies and procedures of WCHS is expected from members of the community. These routine items are listed throughout the Handbook or are made known to students, faculty, staff, and administration through normal channels of communication. Likewise, teachers must establish clear guidelines for procedures and conduct in their classrooms that are consistent with this covenant. Students must abide by those guidelines.
14. **Regarding legal status and marriage:** While marriage is an honorable institution ordained by God, all WCHS students, regardless of age, must remain unmarried and living with a parent or guardian while enrolled as students. Regarding other legal matters; parents or guardian must sign all school forms and school releases, regardless of the student's age.
15. **Regarding pregnancy:** Pregnant female students and male students who have fathered a child will be unable to take part in any WCHS-related activity during the duration of the pregnancy. Pregnancy resulting from legally defined rape or incest will be considered on a case-by-case basis. Readmission to WCHS subsequent to the pregnancy will also be considered on a case-by-case basis.

Conclusion

The intent of this covenant is to identify expectations that assist Worthington Christian High School in functioning as a Christian community and in achieving its goals as a secondary school operating in the State of Ohio.

All employees of WCHS are responsible to abide by the Life Together Covenant as long as they are under the employment of the school. All students of WCHS are likewise responsible to abide by the Life Together Covenant as long as they are enrolled as students. The very nature of this covenant implies that it will provide a guideline for our lives at all times (including vacation and non-school hours, and in all of our modes of communication).¹

¹ Blogs, web pages, cell phone picture galleries, voice messages, and text messages are areas where we must allow the Holy Spirit to guide us in what we do, write, and say.

THE “COMMUNITY LIFE GRADE”

The “Community Life Grade” (CLG) rewards those students who abide by the Community Life Together Covenant with the grade of **A**, worth 1/8 credit each grading period (½ credit per year.) The CLG will count as part of each student’s GPA and will affect athletic and other co-curricular eligibility.

In order to be successful at school or work, one must not only be able to perform academically, but must also be able to abide by the expectations of one’s college or employer. The CLG seeks to reward those students who have developed the self-regulation to get to school on time, follow the dress code, and abide by the other things set out in the Handbook. It also serves as a stimulus to develop self-regulation in students who lack it.

Each student begins the grading period with a CLG of **A**. Detentions accumulated over the **grading period** reduce the CLG. (Detentions, and all that goes with them, are explained elsewhere in the handbook.)

- Any student with **one or less** detention in a **grading period** will receive an **A** for their CLG. (Approximately 94% of the student body receive two or fewer detentions per semester. The following applies to the other 6%!!)
- Second detention in a grading period: **B**
- Third detention in a grading period: **C**
- Fourth detention in a grading period: **D** (and placed on disciplinary probation)
- Fifth detention in a grading period: **F**
- Any suspension or unexcused absence will reduce the CLG by **two** letter grades for the current grading period. Detentions accumulated before or after the suspension will lower the CLG as stated above.
- A second suspension will result in automatic **F** for the current grading period.

School Disciplinary Procedures*

DISCIPLINE IS NOT ABOUT BUSTING

The biblical term suggests that discipline is a process of turning someone toward a better way. In the WCHS community, we believe that God is most pleased when all matters of discipline result in the one being subject to discipline growing closer to God, parents, friends, and school staff as a result of the problem. "While no discipline seems pleasant at the time, but painful," all desire that it would "produce a harvest of righteousness and peace for those who have been trained by it" (Hebrews 12:11 NIV). See Proverbs 12:17, 15:32. Often times, the process of discipline involves the application of artificial, short-term consequences in order to help a person change. When change occurs, the person will not have to experience the sad and undesirable long-term natural consequences of continued poor choices. (Proverbs 15:10)

At WCHS, a matter of discipline is understood as any violation of the Community Life Together Covenant.

In all matters of discipline, the student must take full responsibility for his or her own actions, regardless of the choices of others.

In all matters of discipline, the faculty and administration must treat those who have erred with a grace, kindness, and firmness that look toward restoration. WCHS must comply with local, state, and federal law. In some cases, the school is required by law to inform local law enforcement agencies of certain illegal activities. Yet even in such situations, the WCHS community still values restoration and will work toward it.

When necessary, students, faculty, and administration will partner with parents, leaders of the student's local church, and law enforcement agencies in those situations where the severity of the problem would require that those parties be involved in order to facilitate the best healing and restoration.

WHEN THERE IS A MATTER THAT REQUIRES DISCIPLINE, THE FOLLOWING WILL OCCUR:

- The problem will be discussed with the student by the teacher or administrator who observed the offense.
- The next step may require that the teacher inform the principal of the problem, and the principal will then assume the key role in the process.
- At this point in the process, parents will then most likely be contacted and their input sought. Then, under the guidance of the administration, an appropriate plan for any discipline and restoration will be worked out. This could include requiring counseling, mentoring by a youth leader, local church and home accountability, detention, in-school or out-of school suspension, academic penalties, athletic or extra-curricular ineligibility and in some extreme cases, expulsion.
- The nature of some offenses requires that the administration inform the faculty and/or student body of the offense and the steps taken related to its resolution. This is done in order to avoid the rumors that spread and ultimately hinder

restoration. The appropriate faculty will be notified of probations and of any other disciplinary action that will impact the student's academic life.

- Parents, students, and faculty must understand that just as no two people are exactly alike, not all discipline will be exactly alike. Factors such as previous offenses, response to previous discipline, and confession vs. "being caught" are all taken into consideration. Discipline will differ from person to person, even in the case of similar offenses. The goal is to see a heart changed by an encounter with the Word of God ministered by the people of God. It is possible for grace to be abused and for unprincipled people to take advantage of the process.
- The school generally follows its discipline procedures contained above. However, there are circumstances in which the school administration may determine, at its sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

FOR SOME THINGS THERE CAN BE NO DISCUSSION (AUTOMATIC CONSEQUENCES)*

Because of their very nature, some breeches of the Covenant require discipline with automatic consequences (e.g. detention, in-school or out-of-school suspension, academic penalties, athletic or extra curricular ineligibility, probation, or expulsion) which will occur regardless of the circumstances. Such offenses include, but are not limited to, violation of the Honor Code; the possession, sale, or use of drugs, alcohol, tobacco and their related products or paraphernalia; sexual harassment; overt or obscene sexual behavior including "sexting;" the use of or possession of weapons (real, toy, or replicas); the use or possession of explosives of any kind (including firecrackers); hazing; acts or threats of violence against another person including bullying (including on-line or text); theft; attempting to deceive or defraud; hacking into or misusing school computers; setting fires; turning in false alarms; destruction or intentional damaging of property, including property belonging to the school or members of the faculty. Some violations will, by law, require the notification of the appropriate law enforcement agency or agencies.

DETENTIONS AT WCHS

Just as the possibility of a traffic ticket encourages us to drive according to the rules of the road, so also detentions are a negative incentive to be diligent in matters pertaining to promptness, dress and basic school conduct. They are negative consequences that are attached to certain actions or patterns of action. They are not designed to address matters of the heart. The discipline process above is designed to do that. Detentions, like traffic tickets, help to remind us when we have grown overly careless.

All detentions must be served the day that they are issued OR on the next detention day. Detention days are Monday, Tuesday or Wednesday. Detentions begin promptly at 3:10 and end at 3:55. There is no late admittance without a pass. If a student receives a detention on Monday, then it must be served on either that day or on Tuesday. If a student receives a detention on Wednesday, it must be served either that day or the

following Monday. If a student receives a detention on Thursday or Friday, it must be served on the following Monday. Other arrangements may be made, but they will necessitate serving an additional detention as well.

A detention is a negative consequence. During detentions, detainees may not talk, read, or study. They may only sit quietly. From time to time, work details will be formed, and detainees will be required to serve on these details.

Inherent in a detention is inconvenience regarding after school practices, rehearsals, games, and jobs. When activities and patterns that result in detentions are avoided, the inconveniences of detention cease to be an issue.

The second detention in a grading period lowers the “Community Life Grade” to **B**. Both student and parents will be informed regarding the “Community Life Grade” grade reductions and the \$10.00 fine that will accompany any further detentions. (These fines go into the activity account and are used for things that benefit the school community.) The fourth detention will be accompanied by disciplinary probation and a CLG of **D**. The fifth will result in a CLG of **F**. **The F will affect athletic eligibility**. The “detention count” starts over at the beginning of each grading period.

DISCIPLINARY PROBATION

A student may be placed on disciplinary probation if s/he has received a grade of **D** or less for the “Community Life Grade” in a given grading period. Other violations or offenses might also result in disciplinary probation.

The following conditions apply to students on disciplinary probation:

- The period of probation will begin the grading period following the one in which the problems occurred. In the case of offenses or violations, the probation can begin immediately.
- The student and his/her parents may be required to meet with the Director of Student Services to develop a plan for behavior improvement. Part of the plan may include the student’s removal from participation in extracurricular activities, including sports.

During the probation period, the student will be monitored by the teachers and Director of Student Services in various ways, which may include such things as:

- Monthly behavioral reports from teachers/administrators.
- Meeting with counselors to discuss behavioral issues that arise.

Repeated placement on disciplinary probation might indicate that the student’s needs may not be able to be met by WCHS. If a student is placed on disciplinary probation two consecutive grading periods, an additional meeting with the Director of Student Services and principal will be required. Alternative educational plans for the student might be discussed at that time. In some cases, after due consideration of the student’s

performance, effort and/or, special needs, a student may be asked to withdraw from WCHS.

SUSPENSIONS AND EXPULSIONS

A **suspension** is like having one's driver's license taken away for a while. It is a negative consequence, more severe than a detention. Suspensions make a "louder" statement about the seriousness of the problem. "In-School" or "Out-of-School" suspensions usually involve the following:

- Assignments, quizzes and tests given during in-school and out-of-school suspension may be made up, but the grade of each assignment or test will be reduced by 20%. (Thus, the highest grade that can be earned on any assignment is 80%.) Teachers are not obligated to give personal instruction for material missed. Assignments made prior to the suspension, but due during the suspension period, may be turned in for full credit. Assignments made during the suspension period, but due after it, may also be completed for full credit.
- There is a two-letter grade reduction of the Community Life Grade.
- The student may not participate in any school events (including Commencement) that occur during the suspension period.
- The student may return to class at the close of the suspension period.

An **expulsion** is a far more serious matter. A student who has been expelled may or may not have the option of returning to school during subsequent school years. Expulsions are a result of egregious or habitual violation of the Covenant, the Honor Code, or the law. Decisions about expulsions are based on the presenting offense, and on the student's attitude and pattern of conduct over the course of his or her WCHS experience.

APPEALS

From time to time, there will be disagreement about the course of a disciplinary action. When such is the case, the student, AND his or her parents, may appeal the decision using the procedures in the Biblical Problem Solving section that follows in this Handbook. Students may not make an appeal without their parent's cooperation, nor may parents make an appeal without their student's cooperation.

SEEKING HELP VERSUS "GETTING CAUGHT" -- THERE IS A DIFFERENCE!!

Often, many students who find themselves in moral or spiritual difficulties or stuck in sinful patterns desire to seek help, but are not sure if "seeking help" will be its own punishment. Students are encouraged to seek help with problems or sinful patterns in their lives by seeking discipleship that will lead to help and healing. Students may seek this discipleship by talking with a staff member. When such help is sought, the staff member is under legal obligation to report matters of alleged or suspected sexual and physical abuse to Franklin County Children's Services (or to the county of the student's

residence).¹ Otherwise, the student should see this method of seeking help as "safe." Names will not be shared with any one unless the student or another person's life or health is in danger. If, however, over time, a student fails to resolve the problem, other steps may need to be taken and other people, including parents, may need to be informed, and more formal discipline might also need to be imposed.

¹ The law does not give mandatory reporters (teachers, administrators, counselors, religious workers, etc.) the option of adjudicating the validity of the report or allegation.

BIBLICAL PROBLEM SOLVING

One of the things that are unique to a Christian school is a biblical approach to problem solving. Whenever people get together, there are problems that must be solved. God's Word gives us much instruction in biblical problem solving.

The Bible provides clear principles for a Christian as s/he seeks to resolve differences with others. Matthew 18:15-17 teaches us that there is a process for solving problems with others. It is a process that begins privately between the offended and the offender. Clear steps are given as to how to proceed from that point if the problem is not resolved. Galatians 6:1 tells us that our motive in confrontation should be the restoration of the relationship.

Proverbs 6:16-19 lists seven things that God hates, the seventh being "the one who spreads strife among brothers." Galatians 5:15 states that "if you bite and devour one another, take care lest you be consumed by one another." Galatians 5:16-21 lists the deeds of the flesh among which are "enmities, strife, disputes, dissensions, and factions." Obviously, there is great spiritual danger to all concerned when we do not solve our problems biblically.

The Lord has called us all to be biblical problem solvers. Follow this basic plan when dealing with problems between persons and the school. Step one is usually the most difficult, yet it is the most important. Most problems, especially those between teachers and students, are solved at this level. If for some reason a student (or the student's family) is fearful to take any of the steps below, then help should be sought from a trusted faculty member or a pastor. Moving beyond step number one should only be done if there has been no resolution of the issue.

At any level of this process, it may be helpful to invite others to participate in the discussion if it is believed that their involvement will assist in reaching a solution.

1. Meet with the person directly involved in the problem and seek resolution.
2. Meet with the principal or assistant principal.
3. Meet with the school superintendent.
4. Meet with a representative of the Worthington Christian School Board (contact chairperson).

When problems are interpersonal in nature, but still related to life at school, the following process is recommended:

1. Meet with the person directly involved in the problem and seek resolution.
2. Meet with the person, taking with you someone else who understands the situation.
3. Meet with the principal, or a member of the counseling team.
4. Meet with the pastor or elders of the offending person's church and seek their help in bringing about resolution.

ATTENDANCE, PROMPTNESS AND ILLNESS*

In order to maximize the educational process, and in keeping with our legal responsibilities as a school chartered by the State of Ohio, and accredited by the Association of Christian Schools International, the following attendance procedures will be observed.

ATTENDANCE*

Absence Defined

All absences, excused or unexcused, are counted as an “absence” and will be recorded in the student’s attendance record. There is no such thing as an absence that “is not counted.” When you are not at school, or not in class, then you are absent. Missed work can be made up after an excused absence. Unexcused absences carry consequences outlined elsewhere in this section.

Excused Absences*

- Illness of the student (repeated absences may require justification with a doctor’s note)
- Serious illness in the immediate family
- Death of relative (check with the attendance office if you will miss more than two days)
- Personal emergencies (medical, dental, or other appointments that cannot be scheduled outside of school hours.)
- Mandated court appearances (with written notice from the court)
- **It is necessary to inform the WCHS office BEFORE 9:00 a.m. of your student’s absence or early release.** That allows us to enter the information in the daily absence report that notifies teachers that the student will be absent/coming in late/leaving early.*
- **A parent or guardian should notify the office of all absences as soon as possible using the Attendance Hotline (614-410-4343) before or after school. During regular hours, call the office (614-410-8210.) ***
- “Green Sheet” Absences (see below)

Absences arranged in advance (Traditionally called “Green Sheet” absences)

- A “Green Sheet” may be obtained from the office or it may be downloaded from *RenWeb* (if it is downloaded, it will probably be a “white sheet!”)

- The student must take the “Green Sheet” to the attendance desk for approval. The sheet must be filled out with the date(s) and reason for the arranged absence. (No phone calls please, but a properly filled out “Green Sheet” may be faxed to the office 614-431-8213)
- After approval from the attendance desk, the student will have each teacher sign the “Green Sheet.”
- The parent or guardian must sign the “Green Sheet” AFTER reviewing the teacher’s signatures and comments.
- The “Green Sheet” must be returned to the attendance desk ONE day in advance of the absence for the absence to be excused.
- **While “Green Sheet” absences are excused, they will be counted in the student’s absence total. Excessive absences may potentially affect course credit.**
- “Green Sheets” are not guaranteed for those students desiring to attend athletic events who are not members of the team participating in that event. Decisions to grant a “Green Sheet” will be made based on attendance, current grades, previous interest in the team, etc.

Parental Responsibility to Report Absences

Parents must call the school by 8:30 a.m. on the day of the absence and state the specific reason for the absence for it to be excused. The school reserves the right to consider an absence unexcused if the parent does not call. Use the **ATTENDANCE HOTLINE 614-410-4343** to report absences before school begins at 8:30. There is no need to call if a “Green Sheet” has already been filed.

Leaving School for Appointments or Other Reasons (Early Dismissal)

Students must bring a note, signed by a parent, to the attendance desk **before** school the day of their appointment. The student should then **sign out** at the attendance desk **before** leaving and should sign back in and get a pass upon returning.

NOTE: WCHS does not have an open lunch period. Students are not permitted to leave campus with anyone but their OWN parents. If a parent wishes to pick up their student for lunch, the procedure in the above paragraph should be followed. We regret that parents may NOT take their student’s friends along – even if those friends’ parents have given permission.

PROMPTNESS

Arriving Late To School

There are two kinds of tardies: EXCUSED and UNEXCUSED

- Unexcused tardies are caused by things like

- Traffic and trains
- Sleeping in¹
- Car problems
- Nearly anything imaginable
- Excused tardies² (Read this important footnote!)
 - Medical or dental appointment (in advance of the appointment, either bring a note or call the attendance hotline, 614-410-4343.)
 - Illness (be sure to call the attendance hotline, 614-410-4343, when the decision is made to stay home, a note may be requested when returning)

Students are allowed TWO “unexcused” tardies each grading period. The student will serve a detention on the day of the THIRD tardy (or on the first detention day thereafter). Further tardies will result in additional detentions and reduction in the Community Life Grade.

If a student arrives late and s/he knows the tardy is excused, s/he should go to the attendance counter, get a pass, and then report to class. If the student knows the tardy is unexcused, and if it is before 8:35 AM, s/he should go directly to class. The first period teacher will record an unexcused tardy on E-Class. If it is after 8:35, s/he should go to the attendance window regardless of the circumstances.

Arriving Late To Class 2nd – 8th Periods

Students have five minutes between classes. They are considered tardy if they are not in the classroom when the bell rings. Teachers will allow two unexcused “late to class” tardies per grading period. If a student is more than 20 minutes late, and unexcused, he or she will be given a detention.

ILLNESS

When A Student Is Ill At Home

Follow the procedures outlined in the “Attendance” section. Be sure to report the illness using the attendance hot line (614-410-4343.)

When A Student Is Ill at School

Students who become ill at school must obtain a pass from the classroom teacher to go to the Health Clinic. A student may remain in the clinic for up to 20 minutes, after

¹ Athletes should note that school policy requires that athletes be in class at least four out of the eight periods in order to be eligible to play in a game that day, or to participate in that day’s practice. (See Athletic Programs and Eligibility elsewhere in this handbook.)

² Even though the tardy may be excused, if a class or classes are missed, it will still be counted as an absence from the class(es), and too many absences from class(es) could jeopardize receiving credit for the course(s).

which time it will be decided if the student should return to class or go home. The parents of a student who is too ill to remain in school will be called. The student must sign out in the office after receiving permission to leave from the nurse.

Health Clinic and Student Medications

The Health Clinic (Nurse's Office) is open the entire school day. Students should go to the clinic:

- For the treatment of minor wounds
- When they feel ill (don't just leave campus!)
- When they need to take prescription or non-prescription medication.

Missed Work When Absent

All missed work, quizzes, and tests are the student's responsibility. *RenWeb* should be consulted on the day of the absence for missed homework and assignments. When a student returns, it is his or her responsibility to consult with class teachers about missed materials. The period in which work may be made-up is equal to the duration of the absence. (For example: One day of absence, one day to make up work, two days of absence, two days to make up work.)

Ohio law does not permit medication of any kind (including aspirin, Tylenol, etc.) to be carried by the student during school hours. If a student requires medication (prescription or non-prescription) during the school day, the medication must be turned in to the clinic in its original container and a medication authorization slip must be filled out. These slips are available in the office. Ohio law requires a doctor's signature for any prescription medication and a parent's signature for any over the counter medication dispensed at school.

Students may not miss a class to make up quizzes, tests, or other work required for another class or classes. Academic work is to have priority over athletic practices and outside work commitments. Making up work may require that the student make advance arrangements with coaches or employers. Keeping absences to a minimum will lessen any inconvenience.

Extended and/or Frequent Absences

Worthington Christian Schools believes that regular attendance in class is essential to student learning. Missed days and class periods, while necessary at times, may effectively diminish the quality of teaching and learning. Although provisions will be made for missed class time, classroom instruction cannot be thoroughly replicated through makeup assignments. Therefore, the following district-wide policy is designed to encourage students to commit to maintaining a high level of attendance:

After 10 student absences in a semester, a member of the administration shall contact the parents and the student to discuss the student's absence rate. If there are extenuating circumstances surrounding the absences (i.e. extended student illness), a plan may be developed with administration to allow the student to continue his or her class work.

After 14 student absences in a semester, administration shall again contact the parents and the student to inform them that the student's credit for class(es) may be in jeopardy. Any student absent from class for any reason for more than 28 days for a one credit, two-semester class or 14 days for a ½ credit, one semester class may not receive credit for that class.

Students absent for more than ten consecutive days must have a reentry conference with the administration before returning to class.

Unexcused Absences and “Cutting Class,”

Any unexcused absence from any class will result in a 5% reduction in the current grading period grade for each class missed.

If a student cuts a class and remains on campus, s/he will receive two detentions per class cut. Cutting class AND leaving campus will receive a one day in-school suspension and a 5% grade reduction for each class missed. Moral of the story: Don't cut class for any reason and don't fail to report to class for any reason without FIRST informing either the classroom teacher or the office.

OTHER RULES AND GUIDELINES*

CARDS, VIDEO AND COMPUTER GAMES

Card games of any sort **may not** be played from 8:30-3:00. Gambling of any sort (including playing for Gummy Bears, ketchup packets, or other non-monetary items) will be an “immediate consequence” issue. Students may not play games on the school computers.

CELL PHONES, PAGERS, AND PERSONAL ELECTRONICS*

Cell phones and pagers may be carried, but between 8:30 and 3:00, they must not be seen, heard, or used in any way (including checking the time). Students may use their phones only with permission of a teacher or staff member. **Cell phones may not be out or in use between classes or during lunch.** *Any visible or audible cell phone is subject to confiscation and inspection. A confiscated phone or device will be held in the office for seven days OR the student may pick up the phone at the end of the school day and serve a detention. THERE WILL BE A \$10.00 fine assessed EACH time a cell phone is confiscated.* Text messages and pictures on cell phones are expected to be consistent with the provisions of the Community Life Together Covenant. Carrying a cell phone during school indicates that the student and parents understand and agree to abide by the above cell phone policy.

Laptops and Calculators may be used during class. Since it is possible to use them for cheating, they **may not** be out or in use during any quiz, test, or exam without the expressed permission of the teacher in charge of the testing situation. Smart phones may not be used.

Personal CD Players, Tape Players, Video Players, and MP3 Players may not be used or visible from 8:30 until 3:00. They too are subject to the seven-day confiscation.

Digital Imaging devices (digital cameras, video cameras, cell phone cameras, audio recorders, etc.) may not be used in the school building or at school activities without the permission of a teacher or administrator.

All personal electronic devices are subject to inspection whenever they are on campus.

COPY MACHINES

- Students may use the copy machine in the Media Center. The cost of copies is posted on the machine.
- Students **may not** use the copier in the office or the ones in the copy center. However, if the Media Center is closed or the machine is inoperative, please see a member of the office staff for help.

CROSSING WORTHINGTON-GALENA ROAD

- Cross only in the crosswalk, and stay in it!
- Do not step out in front of on-coming cars. It is a matter of physics (120 lb. student going 2 miles per hour vs. 3000 lb. car going 20 miles per hour).
- Follow the crossing guards’ instructions or wait for a break in the traffic. Obeying the crossing guards is not optional. They have authority in that they are acting on behalf of the administration and police department.

DRESS CODE

Dress code is to be observed from 8:30 – 3:00, including between classes and during lunch. If a student is being released early, he or she must remain in dress code until off campus. (Details of the dress code are in the next section of this handbook.)

FACILITIES

Students may not use school facilities (gym, weight room, classrooms, etc.) at any time without supervision by school personnel.

FIRE AND TORNADO DRILLS

Drills are required by law. All members of the community are to take them seriously. When an alarm is sounded, students should be silent and listen for instructions. Maps showing proper exit and shelter areas are posted in each room.

HALL PASSES

Whenever a student is in the halls between classes, s/he should have a hall or restroom pass issued by a staff member. Students are expected to take the most direct route to their destination. Stopping to retrieve other items or talk with friends in the hall, walkways, classrooms, study halls, or parking lot is considered a violation of the pass privilege.

GUM CHEWING*

For the 2011-2012 school year, students are permitted to chew gum during school hours. ABC (Already Been Chewed) gum must be disposed of in the wastebaskets. Do NOT spit ABC gum on the walkways, parking lot, grass, or on the floor and certainly do not stick under tables and chairs. Don't even think of popping your gum, blowing bubbles, or taking it out of your mouth and spinning it around your finger! This permission may be revoked at any time should this change prove to have been a bad idea.

LOCKERS

Every student is issued a locker. A locker provides a safe place to store items that are subject to theft.

- Don't compromise the security of the locker by sharing the combination with others.
- Keep the locker clean and free of trash, old food, and graffiti.
- Report malfunctioning lockers to the office.
- Lockers will be inspected and the "owner" may be charged for cleaning and repairing the locker.

LOST AND FOUND*

- Look for lost valuables (cell phones, keys, etc.) in the office.
- Look for lost books in the media center.
- Look for lost clothing, book bags, etc. on the Lost and Found shelves in the cafeteria OR in the "Lost and Found" bin in the AC basement.

MESSAGES TO FACULTY AND STUDENTS

Messages will be delivered to students at the end of the day through “inter-school” mail. While reasonable effort will be made to get a message to the student, the office cannot guarantee that the student will receive or read the message. If there is a genuine emergency, the office should be notified. Faculty can receive messages by voice mail or email. Parents should notify the office if they have not received a response from faculty or staff within 24 hours.

PARTIES

- In-class parties may be held only with the approval of the class teacher and the administration.
- Parties held outside of school may not be advertised at school unless all members of a class are invited and unless the hosts of the party agree to respect the provisions in the *Community Life Together Covenant*. All advertised parties must be properly chaperoned by parents.

PAYMENT OF FEES AND FINES

All fees and fines must be paid by either check or cash. (When using excessive amounts of coins are used for payment, the coins must be properly rolled!)

POSTING OF NOTICES, ANNOUNCEMENTS, AND PUBLIC DEBATE

- No materials from outside organizations may be posted or distributed without prior approval from the administration.
- Materials posted relating to WCHS activities should be posted on bulletin boards and tack strips and removed when they are no longer relevant.
- Organized solicitation is not permitted on the WCHS campus without prior approval by the administration.
- The **STATIC BOARD**, in the back hallway near the restrooms, is provided for student postings and public debate. Items posted on the **STATIC BOARD** must not violate the spirit of the *Community Life Together Covenant* and must have the name of the student making the post clearly visible.

PUBLIC DISPLAYS OF AFFECTION*

PDA (We’re not talking Personal Digital Assistant here!) is not a part of the school day at WCHS. There is to be no PDA on the WCHS campus. PDA includes, but is not limited to, “hand-holding,” “arm-arounding,” “back-rubbing,” “long hugs” and of course kissing. Guideline: If you wouldn’t do it with your brother or sister, don’t do it.

SCHOOL BUSES AND “THE SHUTTLE”

Respect the driver of the bus. The little kids on the bus look up to the big kids. Please set a good example.

- Stay seated when the bus is in motion. (That’s the law!)
- Be silent at RR crossings and talk in quiet tones at other times.
- No eating, drinking, or gum chewing.
- Don’t throw things around in the bus and don’t throw things out of the bus.
- Keep all body parts inside the bus.

- In an emergency, remain silent, listen to, and obey the driver's instructions.
- Many districts do not allow a non-district student to ride their bus; check in advance if plans are being made for a friend to ride the bus home.
- Bus riding is a privilege and not a right. Write-ups from bus drivers will result in suspension of bus privileges.

SCHOOL CLOSINGS

School closings will be announced on TV channels 4, 6 and 10, and radio stations 610 WTVN and 104.9 WCVO, *The River*. On the web, check www.worthingtonchristian.org.

SEARCHES

Under Ohio Law, the school administration has the right to open and inspect any student's locker, bags, purse, cell phones, student computer drives, or car for inspection at any time there is reasonable suspicion that the student may be concealing illegal or stolen substances, objects, weapons, or inappropriate materials. The student's person may also be searched. This policy extends to all school sponsored events both on and off campus.

SECURE YOUR BELONGINGS

Do not leave valuables unattended. Use lockers and use them often. Don't leave purses unattended.

TEXTBOOKS

When a textbook is issued, it becomes the student's responsibility.

- If a different book is turned in by a student other than the one s/he was issued, that student may still be liable for the cost of the lost book.
- If a book is damaged or becomes excessively worn, the student is liable for that damage.
- Textbooks must be covered with book covers or heavy weight paper.
- Lost textbooks should be turned into the media center where they can be re-united with their "owner."

VISITORS

- All visitors must check in at the attendance desk and receive a visitors badge to wear for the duration of the visit.
- Parents are always welcome to visit WCHS at any time.
- If a student wishes to bring a visitor, s/he should obtain a visitors form (in advance) from the attendance desk. The form must be signed by each teacher whose class will be visited, indicating approval of the visit. The form must be turned in to the attendance desk before the visit. Visits may not occur on the day before or after a vacation, nor may they occur during the last two days of a semester.

STUDENT DRESS GUIDELINES*

SCHOOL UNIFORMS

School uniforms are to be worn during the school day by all Worthington Christian school students enrolled in kindergarten through twelfth grade. NOTE: Beginning in the 2011 school year, all oxford shirts, sweaters and fleeces must have the WCS logo embroidered on them.*

New school uniforms may be purchased at **The School Closet**, 2497 East Main Street, Columbus, Ohio 43209, (614) 237-0088, Fax (614) 237-6969, www.schoolcloset.com OR at **School Days**, 4507 N. High St., Clintonville, (614) 262-6016. Fleeces and most other school uniform items (not the plaid skirts or jumpers) may also be ordered through **Lands' End** 1-800-469-2222 or purchased at their retail locations within the Sears stores in Polaris Mall and Tuttle Mall. Our school number is 9001-2672-3.

Used school uniforms may be purchased from consignment or resale shops. The school office can provide names and addresses of these shops. When purchasing used uniforms, remember that all shirts and sweaters must have the official WCHS logo.

GENERAL GUIDELINES FOR ALL STUDENTS IN ALL BUILDINGS* *The administration reserves the right to make discretionary judgments regarding dress code. If any student or parent has questions about clothing or hairstyles, the administration will be glad to help. (It is always best to check in advance!)*

1. Shirts must be tucked in at all times.
2. Clothing must be free of slit seams, torn hems, or holes.
3. Skirts and jumpers should extend to the top of the knee or below.
4. Uniform shirts should not be layered. A plain white (no visible logos) short sleeve undershirt may be worn under a uniform shirt.
5. **Jackets, sweatshirts, hoodies, non-uniform sweaters or fleeces should not be worn in the classroom during the school day.** Exception: Lands' End embroidered fleece.
6. Shoes must fully enclose the toe and heel. Heels and soles should not exceed two inches in height.
7. Only the top button of shirts may remain unbuttoned.
8. Hats may not be worn in the building.
9. Hair should be neat, clean, and well-groomed. No unnatural dye colors should be used (e.g. green). Extreme styles will be addressed individually. Boys' hair is not to cover the eyes; go past the bottom of the ear, or beyond the bottom of the collar in the back. Facial hair is not permitted. Sideburns should not extend below the bottom of the ear.
10. Excessive jewelry is not permitted.
11. Clothing should be well laundered.
12. Clothing at school-related activities should be modest and appropriate.

13. Visible tattoos and body piercing (other than earrings for girls) are not permitted (this applies to athletic competition as well).
14. Coordinating hair accessories may be worn by girls.
15. A belt must be worn with all pants and shorts.
16. Socks must be white or navy blue ONLY. Girls may wear white or navy knee high socks or ankle/footie style socks. Girls may also wear tights or ANKLE length leggings in navy ONLY. All socks or tights must be worn and must be a solid color. NO DESIGNS.*

School Uniform Components These items must be purchased at School Closet, Lands' End or in a secondary market that originated at School Closet or Lands' End (i.e. one of the resale shops, etc.).

Grades 9-12

Jumpers or Skirts	plaid
Pants or Shorts	khaki boys' and girls' pleated and plain front mid-rise)
Shirts	short or long sleeve white, blue, French blue (Lands' End only) or yellow oxford with WCS logo.
Sweater	navy or red cardigan, V-neck or vest with WCS logo.

Pulling or cutting the pockets off uniforms is prohibited. Also, please do not write on or alter the appearance of your uniform.

Classroom Outerwear

Available only at Lands' End and School Closet. Navy blue, full zip, with embroidered WCS logo. A fleece may not be worn without a uniform shirt.

SCHOOL SPONSORED EVENTS

1. Out of Uniform Days

Throughout the school year, there will be designated dress down days. The timing of these optional days is at the discretion of the administrator.

- Jeans may be worn provided they are in good condition (without rips, tears, or holes), hemmed, and do not extend past the heel. *
- Shorts may be worn provided they are modest and extend past the fingertips (mid-thigh).
- All shirts (men's and women's) must have sleeves
- Men's and women's clothing must completely cover backs, stomachs, and all undergarments at all times and in all positions.
- Men may not wear earrings and must be clean-shaven on OOU days.
- Dress code rules regarding piercings and tattoos apply on OOU's.

2. Field Trips

- Field trips may require special dress.
- Students should check with their faculty sponsor to determine appropriate dress for the outing.
- Students who arrive at school dressed inappropriately for the trip will not be allowed to participate.

Out of Uniform Consequences (Only one warning per grading period)*

Wearing non-uniform clothing to school, and trying to pass it off as a school uniform will result in an automatic detention. If you have a legitimate crisis like “the dog ate our washing machine” or “My mom’s friends made a quilt out of my jumpers” please see the office the staff and they will try to help you.*

When a student is observed to be out of uniform, s/he will be given an OOU (out of uniform) slip. The following guidelines will be followed for each write-up per grading period:

First OOU -- Student will be expected to address immediately the violation (e.g. tucking shirt in, borrowing a belt from the office, adjust the length of the skirt, etc.). If the violation cannot be corrected within 15 minutes, the student will be assigned a detention even though it is the first violation.

Second and all following OOU's --The violation must be immediately corrected, and an after-school detention will be issued.

Upon receiving a second detention for dress-code violations, the student will be required to neatly hand copy the WCHS student dress code in its entirety. If it is not completed during the detention, it must be completed during the following day’s detention time. (See the “Detentions” section elsewhere in this handbook)

THE MEDIA CENTER, THE CAFETERIA, THE PARKING LOT AND THE STUDY HALL*

THE MEDIA CENTER

Be certain to pick up a media center brochure that details the guidelines for the Media Center.

THE CAFETERIA

The cafeteria is “cashless”. Food can only be purchased in the cafeteria with the *RenWeb* DEBIT / ID card that will be provided for each student. Therefore, money will need to be deposited into the family lunch account in advance of any purchases. Mail checks directly to Linda Lipp at the high school address or take the checks to the school office. If the Card is lost or broken, a \$3.00 fee will be charged to the family lunch account for a replacement card.

Parents should keep in mind that **all** students in the **same** family share the **same account**. All spending, including the items purchased, the date of purchase, and the purchaser can be monitored on *RenWeb*

When the family lunch account balance drops to \$10.00, an email will be sent as a reminder of the need to add more money. If a family account falls below negative \$15.00, students from that family will not be permitted to purchase food until money is added to the account.

Food can be “brown-bagged” but it cannot be ordered-in or carried-in from restaurants, or fast food establishments. (Example: If Hilda has gone to the dentist and plans to return during Lunch A, she may not bring Chipotle back for six of her closest friends. Or if Clyde leaves after 4th period for Internship, he can’t take orders from his friends, swing past McDonalds, and then drop off chicken nuggets for all. Nor may Matilda and Jasper order a pizza and hot wings from their favorite pizza shop.)

The school has a “closed lunch” policy. That means that students are not permitted to leave campus during lunch except with their own parents. If a parent wishes to pick up his or her student for lunch, that parent should follow the procedure for early dismissal explained in the “Leaving School for Appointments or Other Reasons” section of this handbook

THE PARKING LOT AND DRIVING

Driving is a revocable privilege. Observe the following rules for the health and safety of everyone. Unsafe driving cannot be tolerated either on campus or on the roads adjacent to any of our campuses:

1. All student vehicles must be registered at the Student Services Desk **by the Friday of the first full week of school**. Permit prices increase after the first week of school at a rate of \$5.00 per week (Max. \$40). A parking permit will be issued at a cost of \$5 and must be displayed hanging from the rear view mirror whenever the vehicle is parked on campus.
2. New drivers should purchase permits for \$5.00 as soon as they begin driving to school.
3. Failure to register and/or properly display a valid permit on a vehicle can result in a detention.
4. Students must park only in the parking areas west of the AC auditorium. Please do not park in the six reserved "Missions" spaces.
5. **Speed is strictly limited to 10 M.P.H. on campus**. Anything deemed reckless operation may result in the immediate suspension of driving privileges.
6. Students may not loiter in the parking lots or sit in their cars during the school day (including lunch).
7. For safety sake, and for the protection of your bodies, please do not play games (soccer, football etc.) in the parking lot.*
8. Do NOT ride out the outside of a car or truck, not even for a "short" distance and not even at a very slow speed. Think "Law of Inertia!" Also, think "Hospital bill."**
9. Student drivers must observe the "No Left Turn" signs posted at the exit of the parking lot and are not to turn around in the driveways or side streets on Worthington-Galena Rd.
10. For the protection of pedestrians and in the interest of easing the flow of traffic, both the drive in front of the WCHS building and the parking lot next to the building are closed to all student traffic and parking from 8:00 a.m. to 3:15 p.m.
11. For the protection of the pre-schoolers, those students who drive to the North Campus after school may not use the loop in front of the Early Childhood Center. Enter the parking lot from Lazelle Rd.
12. Cars are subject to search, and there should never be any tobacco, alcohol, drugs, or related paraphernalia in a student car driven or parked on campus.

THE STUDY HALL

Each student will receive a "Universal Study Hall Protocols" handout from his or her study hall teacher. All study halls will follow those protocols.

THE HONOR CODE AND ACADEMIC ISSUES

THE HONOR CODE

The following Honor Code appears in *The Community Life Together Covenant*, item 10 of the Institutional Expectations section: "Members of the community are subject to the demands of academic integrity such as honesty and giving credit to sources."

What Constitutes A Breach In Academic Integrity?

1. To use, copy, or turn in another person's work, in whole or in part, as if it were your own.
2. To copy information from any person's test, examination, theme, report, **homework, worksheets**, or term paper.
3. To plagiarize - defined as, "to steal and use the ideas and/or writings of another as one's own," without giving credit to the original author.¹
4. To prepare to cheat in advance by:
 - a. Having in your possession a copy of a test given by a teacher.
 - b. Using any form of notes during a test or exam not permitted by the teacher.
 - c. Communicating in any way with another student during a test or exam.
5. To fail to follow testing instructions given by a teacher. (For example, not clearing one's desk, or having a calculator or other electronic device out.)
6. To look, or even appear to look, at an answer key or other materials on a teacher's desk or anywhere else.
7. To assist another student to cheat according to the above definitions.
8. To share one's WCHS logon USERID or password with any other student, or to access the files of another student on that student's home drive. This will be seen as making provision to cheat regardless of the actual circumstances. **(USERID and passwords are not to be shared with anyone for any reason)**

¹ Students are often confused by the meaning of "plagiarize." Here is an example.

Delilah is writing a paper entitled the "Sources of Strength for Ancient Israelite Leaders." She does extensive reading on the subject. She comes across an article that describes long hair as one source of strength. Delilah has never heard of this before. She knew that she could not copy the key paragraph of the article word for word. So, she summed it up, using her own words. Since she used her own words, she did not document the source. She even wrote it in a different tense. She got a *zero* on her paper and her first violation of the honor code. Why?

Because any **IDEA** that is not the writer's own idea or that is not "common knowledge" **must be documented**. It does not matter if a student used his or her own words. **It is the IDEAS, not the words**, which are important and must be documented. Most research papers should have nearly every sentence documented because such papers, by their very nature, are a collection of the ideas of others, recapitulated by the paper's author and then synthesized to establish the paper's thesis.

Remember too, that "common knowledge" is not very common. It must be something almost everyone would know. For example, there would be no need to document the date of the signing of the Declaration of Independence or the date of the attack on the World Trade Centers, or the fact that Michael Jackson died in the summer of 2009.

How Will Cheating Be “Proved?”

Cheating may be “proved” against a student only under one of the following conditions:

1. A teacher or staff member personally observes or discovers an act of cheating by a student.
2. A student admits to a teacher or staff member that s/he cheated.
3. The act of cheating is observed and reported to the teacher by at least two independent witnesses.

What Are The Penalties For Cheating?

First Offense: Zero on the assignment or test and a one-day in-school suspension. The offense will be noted in the student’s file.

Second Offense: Up to five days in-school suspension with a zero for the assignment, test, or exam in question. There will also be a period of ineligibility for any extra-curricular activities (including games or performances). The cheating will be noted in the student’s file and the student placed on disciplinary probation. There exists the possibility of expulsion from WCHS after the second offense.

Third Offense: Loss of credit in the course for the grading period and expulsion from WCHS.

Honor Code Violations are Cumulative: For example, if a student is caught cheating in freshman English and is found cheating again in Chemistry during junior year, the incident in Chemistry is considered the SECOND offense. If the student is caught again Senior year, that would be considered the THIRD offense.

A Helpful Tool

WCHS students may access turnitin.com. This service will allow a student to make sure his or her paper has been properly documented and is free from inadvertent plagiarism. Teachers may also submit copies of student papers for the same reasons.

ACADEMIC ISSUES

Grading Periods

There will be two grading periods per semester, with progress reports or D/F warnings sent out after the fourth week of the grading period.

Schedule Changes

Check the Student Services web page for procedures and fees related to course changes. No schedule changes may take place after five (5) academic days in a new semester. Changes made after that time will be reflected on the student's transcript as a withdraw/failure. Schedule changes must be done in consultation with the academic counselor and must have written approval from a parent. No course may be repeated without administrative approval. If a course is repeated, the new grade will automatically be the grade recorded on student transcripts.

Course Fees and Financial Obligations

Course and lab fees are included in tuition. Records and transcripts will not be released and diplomas will not be issued until all financial obligations are met.

Early Release

Seniors who are within three credits of graduation have the option of attending Worthington Christian High School for a minimum of five credits. (Post Secondary Enrollment credits may count toward those five credits.) In order to maintain early dismissal, student must leave campus immediately after their last period class. Students on academic or disciplinary probations may forfeit the privilege of early dismissal. Students are expected to participate in all required school activities i.e. school retreats, community impact day, career day and field trips. Early dismissal students must plan to stay an extended time on Thursday due to our Chapel schedule. Please be reminded there is no discount on tuition for early dismissal students.

Work Permits

Every minor needs a Work Permit in order to be employed. Application forms are available at the student services desk or at www.com.ohio.gov. Find the "Labor and Safety" section, then click on "Work Permits." Take the application form along to the job interview and have the employer fill out the proper section AFTER the job has been offered. Take the completed application form to the Students Services desk in order to receive the permit. If WCHS has a current athletic physical on file, then the student does not need to have the medical form filled out..

College Information Services

Check the Student Services web page for a wealth of information about selecting a college and seeking financial aid. Go to www.worthingtonchristian.com -- click on "High School" then click on "Student Services."

College Testing - PSAT, SAT, and ACT

Dates, registration information, costs, and registration codes can be found on the Student Services web page and through the monthly newsletter *The Student Guide* (also available on-line). Students are always welcome to visit the Guidance Department. To access the Student Services web page, go to www.worthingtonchristian.com -- click on "High School" then click on "Student Services."

Transcript Requests

Student Services will send out as many transcripts as a student may require. See the guidance department for a Transcript Request Form. There is a one-time, \$2.00 per transcript charge that helps defray postage costs. Request forms must be properly filled out, and at least three days notice must be provided.

Grading System

The following scale shows the letter, percentage, and grade point equivalents used in our grading at WCHS. Percentages are rounded to the nearest whole number at the end of the semester (e.g. 93.5% 94%). There will be a scaled weighting structure for honors courses as one goes through the high school. The honors multiplier will increase by grade level. Senior level honors courses will have more "weight" than junior honors courses, which will have more weight than sophomore honor courses. Sophomore honors classes will be multiplied by 1.1; junior honors classes will be multiplied by 1.2; and senior honors classes multiplied by 1.3

A 100-94%	4.00	B- 84-83	2.75	D+ 73-72	1.25
A- 93-92	3.75	C+ 82-81	2.25	D 71-67	1.00
B+ 91-90	3.25	C 80-76	2.00	D- 66-65	.75
B 89-85	3.00	C- 75-74	1.75	F 64-0	failure

Grade Averages

For ½ credit courses (one semester): The final grade will be calculated by giving the two nine-week grading periods the weight of 85% and the final exam the weight of 15%.

For 1 credit courses (year long): The final grade will be calculated by giving the four nine week grading periods the weight of 80%, the mid-term exam the weight of 10%, and the final exam the weight of 10%.

Graduation Requirements 25 Credits (Classes of 2012 and 2013)

Students must have earned **25 high school credits** as outlined below to be eligible for graduation from WCHS. Students must have also passed the Ohio Graduation Tests required by state law.

Grades 9 - 12 Credit Requirements

Bible	4 Credits	(one per year .5 per semester)
English	4 Credits	(one per year)
Math	4 Credits	(including – pre-Alg. at HS - Alg. 1 – Geo. – Alg. 2 – or one additional upper math) Class of 2014 must have Algebra 2 (per Ohio Dept. of Education)
Science	3 Credits	(including at least one lab science)
Social Stud.	3 Credits	(including World History, US History and Gov't./Econ)
Speech	.5 Credits	
P.E./Health	1 Credit	
Fine Arts	2 Credits	Class of 2012 (per Ohio Dept. of Education)
Electives	3.5 Credit	(including Foreign Language, Business, Computer, etc.)

GPA

Grade point average can be calculated by adding the grade points earned and then dividing this total by the number of credits for which the grades were given. When calculating, be certain to count the entire point value of the grade for a one-credit course. For ½-credit courses, calculate using ½ the grade's point value. For example, an **A** in Spanish is worth 4.00 in your GPA calculations, since it is a one-credit course. An **A** in Ceramics is worth 2.00 in your GPA calculations, since it is a ½-credit course.

High School credit earned at the Middle School (Classes of 2012 and 2013)

Worthington Christian Middle School students successfully completing French I, Spanish I, and/or Algebra I courses during 8th grade at Worthington Christian Middle School will be granted one high school credit for each course completed. This credit will count toward Worthington Christian High School credit requirements. The final course credit will appear on the Worthington Christian High School transcript and will be calculated into the Worthington Christian High School grade point average (GPA).

Should a student wish to retake French 1, Spanish I, and/or Algebra 1, the retake grade earned at WCHS, whatever it is, will replace the middle school grade on the high school transcript. The student may not opt for the higher of the two grades.

Grade Reports and *RenWeb*

There will be two grading periods for each semester. Grade cards will be issued every nine weeks. They will be emailed to parents via *RenWeb*. A final, year-end report card will be printed and mailed home in June.

During the school year, WCS periodically posts student grades and information for grades 1 through 12 on *RenWeb*. This secured web site allows parents and students to access and view student grades and progress reports during the school year. Parents can only view grades for their students, and students can only view their own grades. See the *RenWeb* letter at the end of the *Acceptable Use Policy* in the last section of this handbook.

Failing A Course*

A course must be passed to receive credit toward graduation. Required courses must be repeated if they are failed. Elective courses may be repeated to receive passing grades or higher grades (the grade earned the second time will always replace the first grade). The final grade for a course will be determined by the grading period grades and the final exam grade as is explained above under "Grade Averages". Students who fail a core course must re-take that course during the summer. This is so a student will not be taking courses that build upon each other simultaneously.

Mid Terms and Final Exams

Mid-term and Final exams, or equivalent projects, are required in all one credit (year-long) courses. The mid-term is worth 10% of the first semester grade and the final exam is worth 10% of the second semester grade. Final exams or their equivalents are also given for ½ credit (one semester) courses and are worth 15% of the final grade. If an exam is missed because of an excused absence, the student must make arrangements to make up that exam at a time that is convenient to the teacher. Any student exempting any exam for any reason is responsible to personally verify that exemption before the exam is given. Final exams will not be given before their normally scheduled time. An unexcused absence from a final exam cannot be made up and will result in an F (0%) for the exam.

Senior Exam Exemptions

A senior, whose grade average of both grading periods of the second semester is 89.5% or above, may be excused from the final exam in the spring semester. It is the senior's responsibility to verify the exemption with each teacher before the exam days begin. If a senior is not eligible for exemption and skips the exam, that senior will receive an F (0%) for the exam. Since all seniors are expected to participate in graduation practice on the last day of final exams, any student with an exam scheduled during the designated rehearsal time should make arrangements with the teacher for an alternate time to take the exam. Such arrangements must be made before the beginning of the exam days.

Academic Probation

A student may be placed on academic probation if s/he earns one or more F's and/or two or more D's in any grading period. The following conditions apply to students on academic probation.

- The period of probation will be for the duration of the next grading period.
- The Student Services officer will notify the student's parents about the probation via mail. The student and his/her parents may be asked to meet with the Director of Student Services at the beginning of the next grading period to develop a plan for academic improvement. Part of the plan may include the student's removal from participation in extracurricular activities, including sports.

During the probation period, teachers and the Director of Student Services will monitor the student's progress. Repeated placement on academic probation is an indication that WCHS may not be meeting the student's academic needs. If a student is on academic probation for two consecutive grading periods, a conference with the Director of Student Services, principal, and parents will be held to discuss possible alternative educational options that might improve the student's chances for academic success.

Ohio Graduation Test

The Ohio Graduation Test (OGT) will be given to students during their tenth grade year. See Student Services web page for details. Go to www.worthingtonchristian.com, click on "High School" then click on "Student Services."

Diploma with Honors

Students wishing to earn a WCS degree with Honors should consult with the guidance office for specific details that will be helpful in scheduling the additional courses required. It is best to start this process during the freshman year.

Graduation And Commencement

Parents, students, and faculty should be aware that there is a distinction between graduation and commencement. Commencement is a ceremony held to celebrate students' graduation from High School. It is among the highlights of the high school career.

Graduation is the process of granting a diploma from Worthington Christian High School to those who have successfully fulfilled the academic requirements established by the State of Ohio and the Worthington Christian School Board.

Therefore, seniors who are not a regular part of the WCHS community because of disciplinary or other reasons may receive a diploma and graduate from high school, but may not participate in Commencement. It is, however, the desire of the WCHS community that each student be honored at Commencement. In summary, graduation is a right if the student has earned the credits. Participating in Commencement is always a privilege.

COUNSELING/DISCIPLESHIP

In addition to educational, college and career counseling, students also have access to biblical counseling. Students are encouraged to seek help with problems or unhealthy or ungodly patterns in their lives by seeking counsel that will lead to help and healing. In the truest sense of the word, biblical counseling is better called discipleship, as it involves helping the student understand how the Spirit of God, through the Word of God, can bring change and healing. It must be understood that those doing discipleship make no claim to offer counseling that follows the commonly accepted theories or models of counseling recognized by the mental health community. Students desiring such counseling should seek it from a licensed mental health care provider. If the presenting problem warrants, or a student so desires, the Counseling Coordinator will help connect students with qualified persons who are able to provide extended counseling.

All school personnel are under legal obligation to report matters of alleged or suspected sexual and physical abuse or danger to the student's life or the life of another to Franklin County Children's Services (or to the county of the student's residence.) See the "Child Protection Plan" for the school's procedures for reporting and dealing with allegations of sexual abuse and misconduct as it pertains to the school community.¹

¹ The law does not give mandatory reporters (teachers, administrators, counselors, religious workers, etc.) the option of adjudicating the validity of the report or allegation. For more information regarding procedures related to sexual misconduct, see "The Child Protection Plan." The plan can be accessed from www.worthingtonchristian.com, click the "About WCS" link at the top of the opening page. (Or type http://www.worthingtonchristian.com/schoolinfo/child_protection_plan.pdf in your browser.)

STUDENT GOVERNMENT, AWARDS, AND CO-CURRICULAR ACTIVITIES

STUDENT GOVERNMENT

Elections for Student Council and class offices are held in late April or early May of each school year. Student Council exists to:

1. Maintain open communication between students, faculty, and administration.
2. Plan, promote, and carry out a variety of student activities.
3. Assure that all planned activities reflect the Christian objectives of WCHS.
4. Provide a channel through which differences and problems among students, faculty, and administration can be effectively resolved.
5. Participate in educational, community meetings, and community service projects.

Each class has a president, vice president, secretary, treasurer, and discipleship coordinator. They are responsible to plan class activities and manage the funds necessary to support projects, social activities, and the class' Senior Trip.

AWARDS

National Honor Society

The Worthington Christian High School Chapter of the National Honor Society is committed to supporting the high ideals of NHS at WCHS and will gladly welcome into its membership WCHS students who exemplify these ideals. See the National Honor Society link on the schools web page (<http://www.worthingtonchristian.com/hs/nhs.asp>) for more details.

Senior Awards

Each year awards and scholarships are given to students based on excellence of character and academic performance. The Student Services web page contains a detailed listing of awards and scholarships and their criterion. In order to be eligible for Senior awards a student must attend WCHS for their Junior and Senior years.

ATHLETIC AND CO-CURRICULAR PROGRAMS AND ELIGIBILITY¹

It is a goal of WCHS to adequately provide for the development of the whole person. This would include the body as well as the mind and the spirit. The athletic programs at WCHS provide an effective tool for the physical development of our students.

¹ Eligibility requirements also apply to the participation in co-curricular dramatic and musical productions.

WCHS offers a well-rounded sports program. Students may participate in a wide variety of sports activities. For the women: soccer, cheerleading, volleyball, tennis, cross-country, basketball, bowling, softball and track. For the men: golf, cross-country, soccer, basketball, bowling, wrestling, tennis, track, and baseball. WCHS is a member of the Ohio High School Athletic Association and participates in tournaments sponsored by the OHSAA.

While the athletic program at WCHS holds a place of considerable importance in our program, it is not to be considered an end in itself. Alongside the physical benefits a student may gain in athletics, there are the mental and spiritual benefits that can be derived from self-discipline, hard work, and the establishment and achievement of goals. Paul instructed believers in their spiritual walk by using many examples from sporting competition. He also brings physical activity into perspective by telling Timothy, “bodily exercise profits a little, but godliness is profitable for all things” (I Timothy 4:8). It is therefore essential that WCHS athletes maintain a high standard of personal conduct as well as acceptable academic achievement. The following standards for athletic eligibility are established to encourage this balance.

1. To be eligible, a student-athlete must be currently enrolled and have received passing grades in a minimum of five credits in the immediately preceding grading period. Incoming freshmen must have received passing grades in 75% of subjects in which they are enrolled the immediately preceding grading period. The Community Life Grade affects athletic eligibility. (NOTE: Seniors who desire early dismissal should consider the impact this could have on the eligibility. Check with the office if you have a concern.)*
2. Athletic eligibility is determined at the end of each grading period for student-athletes in grades nine through twelve. Eligibility for fall sports is determined by the last grading period in the spring.
3. Mandatory Grade Reporting Date for Grades 7-12: The mandatory grade report date for teachers in grades 7-12 shall be the end of the second school day following the end of a grading period. “Report” means to input grades in the district’s computer grading system so that information can be accessed by the district’s administrators as well as the students, parents, or other person’s having permitted access. A student’s athletic eligibility shall be reinstated 24 hours after the end of the mandatory reporting date according to the school’s eligibility standards.
4. Student-athletes in grades nine through twelve must achieve a minimum GPA of 1.50 in the most recent grading period prior to athletic participation. This GPA is not cumulative. If a student does not achieve a 1.50, s/he will be ineligible for nine weeks provided the student attains a 1.50 without any "F" grades in the next grading period. Students may practice but may not participate in games or scrimmages.
5. The student must have passing grades in all subjects for the prior grading period.
 - a. If a student has one "F," s/he will be ineligible through the midterm of the next grading period, provided the student meets all other eligibility

- requirements. Students may practice but may not participate in games or scrimmages until eligibility is re-established.
- b. If a student receives two "F" grades, s/he is suspended from all athletic participation including practice, scrimmages, and games for nine weeks.
6. If during a grading period a failed grade is shown in a progress report, the student will be given a warning and will need to obtain a passing grade by the end of the grading period.
 7. If a student receives two "F's" on an interim report, then the student-athlete is required to meet with the Athletic Director and Student Services Director which may result in probation or temporary ineligibility.
 8. The student must maintain the NCAA standard cumulative GPA of 2.0 in at least 11 core academic courses. If the student falls below a 2.0 average, s/he must improve or risk ineligibility for NCAA competition.
 9. To be eligible to compete on any given game day or to practice on any given day, a student must be in attendance for at least four of the eight class periods on that day unless prior arrangements have been made by the coach or athletic office, or the attendance office.
 10. Student suspensions or disciplinary actions can and will affect the eligibility of the student athlete.

NOTE: A student will be evaluated on the same above-stated criteria at the end of any probationary period.

All early releases from school for athletic competition must be approved by the Athletic Director and Principal (or Assistant Principal) in advance.

WORTHINGTON CHRISTIAN SCHOOLS NETWORK/COMPUTING ACCEPTABLE USE POLICY

The Worthington Christian School Computer Network (WCSNET) is defined as computers, both networked and standing alone, imaging equipment, on-line access, publishing software, and equipment.

WCSNET is established for the educational and professional use of WCS students, faculty, and staff. The use of the network is a privilege, not a right. WCS regulates access to and use of its computers by principles consistent with the educational mission of the school and the rules and expectations published in this Handbook.

WHCS now has wireless internet access. Students may access the internet wirelessly, with proper permission, and all of the "Acceptable Use" guidelines apply to such access. The wireless network has similar protections as the rest of the network. The WCS AUP and Internet filtering tools are fully CIPA compliant (Children's Internet Protection Act).

WCS students are expected to conduct themselves on the computer system in the same fashion as they do elsewhere in the community. The rules for WCSNET are fairly simple and conform to the broader rules and expectations of the school. In general, users are required to avoid actions which are illegal (libel, slander, vandalism, sexual harassment, theft, inappropriate access, copyright infringement, etc.), or unkind (personal attacks, invasion of privacy, "flames," etc.). Because the school's computer resources are not unlimited, we have also instituted other policies to preserve those resources. Compliance with this "Acceptable Use Policy" will guarantee each student continued, productive access to the many resources available through WCSNET.

Sharing one's USERID and password with anyone, or receiving the USERID and password of another is strictly forbidden, will be construed as making provisions to cheat, and will be treated as a violation of the Honor Code.

ILLEGAL ACTIONS

The following are printed here as a reminder of those things which are tolerated neither by WCS or the government. Help each other avoid these things. Illegal actions include:

1. Slander and Libel - These terms are defined specifically in law. Slander is oral communication of false statements injurious to a person's reputation. Libel is a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damage a person's reputation. In effect, students must remember that material distributed through the 'Net is "public" to a degree that no other school publication or utterance is. Any such remark may be seen by millions of people and false and harmful statements will be viewed in that light.
2. Vandalism - In this case, vandalism refers to deliberate attempts to damage hardware, software, or information residing on the school network or any other computer system. Attempts to violate the integrity of private accounts, files or programs, the deliberate infecting of the network with a "virus," attempts at "hacking" into any of the computers using any method, or other such actions will not be tolerated. It goes without saying that any attempt to "hack into" any part of WCSNET from a remote computer would automatically be considered vandalism.
3. Invasion of privacy - Users are entitled to a reasonable expectation of privacy for their files. No user may have access to another's files. The system administrator will access the files of users only to purge them, or in the investigation of a suspected or proven violation of school rules or expectations. **It should be noted however that all teachers have read-only access to all student files saved on WCSNET.**
4. Theft - The network is a repository of incredible amounts of information. Much of that information has been placed there for the free use of the users. Students should treat information that is found electronically in

the same way they treat information that is found in printed resources. Rules against plagiarism will be enforced. All computer and related equipment included in WCSNET is considered property of WCS. Removal of any computer components, without the permission of authorized school personnel, is strictly prohibited. Obviously, the illegal copying or storing of any software is not permitted.

5. Harassment - Students may not use WCSNET for the purpose of harassing others, either within the WCS community or on the broader Internet. Foul and abusive language, attempts to "fill" electronic mailboxes, the posting of obscene images or texts and flagrant insinuations are not an acceptable use of WCSNET. Any information posted or sent via WCSNET should be suitable for print in any of our school publications.
6. Inappropriate Access - Students may not use the WCSNET to access inappropriate materials found on the Internet. WCS will make every effort to block inappropriate sites by using software designed for that purpose. There is no software available that offers 100% protection from inappropriate materials: therefore, students must exercise responsibility and integrity when using on-line services. As a general guideline, if you would not want a teacher or parent to see what you are seeing it should be considered "inappropriate."
7. **Copyright Infringement – Students are reminded to respect all copyrights for materials that are accessed on the Internet from WCSNET. Students should not download or copy major portions of Web Site materials (text, photos, music, etc.) accessed on the Internet from WCSNET computers unless the Internet material is clearly identified as Public Domain, or unless the student contacts the author of the Web Site materials and receives explicit permission to use the materials. Popular Web Sites such as Napster, Audio Galaxy, and the Morpheus peer-to-peer network, etc. that knowingly encourage copyright infringements and violations, should not be accessed from WCSNET.**
8. Chain Letters and Other "Spreading" schemes - whether in e-mail or in Usenet newsgroups, chain letters, pyramid schemes, forwarding or replying to "contests," "fast cash" schemes, mass cross-postings, and uninvited mass mailings are all highly wasteful of network resources and not allowed on any part of WCSNET.

PRESERVATION OF RESOURCES

1. Because disk drives and bandwidth across lines which connect our network both internally and externally are limited, neither programs or information may be stored on the system without the permission of the system administrator. Students are not allowed to download and play or download and save music files from Internet Web sites due to issues with network

performance, computer drive space constraints, and copyright infringement issues.

2. Each student is permitted reasonable space to store personal files, mandated by the system file quotas. These files **are not private** and can be accessed by the systems administrators at any time. The school reserves the right to require the purging of files in order to regain disk space. Limited space forbids the storing of music, video, and graphics files unless they are being specifically used for an assignment. Such files should be deleted as soon as the project is completed.
3. Because of the demand for resources, students may not access their personal email or personal weblogs or blogs (including social networking sites like MySpace and Facebook) while logged on to any part of WCSNET. Students may not access their personal home computers or the computers belonging to friends through any part of WCSNET.
4. To safeguard and preserve Internet bandwidth response time and performance for everyone on WCSNET, students may not access Web Sites that utilize high-bandwidth Web tools and data traffic, such as Web Sites that use streaming video or audio, robust Flash sites, etc.
5. Users, whose need for a resource is more pressing, have priority. Generally the following hierarchy will prevail in governing access to the Internet.
 1. Class work, assigned and supervised by a faculty member
 2. Class work, specifically assigned but individually conducted
 3. Training (use of such programs as typing tutors, etc.)
 4. Personal discovery ("surfing the net"-- but please, no game playing)

RENWEB

The WCS school district uses a web-based school administration system called *RenWeb* to enhance communication among teachers, parents, and students. *RenWeb* is a fully integrated web-based school information system, and *RenWeb* can be accessed 24/7, from work, home, school or on the road. Parents and students will utilize a component of *RenWeb* which is called ParentsWeb. The ParentsWeb component of *RenWeb* provides parents and students password-secure access to WCS student information such as:

- Attendance
- Report Cards
- Homework
- Staff & School Directory
- Customized Web Surveys & Tests
- Daily Grades
- Transcripts
- Missing Assignments
- Teacher Email Addresses
- Progress Reports
- Lesson Plans
- Discipline
- Teacher Websites

Learn more about *RenWeb*

If you're interested in learning more about *RenWeb*, simply visit the web site (www.renweb.com) and you can read and see what it's all about. Additional *RenWeb* information can also be found on the WCS web site (www.worthingtonchristian.com) by clicking on the *RENWEB* link.

What do parents and students need to do to begin accessing the ParentsWeb component of *RenWeb*?

In order to access *RenWeb* for WCS school information, each WCS parent or student must have an email address. Parents and students need to send their email address information to WCS so that WCS staff can enroll parents and students into *RenWeb*. Your email address may already be set up in *RenWeb*. To check to see if your email address is already set up in *RenWeb*, visit www.renweb.com and click on the 'ParentsWeb Login' button. The 'School id' for WCS is **WCS-OH**. Enter the 'School Id' as WCS-OH on the ParentsWeb login screen, then enter your email address, and then click either the NEW PARENT LOGIN or NEW STUDENT LOGIN button. If you receive the following message: Your email address is your user ID. You have the option of changing your user ID to something unique if you wish.

Error: Could not verify email address (xxxxxx@yyyyyy.com). If it was typed incorrectly, return back to RenaissanceWeb Login page and re-enter the correct email address. If it was typed correctly, check with the RenaissanceWeb administrator at your school to verify that they have the correct email address on file.

then WCS does not have your current email address enrolled in *RenWeb*. To send your email address to WCS, visit the WCS web site (www.worthingtonchristian.com), click on the *RENWEB* link, and then click on the link entitled '*RenWeb* signup form'.

If you don't have a computer at home

RenWeb is just as available to you as any other parent or family! You'll be able to access *RenWeb* from any Internet-capable computer at work or a local public library.

BELL SCHEDULE

Regular Schedule

Period 1	8:30 - 9:12
Period 2	9:17 - 9:58
Period 3	10:03 - 10:44
Period 4	10:49 - 11:30
Period 5	Lunch A 11:30 - 11:55 or Class 11:35 - 12:16
Period 6	Class 12:00 - 12:41 or Lunch B 12:16 - 12:41
Period 7	12:46 - 1:27
Period 8	1:32 - 2:13
Period 9	2:18 - 3:00

Chapel Bell Schedule

Period 1	8:30 - 9:02	(32 minutes)
Period 2	9:07 - 9:39	(32 minutes)
Period 3	9:44 - 10:16	(32 minutes)
Period 4	10:21 - 10:53	(32 minutes)
Chapel	10:58 - 11:48	(50 minutes)
Lunch	11:48 - 12:28	(40 minutes)
Period 5 or 6	12:33 - 1:09	(36 minutes)
Period 7	1:14 - 1:46	(32 minutes)
Period 8	1:51 - 2:23	(32 minutes)
Period 9	2:28 - 3:00	(32 minutes)

WCS 2011-12 ACADEMIC CALENDAR

If you have children attending the Early Childhood Center, please refer to their specific calendar.

AUGUST	8	Lazelle Kindergarten Dessert – 7:00 p.m.
	9	Middle School Orientation 10:00 a.m. and 7:00 p.m.
	9	Westview First Grade Dessert - 7:00 p.m.
	15	Westview Elementary School New Parent Orientation
	16	High School Orientation 10:00 a.m. and 7:00 p.m. – AC Auditorium
	16	New Faculty/Staff Orientation – 8:30-4:00 p.m. – Instructional & Non-instructional – DC 200
	18	All WCS Staff Back-to-School District Kick-off Meeting – 8:30-4:00 p.m. @ AC;
	18	Westview Elementary School Meet-the-Teacher Night – 7:00 p.m. and 7:45 p.m. Kindergarten Orientation (K, 8:45/12:45)
		First Day of SACC
	23	First day of school for Grades 1-12
SEPTEMBER	5	No School – Labor Day
	15	Kindergarten Open House 7:00 – 8:00 p.m.
	19	Middle School Open House – 7:00 p.m.
	29	High School Open House - 7:00 p.m.
OCTOBER	10	Community Impact Day and Legacy Golf Classic
	13	Parent-Teacher Conferences 4:00-8:00 p.m.
	14	No School – Parent-Teacher Conferences for K-12; 8:00 a.m. – 12:00 noon
	20-21	No School – ACSI
	28	End of first grading quarter
NOVEMBER	8	Delayed School Start Grades K-12, Teacher In-service Day; HS 10:30, MS 10:45, Elementary 11:00, No AM Kindergarten
	23-25	No School – Thanksgiving Break
DECEMBER	20	Christmas Break begins-early release: High School 1:30 p.m.; Middle School, 1:45 p.m. and Elementary 2:00 p.m.; No PM Kindergarten
2012		
JANUARY	2	No School
	3	School Resumes
	12	End of second quarter and first semester
	13	No school – Parent Teacher Conferences for K - Grade 12
	16	No school – Martin Luther King Day (see note at end of calendar)
	17	Start of second semester & third quarter
	17	Prospective Family Information Night – 7:00 p.m.
FEBRUARY	7	Delayed School Start, K - Grade 12, Teacher-In-service Day; HS 10:30, MS 10:45 Elementary 11:00, No AM Kindergarten
	20	No School – Presidents’ Day (see note at end of calendar)
MARCH	23	End of third quarter
	26-30	Spring Break
APRIL	2	School resumes
	6	No School - Good Friday
	8	Easter
	21	WCS Fund Raising Event

MAY 19 See note at end of calendar
 28 No school – Memorial Day

JUNE 1 Last Day of School
 1 Baccalaureate – 7:30 p.m. Worship Center
 3 Graduation – 3:00 p.m., Worship Center
 4-5 See note at end of calendar

NOTE: The Ohio Department of Education requires schools to place five make-up dates on our annual calendar in the event that we would exceed the allotted three calamity days for the 2011-12 school year. If needed, the following dates will be considered as possible make-up dates for student attendance: **January 16, February 20, May 19, June 4 & 5.**

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