



Worthington

CHRISTIAN SCHOOL

Tom Anglea Upper School Campus

2020 – 2021

Parent/Student/Teacher Handbook

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☞ This symbol indicates that the section contains new or significantly modified material. Within the section, the actual new material is also marked.

MISSION STATEMENT

Worthington Christian School develops the mind of Christ in students through intellectual, creative and physical pursuits.

NON-DISCRIMINATORY POLICY

The Worthington Christian School Board has adopted the following non-discriminatory policy:

Worthington Christian School recruits and admits students of any race, color, or national and ethnic origin to all its rights, privileges, programs and activities generally made available to all students. In addition, the school will not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational programs, admissions policies and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court of administrative agency ordered, or public school initiated desegregation.

Worthington Christian School will not discriminate on the basis of race, color, disability or ethnic origin in the hiring or retention of its certified or non-certified personnel.

Adopted 04/2017

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

As a non-public school WC is not under obligation to conform to FERPA. Even so, WC values confidentiality, transparency and professionalism in the handling of student records and data.

🔊 INTRODUCTION TO THE 2020-2021 HANDBOOK

Worthington Christian School – Tom Anglea Upper School Campus is a brand new place! Our Community Life Together Covenant provides the “backbone” of our community. We are a community based on love. While “The Covenant” has been around a long time, and we have purposed to live the love of Christ as reflected in the covenant, students, faculty and staff have, at times, wounded one another over matters regarding race and ethnicity. The Upper School is joining schools across the nation in affirming our commitment not just to be non-racist, but actively anti-racist. The scriptures, the covenant, and the Holy Spirit give us all the resources to be anti-racist. This year we agree together to heighten our efforts to identify and address matters that cause enduring pain to members of our community. The kingdom of God is anti-racist, and Worthington Christian Schools must be likewise.

This handbook explains the expectations for life at the Upper School. WC is accountable to the Lord, His body the church, the WC School Board, Worthington School District, the state of Ohio and of course our students and parents. Most of our “rules” are the same as in any public school. However, based on our commitment and accountability to the Lord and his body the local church, we live to “do life together” differently than other schools.

“I didn’t know” is an understandable but unacceptable excuse. We understand there is a lot to know, but everyone is expected to be familiar with the contents of this handbook. The “Bottom Line” boxes and the exhaustive index in the back should help students and parents as they use the handbook to answer questions that might arise.

Bottom Line: We have tried to simplify this very long handbook wherever possible with “Bottom Line” boxes throughout. The “Bottom Line” boxes give the main idea of what is explained and detailed in the text.

The handbook is not exhaustive. There is no way that this handbook can anticipate every eventuality and address it with policy. The handbook sets down common sense guidelines for spirit-led Christ-followers to come together in an educational community. Looking for loopholes to be used to excuse or justify specific, unmentioned actions is not an appropriate use of the handbook. The handbook is our best effort at setting forth the aspirations and limitations of life at the Upper School. When there is doubt about something, please ask. Please don’t comb the handbook for loopholes.

The above is particularly true for 2020-21 school year, as joining the Middle School and the High School into an “upper school” is not going to be without its challenges. As always, the handbook can be modified at any time, and the modification becomes effective upon notification of students, parents and faculty.

Students, parents and faculty will be asked to sign an agreement that states that they have read the handbook and are willing to abide by what is set out in it. Signing that form feels like clicking on “agree” to the “terms and conditions” of that app you can’t wait to use. It’s more than that. It is a commitment to take a journey together, and to follow the Lord where he might lead as we “learn in harmony with God’s Word.”

COMMUNITY LIFE TOGETHER COVENANT¹

Worthington Christian School Upper School 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 Upper School. 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 Upper School 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 guidance from 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.’ ³⁸This is the first and greatest commandment. ³⁹ And the second is like it: ‘Love your neighbor as yourself.’ ⁴⁰All 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.

¹ We thank Taylor University for their permission to allow us to model our *Community Life Together Covenant* after their *Life Together Covenant*.

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](#) on page 11 of this handbook). 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 Upper School community, should abstain from and flee from these things. These include theft, lying, dishonesty, gossip, slander, crude, vulgar and profane language, sexual activity outside of the bonds of biblical marriage between a man and woman, intoxication, immodesty, and occult practices (see Galatians 5:10-21). Upper School 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 Upper School 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 Upper School 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. However, they do define the parameters that govern life in the Upper School 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 School - Upper School.

Institutional Expectations Related to Sundays and Chapels

- **We respect Sundays:** While some in our community worship on Saturday, the Upper School 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.
- **We worship together:** Corporate worship, fellowship, and instruction are essential for our community. Therefore, students, faculty, and administrators are expected to attend the Upper School weekly "Chapels" and act in a manner appropriate to the setting (respect what is occurring, engage, no food, and no cell phones).

Institutional Expectation Related to Our Interactions

- **We respect each other:** WC will not tolerate bullying or stalking, in any form using any medium, on or off school grounds or at any school activity on or off campus. 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. Please refer to the [WC Bullying Prevention and Response](#) in Appendix 1 on page 63 of this Handbook.
- **We respect the image of God in each other:** 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, harassment, disrespect, diminution or teasing of others based on race, national origin, sex, or disability is not acceptable.

- **We respect each other's property:** Vandalism or violence against property is not tolerated.
- **We believe that gambling can quickly move beyond "fun and innocent:"** Gambling (the 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. This includes "pools" or NCAA Brackets that involve wagering.
- **We understand the power of the posted word:** Since blogs and social networking sites 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 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, sexually explicit, hostile, harassing, or threatening words posted online or text-messaged can pop up again any time and any place. Pictures, videos, or recordings taken at school, or school events, may not be posted or distributed in any format without permission of those whose words or images appear. Beware of posting things as a joke or in a sarcastic manner. One's accountability for posts is not diminished by intention.

Institutional Expectations Related to Our Bodies

- **We are honest about the power of substances to harm and enslave:** 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, vaping products, alcoholic beverages, hallucinogenic drugs and substances (including marijuana), or narcotics not authorized by a physician. The Upper School recognizes that there are laws governing the use and distribution of these products. At no time are members of the Upper School community to be in violation of those laws on or off the campus.¹ None of the above substances may ever be used or possessed on the Upper School campus or at any event or activity in any way connected with the Upper School. Members of the community may not share or abuse prescription or non-prescription drugs or medications. (Students who have had any drug or alcohol violations in their discipline files will not be able to participate in school sponsored trips, including class trips and Senior Trip.²

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. Knowingly hosting such parties is a serious breach of the Community Life Together Covenant, as well as illegal.

² A "second chance" program may be available for students with such records. It involves extensive accountability and random drug testing.

- **We believe our bodies and our sexuality are sacred:** The Upper School recognizes that the beauty and complexity of human sexuality is something for which to be thankful. Therefore, the Upper School promotes an atmosphere of modesty, self-control, and personal responsibility with respect to our sexuality. Furthermore, pornography exploits people and its use dehumanizes both the subjects and the users. Pornography of any sort is not to be used, possessed, solicited, or distributed on or away from campus. “Sexting” (the sending, soliciting, and/or maintaining on one’s device sexually explicit messages or images) is a violation of this covenant.

Institutional Expectations Related to the Nature of the Upper School

- **We hold academic integrity as one of our highest values:** Members of the community are subject to the demands of academic integrity such as honesty and proper documentation of sources. Cheating is not tolerated. (Refer to [Honor Code](#) on page 41 of this handbook.)
- **We value open, honest, and factual debate of all sides of issues:** We believe that scripture must illuminate and inform such debate, that debate must be civil and that committed, Biblically sound believers can still disagree on important matters. We are committed to affirming the scriptures and at the same time challenging the assumptions of our culture.
- **We partner with parents regardless of the student’s age:** Parents or guardian must sign all school forms and school releases, regardless of the student’s age.
- **The Upper School is a place where adolescents are prepared for the adult world:** Married people are no longer legally accountable to their parents or guardians. The Upper School requires all students to be legally accountable to a parent or guardian. Therefore, while marriage is an honorable institution ordained by God, The Upper School students, regardless of age, must remain unmarried and living with a parent or proper guardian while enrolled as students.
- **We believe that life is sacred and to be celebrated:** Should a student of either gender engage in sexual immorality and pregnancy results, the Upper School community, while not condoning premarital sex in any way, will nevertheless celebrate the gift of life and the student’s choice to not abort the baby. We will help the student maintain the progress of his or her education off campus throughout the course of the pregnancy. Upon the birth of the child, the student, parents and administration will discuss the best course of action going forward. It should be clear that this policy applies equally to young women and young men. We believe that the sacredness of the life demands that the Biblical prohibition of premarital sex be taken seriously by all members of the Upper School community at all times.¹

¹ A full rationale for this is available in printed form and may be requested from the Upper School office.

Institutional Expectations Related to the School Day

Compliance with the routine day-to-day policies and procedures of the Upper School 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.

Conclusion

The intent of this covenant is to identify expectations that assist Worthington Christian School - Upper 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 the Upper School are responsible to abide by the Life Together Covenant as long as they are under the employment of the school. All students of Upper School 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 faculty, staff, students and parents lives at all times (including vacation and non-school hours, and in all of our modes of communication).

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 (for grades 9-12). Since it is a non-academic grade, it will not be used to calculate eligibility under OHSAA rules.

Success at school or work depends not only on one’s academic performance, but also on one’s ability 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. The grade also serves as a stimulus to develop self-regulation in students who lack it. The student who develops these “soft skills” will be at competitive advantage in the workplace.

Bottom Line: The Community Life Grade is recognition of a student’s personal commitment to the Upper School community.

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 **no more than one** detention in a **grading period** will receive an A for their CLG. (Generally, only 6% of the student body receives two or more detentions per grading period.)

- 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.
- **A habitually low CLG will negatively influence eligibility to participate in the Senior Trip.**

SCHOOL DISCIPLINARY PROCEDURES

Discipline Is Not About Busting

At the Upper School, 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.

Bottom Line: Discipline is about growing together, not punishing.

In all matters of discipline, the faculty and administration must treat those who have erred with grace, kindness, and firmness that look toward restoration. The Upper School 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 Upper School 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 faculty or staff member who observed the offense will usually discuss the problem with the student prior to any action being taken. The one observing the offense will generally issue a disciplinary write up, and that often constitutes the end of the matter.
- If additional steps are required, the faculty or staff member will inform an administrator of the problem, and the administrator will then assume the key role in the process.
- At this point in the process, parents may be contacted and their input sought. Then, an appropriate plan for any discipline and restoration will be established with the guidance of the administration and/or school counselor. This could include requiring counseling, mentoring by a youth leader, local church and home accountability, detention, suspension, academic penalties, athletic or co-curricular ineligibility and in some extreme cases, expulsion.

- The nature of some offenses may require 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 affect the student's academic life.
- The school generally follows the 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, illegal, threatening or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.
- **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.**

*Bottom Line:
Discipline will vary from person to person and situation to situation.*

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, or out-of-school suspension, academic penalties, athletic or co-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 (including nicotine), vaping products (including non-nicotine), alcohol, tobacco, and their related products or paraphernalia; sexual harassment (including electronic 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); theft; stalking; attempting to deceive or defraud; hacking into, vandalizing or misusing school computers; setting fires; turning in false alarms; the intentional damaging or defacing the property of others (vandalism) on or off campus. Hazing, bullying¹, specific or generalized threats against persons or property made verbally, in writing, posted on social media, etc. are taken with the utmost seriousness. Some violations, by law, require the notification of the appropriate law enforcement agency or agencies.

*Bottom Line:
Sometimes lines are crossed, and consequences must be imposed, regardless.*

¹ Please refer to the [WC Bullying Prevention and Response](#) in Appendix 1 on page 63 of this Handbook.

A Word About Grace

When a student makes poor choices and consequences are being determined, parents and students often ask, "Where is grace in all of this?" What is often meant is, "Can't you remove these consequences?" God's grace delivers us from the penalty of sin, and it gives us hope as we face sin's consequences, knowing that our relationship with him is unbroken. We are confident that he will use all things, including those consequences, to work together for good. The faculty and staff at the Upper School value our relationships with the students, and by the Spirit's enablement will not allow a student's actions or the consequences they produce to sever the love relationship between the school and the student. Grace is seen in consequences being administered with Godly sorrow instead of a justice-driven sense of retribution or punishment. Grace is seen in a constant and unwavering concern for the welfare of the one receiving discipline as well as concern for the Upper School community. (See Love reconciles, restores, and makes restitution in the [Community Life Together Covenant](#) on page 5 of this Handbook.)

Bottom Line: Grace and the removal of consequences are not the same thing.

A Word About Consequences

Consequences are often a part of discipline. At times a student is allowed to experience the logical and natural consequences of his or her actions. At other times, an "artificial" consequence is imposed. Such consequences underscore the fact that while poor choices can be forgiven, they often impact the lives of people in ways that do not quickly disappear. These artificial consequences send a message that choices matter, and by God's grace, the lesson they reinforce helps students make better choices in the future. When a student repeats poor choices, he or she should expect consequences to escalate significantly. Consequences may include detention, suspension, probation, and, in extreme cases, expulsion.

Discipline and Athletes

The Upper School Athletic Handbook discusses how matters of school discipline impact athletes and their participation in practice and contests. When students join a Warrior athletic team they agree to live by a higher standard since they voluntarily wear the uniform of the Worthington Christian Warriors. Coaches or the athletic director have the freedom to impose consequences in addition to those imposed by the school administration for any violation of the Community Life Together Covenant.

Detentions At The Upper School

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 day. Detentions begin promptly at 3:10 p.m. and end at 3:50 p.m. Students with detentions should report to the office, where they will sign in. There is no late admittance without a pass. Detainees will be expected to study quietly if not assigned to volunteer for a work detail. Failure to report for a detention more than one day after its issue will result in another detention being issued. Other possible times for detention could also include lunch period, and Saturdays.

*Bottom Line:
Detentions - If you get 'em, you gotta serve 'em, promptly.*

Inherent in a detention is inconvenience with respect to after school practices, rehearsals, games, and jobs. When one avoids activities and patterns that result in detentions, 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 reductions. The third lowers the grade to **C**. The fourth detention may 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 with respect to the Upper School eligibility requirements.** The good news is that 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 “Community Life Grade” of **D** or less in a given grading period. Other violations or offenses might also result in disciplinary probation. Disciplinary probation will also follow all suspensions.

The following conditions apply to students on disciplinary probation:

- The period of probation will begin the grading period following the one in which the D or F was earned. 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 school counselor to develop a plan for behavior improvement. Part of the plan may include the student’s removal from participation in co-curricular activities, including sports.

During the probation period, the student will be monitored by the teachers and school counselor in various ways, which may include such things as:

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

*Bottom Line:
Disciplinary probation is very rare at the Upper School. Please help keep it that way!*

Repeated placement on disciplinary probation might indicate that the Upper School might not be able to meet the student’s needs. If a student is placed on disciplinary probation for two consecutive grading periods, an additional meeting with the school

counselor 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 the Upper School.

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. Suspensions usually involve the following:

- Assignments, quizzes and tests given during 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 attend or participate in any school events or activities (including Commencement) that occur during the suspension period.
- The student may return to class at the close of the suspension period.

Bottom Line: Just don't let this happen to you.

The student will be placed on disciplinary probation. 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 Upper School experience. Even when a student is expelled, the Upper School is committed to doing its reasonable best to help the student and his or her family to determine the best options available for the student's continued education.

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 on page 17 of 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

Bottom Line: We all make bad choices, get ahead of it and seek help. Don't wait to be caught.

seeking counseling that will lead to help and healing. Students may seek this discipleship by talking with the school counselor or another trusted adult member of the Upper School community (teachers, coaches, administrators, etc.). When such help is sought, the trusted adult 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 anyone 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. Obviously, "seeking help" should not be seen as a way to escape consequences. A sudden confession, when the student suspects that he or she will probably be caught, does not fall under the spirit of this section.

¹ The law does not give mandatory reporters (teachers, administrators, counselors, religious workers, etc.) the option of adjudicating the validity of an allegation. It must be reported.

BIBLICAL PROBLEM SOLVING—IT'S WHAT WE ASPIRE TO DO

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.

- Step 1: Meet with the person directly involved in the problem and seek resolution.
- Step 2: Meet with either the school counselor, principal or assistant principal.
- Step 3: Meet with the Head of School.

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

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

ATTENDANCE, PROMPTNESS, ILLNESS AND SUBSTANCE TESTING

Attendance

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.

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 “uncounted” absence. When students are not at school or not in class, then they are absent. Missed work can be made up after an excused absence. Unexcused absences carry consequences outlined elsewhere in this section. One day of missing a block class is the same as missing two days of a regular class. While it still only counts as one official day of absence, it has two days’ worth of negative impact on the student’s education.

Bottom Line: No matter the reason that you miss a class, it always counts as an absence – because you weren’t there!

Excused Absences – Here’s a list (a parent must always call in and report an absence)

- Illness of the student (repeated absences may require justification with a doctor’s note).
- Serious illness in the immediate family.
- Death of relative (please let the office know of an extended absence – see below).
- Personal emergencies (medical, dental, or other appointments that cannot be scheduled outside of school hours).
- Mandated court appearances (with written notice from the court).
- Quarantine due to COVID-19 or other exposure.
- Pre-arranged absences (see below).

Absences Arranged in Advance

- Parents are required to notify the school of any planned absences. The school will enter these dates into the attendance program. Therefore, parents will not need to report each daily absence.
- While special absences are excused, they will be reflected in the student’s records like any other absence. Excessive absences may potentially affect course credit. Remember that missing a block day only counts as one official day of absence, but it has two days’ worth of negative impact on the student’s education.

Bottom Line: Plan ahead, notify the school in advance, and take full responsibility for missed work.

- Students are responsible to make up work they missed. Teachers may provide assistance in making up work as their time permits. They are not under obligation to take extra time to help a student make up work missed during a voluntary, non-medical absence. Faculty will always be happy to help a student make up work after a college visit, but they are not expected to help a student make up work missed during a fishing trip with grandpa.

Voluntary Absences on Either Side of Breaks

- We strongly recommend that parents not schedule vacations that require students to miss class the day before or the day after breaks. This is extremely disruptive to the collective education of the students who remain in school until the beginning of break and return on time at the end.
- Teachers have no obligation to post quiz, test, or assignment plans earlier than normally required for any other academic week in order to accommodate student travel plans. See “Absences Arranged in Advance” above.

Bottom Line: Stay in school until the break starts, be back when it ends.

Grades 9-12: Since exams precede Christmas break, any attempt to alter a student’s exam schedule should be avoided whenever possible. When alteration is unavoidable, students may not arrange to take their exams before the beginning of the days set aside for exams. If students must schedule exams after the exam days, or outside of the specified hours of the exam periods for non-medical or non-emergency reasons, then there will be a \$75 proctoring fee assessed per exam. When in doubt, please feel free to consult with the office. The same policy applies to final exams at the end of the school year.

Reporting an Absence or Requesting Early Release

For an absence to be excused, parents must call the school by 9:00 a.m. on the day of the absence or early release and **state the specific reason for the absence or early release.** The school reserves the right to consider an absence or early release unexcused if the parent or responsible person does not call. Use the **ATTENDANCE HOTLINE 614-410-4343** to report absences before school starts. Please DO NOT use email. After school starts, call the school directly at 614-431-8210. There is no need to call if an absence has been pre-arranged.

*Bottom Line: Call in the **specific reason** about an absence or early release. Don’t say “Horatio will be absent today.” Click.*

Leaving School for Appointments or Other Reasons (Early Dismissal)

Students must bring a note, signed by a parent, to the attendance desk or a parent must notify the attendance desk before school the day of the appointment. The student must then sign out at the attendance desk before leaving. Upon return to school, the student should sign back in. When circumstances surrounding the release are irregular, the student may be asked to present proof that he or she was actually at the appointment.

NOTE: The school has a “closed lunch” policy. That means that students are not permitted to leave campus during lunch except with their own parents. The only exception to this being certain persons (family member, pastor, coach, or teacher) authorized in advance by a written note from a parent (not an email or a phone call). If a parent wishes to pick up his or her student for lunch, that parent must come to the attendance desk and sign the student out. That parent is not to gather other friends to “go along.” It is important for the student to return to school on time, otherwise, the student will receive an arrival tardy.

Extended and/or Frequent Absences

Worthington Christian School 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, and to provide guidance and structure for those who might experience a prolonged illness:

Bottom Line: It is possible to miss so much school that you might not receive credit for courses.

- 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 re-entry conference with the administration before returning to class.
- Some extended absences leave students with a massive amount of work to be made up. The makeup schedule is governed by a Temporary Intervention Plan (TIP). All work must be completed by the last day of the semester. If that should prove impossible, the student may seek an extension from the school counselor. The request must contain medical documentation of the need for the extension. If an extension is granted for second semester work, it cannot extend beyond June 15th.

Making Up Missed School Work Resulting from Absences

All missed work, quizzes, and tests are the student’s responsibility. FACTS-SIS and/or Microsoft TEAMS 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. **Long-term assignments are due the first day**

back after an absence. The student should hand deliver the long-term assignment to the teacher even if the class does not meet the day the student returns OR take the assignment to the office the assignment will be put in the teacher's mailbox.

Bottom Line: Absent 1 day, 1 day to make it up. Absent 2 days, 2 days to make it up, and so on. Long-term assignments are due the day you get back if you were absent on their due date.

The window in which other work may be made-up for any given class is equal to the number of times any given class is missed during the absence. Students (NOT TEACHERS) are responsible to make up their work in a timely way and meet the deadlines established.

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.

Bottom Line: If you are at the school the day an assignment is due, the assignment is still due even if you missed the class that had the assignment.

If a student is at school on the day an assignment is due in a class, the assignment is still due even if the student missed that particular class. The assignment should be turned in to the teacher, or better still, turned in to the office, and the office staff will see that the teacher gets the assignment. The student will be given a dated receipt by the office staff as proof that the assignment was turned in. See also the [Upper School Late Work Policy](#) on page 47 of this Handbook.

☛ Unexcused Absences and "Cutting Class"

Any unexcused absence from any class can result in a 5% grade reduction in the quarter grade for each class missed.

If a student cuts a class and remains on campus, s/he will receive three detentions per class cut. **Cutting class AND leaving campus will result in a one-day suspension.** Moral of the story: Do not cut class for any reason and do not fail to report to class for any reason without FIRST informing either the classroom teacher or the office. Leaving a 9th period study hall before the bell rings is considered cutting a class.

Bottom Line: Being MIA (Missing in Action) from class is "cutting class." Don't cut. It is not worth it. Always tell your teacher where you are. Don't tell others to tell your teacher where you are. They will forget.

Students must report their whereabouts to their teachers. If the teacher is not in the designated room, a written note should be left in a prominent place on the teacher's desk. Signing out to be in one place and going to another is considered "cutting" and subject to consequences.

Arriving Late to School

Unexcused tardies are due to things like:

- Traffic and trains
- Sleeping in¹ (Read this important footnote)
- Car problems
- Nearly anything imaginable

Excused Arrival Tardies² (Read the important footnote!)

- Medical or dental appointment (in advance of the appointment, either bring a note or call the attendance hotline, 614-410-4343, or the office 614-431-8210)
- Illness (be sure to call the attendance hotline, 614-410-4343, or the office 614-431-8210 when the decision is made to stay home. A note may be requested when returning).

Bottom Line: Stuff happens. That is why we give four free tardies per grading period. No negotiation please.

Excusing the Unexcused

Students are allowed FOUR “unexcused” arrival tardies each grading period. The student will serve a detention on the day of the 5th tardy (or on the first detention day thereafter). Further arrival tardies will result in additional detentions and reduction in the Community Life Grade.

From time to time, we will grant “General Arrival Tardy Amnesty” when area-wide traffic is slowed due to weather and the like. For periods 2-9, students are allowed two unexcused tardies per grading period per class. Habitual arrival tardies will likely result in disciplinary action in addition to the requisite detentions.

- If a student arrives late and he or she knows the arrival tardy is excused, the student should go to the attendance desk get a pass, and then report to class.
- If a student knows the arrival tardy is unexcused, and arrival is before 8:30 a.m. he or she should go directly to class. The first period teacher will record the unexcused tardy on FACTS-SIS.
- If it is after 8:30 a.m., student should go to the attendance counter regardless of the circumstances.
- Students should not expect to be able to make up work or have extra time allotted for quizzes, tests or other graded in-class work if they arrive late and are unexcused. Late arrivals are a distraction to the class. Your timely presence is a gift to others!

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 [Game Day Eligibility](#) on page 57 of 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).

Note to Parents About Tardies and Negotiation

Parents, when your student arrives tardy and it is your fault, apologize, take them out for a treat after school, excuse him or her from taking out the trash or cleaning the cat box, but don't come in or call to explain why the student is late and why the tardy should be excused. The Upper School permits FOUR arrival tardies each grading period (16 per year!) to allow for the occasional morning catastrophe. Parents and students alike should know the traffic patterns and establish departure times that allow for the occasional five to ten minute delays that occur due to weather, trains or traffic.

Late to Class Tardies

Students have four minutes between classes. They are considered late to class 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 receive a detention.

Illness and Medication - When a Student Is Sick At Home

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

IMPORTANT NOTE: Any student who has experienced a fever greater than 100°, and/or diarrhea, and/or vomiting is not permitted to return to school until symptoms have been resolved for 24 hours. Allowing a student to come to school when ill jeopardizes the health of the community and puts the student in the embarrassing position of having to be sent home. Please do your part to protect the health of others. Due to the pandemic, the health office will issue additional health guidelines relevant to the protection of others.

School policy does not permit medication of any kind (e.g. Advil, Tylenol, etc.) to be carried by the student during school hours. Ohio law does not permit prescription medication to be carried by the student (with the exception of epipens and inhalers). If a student requires medication (prescription or non-prescription) during the school day, the student must come to the health office for administration of that medication. Prescription and non-prescription medication forms are available in the office and on FACTS-SIS.

When a Student Is Sick 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 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. The student may then be picked up by an approved adult or may drive home. The student may not be driven home by another student unless that student is a sibling and will not have to miss class.

*Bottom Line: Feel sick at school? Tell a teacher, go to the office, call parents, get released, sign out, leave. In that order! **Don't leave without first signing out, even if you called your mom from the restroom and she said you could leave!***

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.

Extended and/or Frequent Absences Due to Illness, Surgery, or Other Health Related Complication

(See "Extended or Frequent Absences" above.)

Student Concussion Management

Any student who is diagnosed with a concussion will be offered academic accommodations during the recovery period. WC provides these accommodations via a Concussion Intervention Plan (CIP), which can be printed from FACTS-SIS or obtained from the school nurse. Your physician can quickly prescribe the accommodations most needed. A physician is also able to prescribe any needed accommodations without use of the CIP tool; please ask your physician to send a written copy of any prescribed accommodations to the school nurse.

*Bottom Line:
Concussions are serious business.
Follow the protocol.*

WC will follow the guidelines for concussion management and make use of concussion resources found under www.healthyohioprogram.org/concussion. Although this site is specific to sports related concussions, all students can benefit from the information found there.

WC will make every effort to assure that the concussed student can take advantage of all prescribed academic accommodations. Maintenance of current course grades cannot be guaranteed, however.

Drug Testing

Each week, six Ohio teens die as result of drug abuse. Drug abuse does occur among Upper School students. The administration reserves the right to require that parents' consent to a laboratory administered drug test for their student when the school has cause to suspect possible drug abuse. Such cause includes but is not limited to change in personality, an unexplained significant change in academic or athletic performance, unusual or erratic behavior, physical symptoms of drug abuse, the discovery of drugs and/or paraphernalia, vaping products, tobacco products and the like, on the student's person or personal effects. Failure to permit such a test in a timely and creditable manner can result in the expulsion of the student.

*Bottom Line:
Satan doesn't play
fair. We will team
up to fight the
possibility of
addiction.*

Additionally, through a grant, funds are available to provide drug tests at the request of parents who suspect that their student might be abusing drugs. Parents need only to make the request and provide permission in writing for the school to administer the test to the student. Our desire is not to find students who abuse drugs and throw them out of the Upper School. Our desire is to join with parents in fighting the battle against drugs. It brings us great joy to see students receive help and be set free from the chains of addiction. (See [Seeking Help vs. Getting Caught](#) on page 15 of this Handbook.)

Breathalyzer Testing

Administrators or their designees, at their discretion, may administer breathalyzer tests to a student if there is reasonable suspicion that the student has consumed alcohol. Factors prompting suspicion might include, but are not limited to: unusual or erratic behavior, the smell of alcohol, credible reports that the student was consuming, etc. Tests may be administered at any time on school property or at any school activity regardless of the time or venue. If a test is administered with a negative result, parents will be notified within 24 hours, and no further action will be taken. Refusal to submit to a test will result in ejection from the event, immediate notification of parents, alerting of law enforcement, and a notation of such refusal in the student's discipline record. A positive test will result in requiring the student to surrender his or her car keys and then holding the student at the event until a parent or other approved adult can safely take the impaired student home. Plans for recovery and consequences will be discussed with the student and parents the next school day.

OTHER RULES AND GUIDELINES

Cards, Video and Computer Games

Card games of any sort may not be played during school hours. 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 or on their cell phones or any other personal electronic device during school hours.

☞ Cell Phones and Personal Electronics

Cell phones are a part of 21st century life. It is important that young people learn to manage them properly. Cell phones may be carried during the school day, but they must be silenced, including the vibration. Phones may be used before school, at lunch, during study hall, and after school. Earbuds, headphones, etc. may be used only at these same times. Phones are not to be visible or audible during class, family/house activities, chapels, assemblies, and passing periods between class – or any other time that isn't before school, during lunch, study hall or after school. Parents should refrain from texting and calling students during school hours, and they should next expect a response to a text or message anytime other than before school, after school, during study hall or during lunch. If there is an urgent need to communicate, please contact the office.

Wearable Technology (smart watches, etc.) is subject to the same rules as cell phones.

Laptops and Calculators may be used during class with teacher approval. 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. Music, video and audio content may not be streamed, nor may pictures be taken or videos recorded without permission.

Note: ALL CELL PHONES, LAPTOPS, CALCULATORS AND PERSONAL ELECTRONIC DEVICES are subject to inspection whenever they are on campus. Any phone or device that is being misused is subject to confiscation. It will be returned only after the student has served a detention. There will be a \$20.00 fine assessed EACH time a cell phone is confiscated. A confiscated phone must be made unlocked and fully viewable.

CARRYING A CELL PHONE, WEARING A SMART WATCH, OR ANY OTHER ELECTRONIC DEVICE DURING SCHOOL INDICATES THAT THE STUDENT AND PARENTS UNDERSTAND AND AGREE TO ABIDE BY ALL POLICIES RELEVANT TO ELECTRONICS. THEY ARE ALSO WILLING TO SUBMIT THE STUDENT'S ELECTRONIC DEVICE TO BE INSPECTED UPON THE REQUEST OF A TEACHER OR ADMINISTRATOR WHEN IMPROPER USE IS SUSPECTED.

Copy Machines

- Students must abide by any restrictions posted on the various copy machines.
- Students may not use the copier in the offices without permission.

Dress Code

Dress code is observed at all times and all places during school hours, including between classes, at chapel or assembly, and during lunch. If a student is being released early, s/he must remain in dress code until off campus. (Details of the [dress code](#) on page 32 of this handbook.)

Getting “dressed” and “undressed” in the parking lot is

*Bottom Line:
Everyone on school
property is in dress
code from 8:20-3:15.
Arrive that way! Stay
that way!*

not acceptable. Students should arrive appropriately dressed for first period.

Facilities

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

Fire Drills, Tornado Drills, Lock Down Drills, and Active Shooter 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, respond as trained and listen for further instructions. Maps showing proper exit and shelter areas are posted in each room. Horseplay or failure to comply instantaneously with instructions will result in two detentions.

Bottom Line: Follow instructions and be quiet and orderly during drills and emergencies. Use phones only to call 911.

In the event of an actual emergency, parents and loved ones are urged not to initiate communication with the school or their student. Please wait for communication from the school via email or text or from your student. In the worst of situations, calling student will cause a ringing or vibrating phone that could compromise safety. Please do not drive to school until clearance has been given. This is very important and people's safety depends on it. Students are not to use cell phones during drills or emergencies unless it is to notify first responders.

Gum Chewing

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 it 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! Chewing is a responsibility, not a right!

Houses

Each student is a part of one of six "Houses," and is a member of one of the "Families" in that "House." As seventh graders, students are randomly assigned to a "House" and will remain part of that "House" throughout their upper school career. Seventh and eighth graders will have their own families, while ninth through twelfth graders combine to form families. "Houses" are the center of most aspects of student life at the Upper School. Students are not moved from "House" to "House" to be with friends because it is important to learn to make friends outside of the student's natural friend group. Nearly all aspects of student life (discipleship, academic counseling, service, and government) come from within the House system.

Lockers

Students who wish to have a locker will be issued one. A locker is school property on loan to students to provide 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.
- **Because lockers are the property of the Upper School, they may be opened and searched by the administration at any time.**

Bottom Line: Lockers are for your use, but they are WC property. You are responsible for their care and contents.

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 outside of the office. All items will be removed from the lost and found at the end of each quarter.

Messages to Faculty and Students

Parents frequently send text messages to their students. Students have very limited access to their cell-phones. Messages for students should be called into the office and the office will see that messages are delivered proportional to their urgency. Faculty can receive messages by voice mail or email. Our performance standard is to respond to voice mail or email within one school day. Email is the preferred means of initiating communication with faculty.

Bottom Line: Parents, don't pressure your law-abiding student to immediately answer parental texts during school hours.

Parties

In-class parties may only be held 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 grade 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 who are active, visible, and accessible. Chaperoning parents should expect and welcome calls from fellow parents seeking information about the party and its management. Remember, we are all in this together!

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.

Bottom Line: Be where you have permission to be. Don't detour.

Payment of Fees and Fines

Fees and fines may be paid via FACTS-SIS. Please avoid the use of checks and/or cash whenever possible. Payment made in coins worth more than \$1.00 will not be accepted.

Personal Businesses

While we applaud and encourage entrepreneurship, students, faculty, staff and parents are not to use school property, facilities, equipment or directories for the furtherance of their personal businesses without written permission from the administration or the Office of Advancement.

Posting of Notices, Announcements, and Public Debate

- No materials from outside organizations may be posted or distributed without prior approval from the administration. Outside organizations must have some connection with the school, its students or their local churches in order to be considered.
- Materials posted relating to Upper School activities should be properly posted and be removed when they are no longer relevant.
- Organized solicitation is not permitted on the Upper School campus without prior approval by the administration.
- We value the free expression of opinion, but ask that all debate, in all forms, and in all mediums, reflect the values and parameters of the Community Life Together Covenant. Keep this in mind in and out of school when entering into those sometimes lively debates with friends or on social media.

Public Displays of Affection (PDA)

PDA is not a part of the school day at the Upper School. There is to be no PDA on the Upper School campus. PDA includes, but is not limited to, "hand-holding," "arm-arounding," "back-rubbing," "long hugs" and kissing. Couples found "alone" in empty rooms, halls, closets, stairwells, etc. are subject to school discipline (even if they are just "talking"). Guideline: If you wouldn't do it with your brother or sister, don't do it. (That's a good guideline for any time or place since Paul tells Timothy to "treat younger men as brothers, older women as mothers, and younger women as sisters" I Timothy 5:1-2.)

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 inside 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 or other behavior issues will result in suspension of bus privileges, and possibly school discipline.

*Bottom Line:
When on the bus,
please be an
example for the
other kids,
especially the little
ones!*

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.com. Email and text notifications will also be sent.

Students, when the snow begins to fly, please do not get involved in “The Great Weather Scam.” It involves making furtive calls to your parents telling them that everyone is leaving school early and that your life will be in jeopardy if you do not get to leave too. The fact is, the roads are usually cleared by the time school ends, making it more dangerous to drive during the storm than after it. Our greatest concern is your safety. The faculty and administration like getting out of school early as much as the kids, so rest assured we won’t keep you one minute longer than necessary should your safety require early release.

*Bottom Line: When in doubt if
school is closed, check email, texts
and the school web site. Parents—
beware of “The Great Weather
Scam!”*

School Sponsored Social Events

We try to make our social events fun and relaxed. Understandably, chaperones must occasionally step in to moderate activities. The decisions of the chaperones regarding the appropriateness of any activity (dances, etc.) is final. Attendance at school functions indicates agreement to stay within the guidelines established for that event as interpreted by the chaperones. The chaperones interpretations are final. Social events will be planned for 7th -8th graders and 9th-12th graders.

Searches

Random searches of lockers may occur at any time. In addition, the school administration has the right to open and inspect any student's locker, bag, purse, cell phone, electronic devices, student computer drives, or car at any time there is reasonable suspicion that such things may contain evidence of a violation of a criminal statute or school rule.

Bottom Line: Searches of lockers, book bags, cars and one's person, while seldom necessary, can occur.

The student's person may also be searched for the same reasons. When such a search occurs, it must be conducted by no fewer than two members of the faculty or administration. If the student's person is to be searched, the search must be conducted by no fewer than two members of the faculty or administration who are of the same gender as the person being searched. This search policy is in effect on school grounds, 24/7 and at all school sponsored events both on and off campus.

Private schools, unlike public schools, are not extensions of the state, and therefore have greater latitude with respect to searches.

Secure Your Belongings

Do not leave valuables unattended. Use lockers and use them often. Don't leave purses unattended. Since not everyone walks in the Spirit 24/7, lockers are provided. WC is not responsible for lost, stolen, or damaged items.

Bottom Line: Protect your stuff, use your locker.

Social Media

Social media sites may not be accessed at any time or for any purpose during the school day (even in study hall or at lunch) without specific permission from a faculty member. Use of social media (including video platforms like TikTok) for any reason, however noble, may result in immediate confiscation of the student's device or other school discipline.

Bottom Line: Social media – "use it and lose it!"

Textbooks

- When a textbook is issued, it becomes the student's responsibility, to protect and to care for, and that same numbered book must be turned in when the class is over.
- Lost textbooks should be turned into the media center where they can be re-united with their "owner."
- **Exams may not be taken until the course's textbook is turned in and/or all loss or heavy use fines are paid.**

Bottom Line: You are responsible to cover, care for and turn-in, the book assigned to you. No book, no exam!

Visitors

- All visitors must check in at the attendance desk and receive a visitor badge to wear for the duration of the visit.
- Parents are always welcome to visit the Upper School at any time and should check in and receive a visitor badge.
- Visitors must conduct themselves in an appropriate manner and may not photograph or record without specific permission from a teacher or administrator.
- If a student wishes to bring a visitor, s/he should get permission from the office prior to the visit. Visits may not occur on the day before or after a break, nor may they occur during the last two days of a semester.

Bottom Line: Visitors are welcome, as long as they check in and get a badge.

18th Birthday

A student's 18th birthday is an important milestone in life. Everyone should register to vote and guys must register with the Selective Service. We can help with both. Being 18 does not exempt Upper School students from needing parental permission to sign out of school or to participate in school activities.

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. Upper school students must be in proper uniform during school hours. Students must be in uniform anytime they are inside the building, including during chapel, assembly, and lunch. Shirts must remain tucked in between 8:20 a.m. and 3:15 p.m..

Bottom Line: Dress code applies to all places and all times from 8:20 until 3:15.

School Uniform Components

All uniform items must be purchased at School Closet, Lands' End or in a secondary market selling items that originated at School Closet or Lands' End. Refer to the website for more information, www.worthingtonchristian.com. Click "Parents and Students" at the top, click "Student Life" then click "School Uniforms." Uniforms must be purchased from the vendors listed.

Warrior Warehouse Online Fan Shop

The Warrior Warehouse Fan Shop is the source of all Warrior spirit wear. From time to time, the online shop will be open. See school website for details.

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!)

Warning: There is a specific color of khaki, a specific plaid pattern and specific style of pants and shorts. Buy and wear only the ones designated specifically for Worthington Christian School. Don't just say, "Hey, these are khaki, and they come from Land's End!" Many a dollar has this way been squandered!

The Upper School Uniform

The Worthington Christian School uniform policy helps develop a school culture that aids student growth and learning. It promotes a sense of unity and equality among our students. As a result, we believe it is essential that students abide by these guidelines while at school. Our enforcement of the policy flows, not from the idea that these rules are a statement of moral uprightness, but from the fact that rightful authority established them. Students and families enrolled at WC agree to abide by them. Enforcement of these rules helps to avoid the "broken window effect", in which a lax attitude toward one set of rules encourages a lax attitude toward other rules.

The policy cannot address every possible apparel option but simply describes what may be worn. We request that individuals not make arguments from silence in the policy. The administration retains the authority to make judgments on gray areas or on things not addressed directly by the policy. We will attempt to do that in a reasonable and fair manner, so please ask in advance if you have questions.

Lower School

- Jumper/Skirts: School approved plaid (SC)
- Pants/Shorts: Khaki (pleated or plain front mid-rise) (SC or LE)
- Shirts:
 - Navy, red, white polo with WC logo (long or short sleeve) (SC or LE)
 - White or blue oxford with WC logo (long or short sleeve) (SC or LE)
 - White round collar with WC logo (long or short sleeve) (SC or LE)
- Sweater: Navy cardigan, V-neck or vest with WC logo (SC or LE)
- Fleece: Navy full-zip with WC logo (SC or LE)
- Spirit Wear: Sweatshirts, jackets, pullovers with the WC logo (WW). May be worn only on Out of Uniform Days.

Upper School

- Jumper/Skirt: School approved plaid (School Closet only) (SC)
- Pants/Shorts: Khaki (pleated or plain front mid-rise) (SC or LE)
- Shirts: White, yellow or blue oxford with WC logo (long or short sleeve) (SC or LE). 7th and 8th graders may wear a lower school approved polo through the 21-22 school year.
- Sweater: Navy or red cardigan, V-neck or vest with WC logo (SC or LE)
- Spirit Wear: Sweatshirts, jackets, pullovers or fleeces with the WC logo (WW)

All uniform items listed above must be purchased from School Closet (SC), Land's End (LE), the Warrior Warehouse or BSN Team Store (WW), or on a secondary market that originated with one of these suppliers. Beginning with the 2022-23 school year, the new WC logo must appear on uniform shirts.

General Uniform Requirements for K-12

- Consequences for violations
 - A warning will be issued for the first violation each grading period.
 - A second violation will result in a detention.
- Uniform requirements are in effect 10 minutes prior to the start of school until 10 minutes after the end of the school day.
- Clothing should be clean and in good repair with no holes, cuts or tears.
- Shirts should be tucked in.
- A plain white or non-contrasting undershirt may be worn beneath a uniform shirt.
- Any undergarment visible through a uniform article must be plain white or non-contrasting.
- Only the top shirt button may be unbuttoned.
- Skirts and jumpers should be no shorter than 2" above the knee. Skirts may not be rolled.
- Shoes must fully enclose the toe and have a minimum of a heel strap. No heels or soles over 2" high.
- Hats and hoods may not be worn inside the building.
- Hair should be neat and well-groomed. Extreme cuts such as Mohawks, spikes, shaved words or patterns, etc. are not permitted.
- Coordinating hair accessories, neck ties and scarves are permitted.
- A belt must be worn with all pants and shorts.
- Socks or leggings must be worn and should be a solid color and texture in white, black, gray or navy.
- Visible tattoos, gages or body piercing are not permitted other than earrings for girls.
- Extreme jewelry or accessories are not permitted.
- Non-uniform jackets, sweatshirts, pullovers or sport coats may not be worn inside the building during the school day.
- Out of Uniform Days and other school activities:
 - Clothing must be in good condition, with no rips, tears or holes.
 - Tight articles like yoga pants, leggings, or tight-fitting sweatpants are not permitted.
 - Shorts may not be excessively tight and must be no shorter than mid-thigh.

Skirt Tip: Skirts can "ride up." If it "rides up" and appears too short, then it is too short even if it can be hiked back down! A good plan is to hem the skirt at the top of the kneecap and then the skirt can "ride up" with impunity.

*Regarding Hair:
With freedom comes responsibility.
Be responsible.*

- All shirts must have sleeves and necklines similar to the neckline of a buttoned uniform shirt.
- Clothing must cover backs, stomachs, and all undergarments at all times in all positions.
- Bring alternative clothing if there is any doubt about its appropriateness.

Out of Uniform Consequences

Students will be expected to be in dress code when they enter homeroom or by 8:20 a.m., whichever comes first. One warning will be issued to a student during the first five days of school. After that warning or after the first five days of school, a detention will be issued for being out of uniform. Wearing non-uniform clothing to school and trying to pass it off as school uniform will result in two detentions. Violations observed during the school day will result in a detention. If a student has a legitimate crisis like “the dog ate our washing machine or my mom’s friends made a quilt out of my jumpers,” he or she should see the office staff and they will try to help.

OUT OF UNIFORM DAYS (OOU), HOUSE COLOR DAYS AND SCHOOL SPONSORED EVENTS

Out of Uniform, House Color, Warrior Spirit and Warrior Fridays

Throughout the school year, there will be designated Out of Uniform Days, Warrior Spirit Days, Warrior Fridays and House Color Days. The timing of these optional days is at the discretion of the administration. Instructions as to proper attire for such days will be given during morning and afternoon announcements and posted on the Upper School Announcement Page. But the following will always apply:

- Clothing must be in good condition (without rips, tears, or holes).
- Sweats are OK (not tight).
- Leggings, yoga pants and other super-tight clothing are never appropriate.
- Shorts may be worn and must be no shorter than mid-thigh at all times and in all positions.
- All shirts and tops must have sleeves, and the neckline of any shirt must not extend lower in front than that of an oxford with the top button unbuttoned. Clothing must completely cover backs, stomachs, and all undergarments at all times, in all positions and for all people.
- **On “House Color” days official HOUSE T-Shirts must be worn.** If you lost yours, you can order a new one.
- On “Warrior Fridays” throughout the three sports seasons, team members or cast members may wear their jerseys or warm up tops. They must wear only campus wear on the bottom (campus wear slacks, shorts, jumpers or skirts). All members of the team must wear the same top.
- Dress code rules regarding piercings and tattoos apply on OOUs, so sorry guys, no earrings on OOU days.
- **A student should always bring alternative clothing in the trunk or backpack if he or she has the slightest doubt about the appropriateness of their clothing choice.**

Dress Down days are supposed to be fun. When a student chooses to push these guidelines, it turns a fun day into a day of conflict. Teachers and administrators want to enjoy these days too!

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.

Games and Other School Activities

- Clothing at games and school-related activities should not vary greatly from the OOU day guidelines. The administration reserves the right to address extremes in clothing or messages on clothing. Shirts and shoes must always be worn.

Out of Uniform Day Consequences

Students will be expected to be in dress code when they enter homeroom or by 8:20 a.m., whichever comes first. One warning will be issued to a student during the first five days of school. After that warning or after the first five days of school, a detention will be issued for not following the guidelines for Out of Uniform days, House Color days, or school sponsored events. In some cases, a parent may be contacted during the school day to bring clothing to supplement the attire deemed inappropriate.

🔑 MEDIA CENTER, PARKING LOT, STUDY HALL AND CAFETERIA

Media Center

It is important that students properly sign in and sign out of the media center. Report cards will be withheld if outstanding fines are not paid. We will all be getting used to a brand new media center, so be flexible as guidelines for its efficient use are formulated and “bested” throughout our first year.

🔑 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.

- **All student vehicles must be registered at the Attendance Desk by the Friday of the first full week of school.** 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. Newly licensed drivers should purchase permits for \$5 as soon as they begin driving to school. Drivers under 17 will have a special colored permit. Remember, drivers under 17 may not transport more than one person in their car.¹
- Failure to register and/or properly display a valid permit on a vehicle can result in a detention and removal of the vehicle at the owner’s expense.
- Students must park only in designated or assigned parking spaces.
- **Speed is strictly limited to 10 mph on campus.** Anything deemed reckless operation may result in the immediate suspension of driving privileges.
- Students are not permitted to go to their car during the school day.
- For safety’s sake, and for the protection of your bodies, please do not play games (soccer, football, etc.) in the parking lot.

Bottom Line: If you drive, you have to be on top of this list. It is for everyone’s safety.

¹ As of July 1, 2015, Ohio law has changed regarding drivers with a “Probationary” license (anyone under 18). During the first year of the license, a driver may have no more than ONE non-family member in the car. The 17th birthday is no longer the point when multiple passengers are allowed. Drivers under 18 may not use mobile communication devices at any time while driving.

- **Do NOT ride on 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.” The driver is as responsible as the person who tries to ride. Do not let anyone ride on your car. STOP your car if the student refuses to get off and use your cell phone to call the office.**
- For the protection of the preschoolers, students may not drive through the loop in front of the Early Childhood Center at any time between 7:00 a.m. and 6:00 p.m. . If a student wishes to drive from the north lot to the south lot, he or she should do so via Lazelle and Worthington Galena roads.
- No student drivers in the bus lane from 7:30 AM until 4:15 PM.
- Cars are subject to search if there is reasonable suspicion that the car contains evidence of a violation of a criminal statute or school rule. There should never be any tobacco, alcohol, nicotine, other drugs, vaping materials, or related paraphernalia in a student car driven or parked on campus or at school-related events.
- Students may not drive other students (except siblings) on field trips or other school activities that occur during school hours.
- **WC is not responsible for damage or theft that occurs in the school parking lots.**

Study Hall

[Universal Study Hall Protocols](#) are found in Appendix 2 on page 66 of this handbook. All study halls will follow those protocols. They are however, subject to change given changes dictated by the on-going pandemic. Study halls are an important part of the academic program. Students’ use of study halls will be graded in a way similar to the Community Life Grade. The grade will be called Academic Skill Development (ASD) and a semester will be worth 1/8th of a credit. The grade is not considered in the calculations for athletic eligibility. Students should come to every study hall prepared to do homework, review previous material, practice foreign language vocabulary, do independent reading, or quietly put their heads down and sleep or rest (the Upper School understands that most adolescents get far too little sleep, and sleep is an important component in physical, academic and spiritual health). Collaboration with other students on assignments may occur with permission of the study hall proctor. Never fail to report to a study hall. Failure to report will be treated as cutting the study hall. Always report, then sign out if necessary. If a student is detained by another teacher, that teacher should call the study hall proctor regarding the delay.

*Bottom Line: Always report.
Always sign out. Study or
sleep. Limited phone use.*

The Cafeteria and Lunch

The school has a “closed lunch” policy. That means that students are not permitted to leave campus during lunch except with their own parents. The only exception to this being certain persons (family member, pastor, coach, or teacher) authorized in advance by a written note from a parent (not an email or a phone call.) If a parent wishes to pick up his or her student for lunch, that parent must come to the attendance counter and sign the student out. That parent is not to gather other friends to “go along.” It is important for the student to return to school on time, otherwise, the student will receive an arrival tardy.

Lunch Time Bottom Line:

- *Stay at school*
- *Eat in the right places*
- *Don't eat in the wrong places*
- *Pack, buy or both*
- *Don't "order out" or "carry-in"*
- *Pay with your print*

Places to Eat

Students may eat in the cafeteria and other designated areas. These will be subject to change in light of the on-going pandemic. Wherever a student eats, he or she is expected to clean up and put trash and cafeteria trays in their proper places.

Buy Lunch or Pack Lunch

Lunch may be purchased from the cafeteria using the approved payment method. Lunch may also be brought from home. Do not order food for delivery or have a friend bring food in, or stop off on the way back to school from an appointment and bring in fast food for friends. Should a delivery be requested, the student will pay for the food and it will be returned to the delivery person.

Lunch Menu

Menus and ala carte pricing is posted on cafeteria bulletin board, FACTS Family Online, our WCS website and smart phone and tablet applications. All items are sold ala carte.

Biometric Scanning

Students will have their fingerprint read via a biometric system at the beginning of the year (only new students) and that file will be connected to his/her student record on FACTS-SIS. They will use the finger scanning to obtain items in the cafeteria. The amount will be deducted from your family prepay food service account balance.

Students are only permitted to purchase products for themselves on their account. They may NOT come through and purchase items for another student using another students account.

Lunch Payments

Please remember that Food Service operates as a prepay system. You must maintain a positive balance for your child to purchase lunch. We recommend that you load it up to start the year!

- **From your computer:** Once you are enrolled, you will be able to add funds to your prepay family account.

- Log into FACTS, click on FINANCIAL on left side of the screen. Lunch funds are made by clicking on the “Add Funds” button in the Prepay Accounts box.
- Use this Add Funds option to keep the account current. There is no fee for the e-check option and your account will be credited immediately.
- To monitor your child’s lunch activity throughout the year, simply click on the dollar amount indicated in blue in the Prepay Accounts box.
- **From your phone app:** The FACTS app gives you a very convenient way to do most common tasks. The following will get you started:
 - To make a Food Service payment: Click on FACTS – PREPAY ACCOUNTS – ADD FUNDS.
 - To view more detail on anything: Click on FACTS – FACTS HOME

Balance Due, Blocked Accounts

- It is **your responsibility** to monitor your family account on a regular basis and add funds as needed to keep a positive balance. As a suggestion, while checking student grades and homework click in to check your balance and add funds. Payment for lunch items is expected in advance.
- If your family account does drop to a negative balance, you will receive an e-mail from FACTS notifying you to add funds.
- Should your family account become negative, we reserve the right to block your family lunch account until it is brought to a positive balance. Please make it **a priority** to monitor your family account to avoid this “undesired” option. (We do not want to block any of our student’s from having lunch!)

Delayed Start Guidelines

US Lunch service WILL OPERATE on a delayed schedule with a possible modified menu.

Kathy Kramer-WCS Food Service Director
kathy.kramer@worthingtonchristian.com

Erica Powers-US Food Service Manager
erica.powers@worthingtonchristian.com

☞ PHILOSOPHY OF EDUCATION, THE HONOR CODE AND ACADEMIC MATTERS

Worthington Christian School Philosophy of Education

Learning can be thought of as the process of discovering and applying truth, beauty and goodness to one’s life. As followers of Christ, this process is a natural part of our discipleship. A Christian education which develops a student’s mind to rightly think about God, himself, and the world in which we live is not only vital to the Christian life, but also part of the command to exercise dominion over the created world.

Worthington Christian School holds the following precepts about learning to be true and foundational to our work:

- As the creator of the universe, God is the source of all things, including all knowledge. Anything true, including that which is truly good or beautiful, that is to be found in the world is a reflection of his nature, since “all truth is God’s truth.” Every discipline, from mathematics to history to science and the arts, has been given to us as a means to better understand him.
- The fall of man shattered our ability to rightly understand the world around us. Our minds suffered the full effects of the fall as much as our hearts and souls.
- God’s purpose in redemption includes the restoration of our minds’ ability to rightly discover and understand truth as it has been revealed to us by God in the natural world, in scripture, and ultimately in and through his Son.
- The purpose of education, then, is to cooperate with that redemptive purpose. As Milton states, *“The end then of learning is to repair the ruins of our first parents by regaining to know God aright, and out of that knowledge to love him, to imitate him, to be like him.”* God’s plan for us is to be agents of his redemptive work in restoring his created purpose to the world. In order to do that our minds must be conformed to the image of Christ.
- God is the creator of all knowledge, knows all things perfectly and fully, and “fills everything in every way.” So when we learn something true that we did not previously know – in whatever field or discipline – we become more like him. This opens up the entire universe for the study and discovery of truth, goodness and beauty.
- We are impelled by scripture to love God with our minds, in addition to our hearts and souls. The role of a Christian school education is to develop those areas of our minds that the ministry of a church cannot typically address. WC offers calculus, biology, studio art and British literature because its role is distinct from the church. A Christian school education should be a powerful supplement to the spiritual formation and discipleship of the church’s ministry.

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?

- To use, copy, or turn in another person's work, in whole or in part, as if it were your own.
- To copy information from any person's test, examination, theme, report, homework, worksheets, or term paper.
- 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.
- To prepare to cheat in advance by:
 - Having in your possession a copy of a test given by a teacher.

- Using any form of notes during a test or exam not permitted by the teacher.
- Discussing the specific content of a test or quiz between classes with those who have not yet taken that quiz or test.
- To communicate in any way with another student during a test or exam.
- To fail to follow testing instructions given by a teacher.
- To look, or even appear to look, at an answer key or other materials on a teacher's desk or anywhere else.
- To assist another student to cheat according to the above definitions.
- Any electronic device (including but not limited to, smart watches, smart glasses, phones, calculators, computers, and tablets) that are out and/or visible and/or accessible during a quiz, test or exam, regardless of intent, will be considered making provision to cheat, and thus constitute a violation of the Honor Code
- ☞ To use a test, given in a previous semester or school year to study for a current test. From time to time copies of tests are circulated that were never meant to have been. Should a student come across such a test, he or she should ask the teacher if it is permissible to use the copy of that test as a study too. The student should ask the teacher to initial that copy as proof of permission.

CAUTION: Plagiarism is the most frequently occurring form of Honor Code violation. It is usually the product of a frantic, last-minute attempt to finish an assignment. Students are responsible to know what constitutes plagiarism. A student's motto should be "if it isn't my idea, I'm documenting it!"

How Will Cheating Be Verified?

Accusations of cheating made against a student only under one of the following conditions:

- A teacher or staff member personally observes or discovers an act of cheating by a student.
- A student admits to a teacher or staff member that s/he cheated.
- The act of cheating is observed and reported to the teacher by at least two independent witnesses.
- Plagiarism is revealed through teacher-initiated turnitin.com reports.

What Are the Penalties for Cheating?

- **First Offense:** Zero on the assignment or test and three after school detentions to be served immediately. The offense will be noted in the student's file. The Community Life grade for the quarter will be reduced two letter grades.
- **Second Offense:** At least one and up to five days' suspension with a zero for the assignment, test, or exam in question. There will also be a period of ineligibility for any co-curricular activities (including games or performances). The offense will be noted in the student's file and the student placed on disciplinary probation. There exists the possibility of expulsion from the Upper School after the second offense. The Community Life Grade will be an F for the quarter.
- **Third Offense:** Loss of credit in the course for the grading period and expulsion from the Upper School.

- **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.

Students are often confused by the meaning of “plagiarize.”

Here is an example that might help. 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 that the Declaration of Independence was signed in Philadelphia, or the World Trade Centers were destroyed in a terrorist attack, or the fact that the Cleveland Browns seldom have a good season.

A Helpful Tool to Avoid Unintentional Plagiarism

Upper School 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 reason.

👉 ACADEMIC MATTERS - GRADES, GRADING, CREDITS & LATE ASSIGNMENTS

👉 7th – 8th Grade vs 9th – 12th Grade

Instruction in grades seven and eight is intended to equip the student with the skills and knowledge necessary to do college preparatory level academic work. Grades earned in 7th and 8th grades go away at the beginning of grade 9. From then on, all final grades become part of a transcript that tracks the student’s progress as he or she fulfills school and state requirements in preparation for graduation and college. Parents of students in grades 7 and 8 should be most concerned about their children developing good social and study skills. Becoming a skilled learner should be a priority for a 7th and 8th grader. Acquiring skills is more valuable than acquiring grades.

Grading Periods

There will be two nine-week grading periods per semester.

Progress and Zero Reports

FACTS-SIS will email progress reports every Sunday evening. It will also send an email on the evening a zero is entered for an assignment.

Grading System and Scale

The following scale shows the letter, percentage, and grade point equivalents used in our grading at the Upper School. 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 multiplied by 1.2; and senior honors classes multiplied by 1.3. AP courses will be multiplied by 1.2-1.3 depending on the course.

Letter	%	Grade Point	Letter	%	Grade Point
A	93.00-100	4.00	C	73.00-76.99	2.00
A-	90.00-92.99	3.75	C-	70.00-72.99	1.75
B+	87.00-89.99	3.25	D+	67.00-69.99	1.25
B	83.00-86.99	3.00	D	63.00-66.99	1.00
B-	80.00-82.99	2.75	D-	60.00-62.99	.75
C+	77.00-79.99	2.25	F	0.00-59.99	0.00

“A” represents superior mastery of the content, much better than most of the class.

“B” represents better than average mastery of the content.

“C” represents average mastery of the content.

“D” represents poor mastery of the content.

“F” represents little or no mastery of the content, or failure of the course for some other reason.

Faculty, students and parents must be aware that a grade is earned for mastery of the content of the course, not for trying hard. Mastery and effort are two different things. A student may well deserve reward for hard work.

That reward comes in the form of letters of recommendation written to colleges, or words of praise and encouragement, and athletic eligibility but not through a letter grade. Regardless of the grade, hard work has inherent value because it can lead to more learning. It is dishonest and fraudulent

to give a student a grade that indicates he or she has mastered the content of a course when in fact the student has very little mastery of the material, in spite of the fact that the student worked very hard at the course. Rewarding hard work with letter grades puts the student at a disadvantage as he or she is given a false sense of confidence. Colleges and employers are put at a disadvantage because the student appears to have a much better mastery of the content of the course than is actually the case. It is possible for a student to master the content of a course and do very little work, while

Bottom Line: Grades are a measure of mastery, not effort. Greater effort leads to greater mastery, but letter grades are not a measure of effort.

at the same time a student might work very hard and gain only a rudimentary mastery of the content. Grades are a measure of mastery, not a measure of effort. Grades are not the measure of the worth or work ethic of an individual, they are only a measure of the mastery of the content of courses taken.

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 one credit courses (yearlong): 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

Students must have earned 25 graduation credits as determined by the Worthington Christian School Board and outlined below to be eligible for graduation from WCS. Students must also have passed any tests required by state law.

Grades 9 - 12 Graduation Credit Requirements*

Christian Studies	4 Credits**	(Christian Studies 9, 10, 11, 12)
English Language Arts	4 Credits◇	(English 9, 10, 11 and 12◇◇)
Mathematics	4 Credits◇	(Algebra 1, Geometry, Algebra 2, and one additional)
Science	3 Credits◇	(including at least one lab science)
Social Studies	3 Credits◇	(including World History or Geography, US History, and Gov't/Econ)
P.E./Health	1 Credit◇	
Fine Arts	1 Credit◇	(this credit can be considered one of the required 5 elective credits)
Electives	5 Credits◇	(World Languages are considered electives)

* Some requirements can be adjusted for transfer students.

** Requirements unique to the Upper School.

◇ Requirements common to other Ohio high schools and set by the Ohio Department of Education.

◇◇ EITHER English 11 or English 12 may be replaced by a CCP English course, but not both. Students who take more than one CCP English course will still earn elective HS credit for their CCP course, as well as the requisite college credit.

Incompletes

From time to time a student will receive an incomplete for a quarter or a semester. Unless other plans have specifically been communicated, it is the **student's** responsibility to make up the incomplete no later than one week after the issuance of the quarterly report card.

PE Waiver

Students may substitute two seasons of any school-sanctioned sport for PE classes, provided the student is not cut, removed from, or quits the team before the end of the season. The required $\frac{1}{2}$ credit of PE must be fulfilled either by taking PE classes OR by playing two seasons of sanctioned sports. One season of sports and $\frac{1}{4}$ credit of PE is not acceptable according to Ohio Department of Education rules. PE Waiver does not count as a credit toward graduation.

Graduation Credits Earned in 8th Grade or Home School

Worthington Christian Upper School students successfully completing French I, Spanish I, and/or Algebra I courses during 8th grade at Worthington Christian Upper School will be granted one graduation credit for each course completed assuming that they can demonstrate sufficient proficiency to move to the next level. The credit will count toward Worthington Christian School graduation credit requirements. The final course credit and grade will appear on the Worthington Christian School transcript and will be calculated into the Upper School grade point average (GPA). Should a student wish or need to retake French I, Spanish I, and/or Algebra I, the retake grade earned, whatever it is, will replace the grade earned in 8th grade on the transcript. The student may not opt for the higher of the two grades.

Bottom Line: Certain credits earned in middle school can be applied to high school graduation requirements. It's complicated!

Upper School will accept high school level courses taken at other middle schools if the high school fed by that middle school accepts the courses, providing the student can demonstrate sufficient proficiency to move to the next level.

- Home Schoolers who have taken high school level courses, and can demonstrate sufficient proficiency to move to the next level, will receive credit for the course, but the grade will be entered as a Pass.
- Students who have transferred to the Upper School and earned high school credit in middle school in most cases may transfer that credit if the high school in their former district would have accepted it, and if they can demonstrate proficiency.

It should be stressed that this policy exists for the benefit of the student. If a student wishes to start high school with a clean slate by not applying credits from middle school, the student is welcome to a fresh start. The “fresh start” decision must be made within 20 school days at the beginning of the 9th grade school year and the registrar notified in writing. After that time, the grade will final. It is not up to the school to notify any student that he or she would benefit from such a decision.

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 $\frac{1}{2}$ -credit courses, calculate using $\frac{1}{2}$ of 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. **A course is not counted as part of GPA until the entire course is completed.**

Grade Reports and FACTS-SIS

There will be two grading periods for each semester. Grade reports will be issued every nine weeks. They will be emailed to parents via FACTS-SIS. A final, year-end report card will be emailed in June. FACTS-SIS shows the current state of the student in any given class as soon as the teacher enters the grade. Parents who wish to monitor their students' progress may do so via FACTS-SIS. Progress reports are sent out each week and notifications of zeroes are sent out the day they are entered.

The Upper School Late Work Policy

Faculty and students will abide by this policy. It seeks to strike a balance between "Oh whatever!" and "Off with his head!"

- Teachers will check in homework the day it is collected. All assignments turned in on time receive a "P"¹ ("P" is for "pending," indicating the assignment is in and ready for grading). All missing assignments will receive an "M"² ("M" is for "missing"). Even if a student is absent, the assignment will still be marked as "M." That status will be changed to "P" when the student returns and turns in the work. A zero notification will automatically be sent out the night that the "M" is entered. Parents who know their student was absent should not get upset! Parents who know their student was at school should be concerned!
- When a student is absent, the Handbook guidelines apply. One day for makeup is allowed for each CLASS day missed, without penalty. Long term assignments are due the first day back from an absence. Being absent does not automatically grant an extension on long-term assignments. If work is not submitted within the allowable time frame it is considered late.
- When a student does not have work ready to hand in on time, he or she must submit a "Late Work Acknowledgement" form. Such forms will be available in each classroom and in the media center, and at various places throughout the building. The form will also be posted as a FACTS-SIS resource. This form must be handed in when the rest of the students hand in the assignment.
- Late "Practice" Work: If it was "practice" homework (like a worksheet), and if the lateness has made the work irrelevant, then it will receive a zero without the possibility of make-up. Classroom teachers have wide discretion about how to handle late "Practice" homework.
- Late "Product" Work: If the assignment is "Product" homework (lab report, paper, project, etc.) with higher long-term educational value, and the assignment is turned in late, then a 10% grade reduction per day late (including weekend days) will be imposed. 50% is the maximum reduction. Work not

¹ *Pending* will show as a "O" in FACTS-SIS, with "pending" status, and will not impact the current course grade reflected on FACTS-SIS.

² *Missing* will show as a "O" in FACTS-SIS and is factored into the current course grade reflected in FACTS-SIS. It shows the mathematical impact of not turning in the assignment.

turned in after 3:15 p.m. one week after the due date will receive a zero and may not be made up.

- The above applies to all assignments at the Upper School unless the student is facing extenuating circumstances and has made written arrangements with the teacher at least 24 hours prior to the assignment's due date.
- Turning in Assignments: Late assignments may only be turned in to one of two places. Students should use the teacher's designated receptacle OR hand it in at the attendance desk, where it will be time-stamped, and a receipt issued. Do not hand assignments to teachers or leave it on a teacher's desk or mailbox.
- Quizzes and Tests: If a student misses significant review or new material during an absence, the student will not have to take an unannounced or previously scheduled quiz or test over that material on the day of return. A new test make-up protocol is being initiated in most classes this year.

SCHEDULES AND COURSES

Schedule Changes

Students in grades 9-12 have greater scheduling flexibility. No schedule changes may take place after ten academic days in a new semester. An add/drop form is available from the registrar and must be completed. Changes made after the ten days will be reflected on the student's transcript with a W (withdraw). Schedule changes must be done in consultation with the academic counselor and must have written approval from a parent.

There may be a charge associated with some schedule changes. Students who are part of the intervention program must have any schedule change approved by the Intervention Coordinator.

Pass Option

In order to encourage students to explore academic areas where they have interest, but may not necessarily excel, the Upper School offers the "Pass Option" so that students in grades 9-12 may explore areas of interest without fear of negatively impacting their GPA. (Study Hall grades do not qualify for the "Pass Option.")

A final course grade may be changed to "Pass" **no later than one week after the final course grade is issued.** The "Pass" designation is permanent and will not be changed. In order for the course grade to be changed to "Pass," all of the following conditions must be met, without exception:

- The course is not necessary to meet Ohio or WCS Graduation requirements for Christian Studies, Language Arts, Mathematics, Science or Social Studies.
- The course is NOT an AP or CCP course.
- The course is NOT in the middle of a sequence of required courses. (All required credits must be earned in a subject area in order to apply the "Pass Option.")

Bottom Line: Take a risk and take a course that interests and challenges you. If you don't ace it, and you are GPA conscious, then, upon your request, the grade can be changed to a "P."

- The student has completed all the work for the course, including the final exam or project, and made legitimate effort doing so.
- The student has earned at least a C- in the course.
- The student has not presented a behavior issue in the class, as reflected by discipline referrals. (Behavior problems adversely impact the learning environment and rob fellow students of the opportunity to gain maximum benefit from the course.)
- The student has not exceeded the allowable maximum amount of “Pass” designations (Only one one-credit course or two half-credit courses may be designated per year.)
- The paperwork for the “Pass” designation is on file with the Registrar no later than 4:00 pm one week after the final course grade is published on the student’s report cards.

Credit will be granted for a “Pass” course, and a “P” will be entered on the student’s transcript. However, it will not be reflected in the GPA nor will it be considered as a “credit attempted” for GPA calculation purposes. (If a student has earned 29 credits, and three of those credits are designated “Pass,” then the GPA will be calculated based on 26 credits.) The school profile that accompanies transcripts sent to colleges will explain the “Pass” option.

Summary: To request that a qualifying course grade be changed to “Pass,” a student must first complete the course, then submit a completed “Pass Option Request” form that is available from the registrar and online. It is not the responsibility of the Upper School to solicit or remind students to submit “Pass” requests. Publication of this policy in this handbook is sufficient notice of the availability of the option. Please do not ask for any exception or alteration to any portion of this policy. This policy is not retroactive to courses taken and grades earned prior to the current school year.

Failing a Required Course

It is expected that all students, at all levels pass all courses. All courses required for graduation must be passed. If required courses are failed, they must be repeated, in accordance with Upper School policy. Students at any level who fail a required course must re-take that course during the summer through Sevenstar Academy (see next section). Students who fail the credit

Bottom Line: Don't blow off a hard course and think, "I'll re-take it in the summer." You will probably get a better grade if you struggle to the end, since the best credit-recovery grade you can earn is a D-. Plus, you will save your summer!

recovery course face the possibility of not being retained by the Upper School. Regardless of the grade earned in the credit recovery course, a D- will appear on the student transcript instead of the F. **The Upper School reserves the right to not retain a student who has failed two one-credit courses (or the equivalent) in an academic year.**

Failing an Elective Course

A failed elective course may be repeated, but only with the teacher’s permission. If a student failed because of disruptive behavior and inadequate effort, the teacher is

under no obligation to grant permission. The student must earn at least a C in the repeated elective course and the F will be removed from the transcript and replaced with a D-.

Credit Recovery and Other Courses Taken Outside of WC

We are glad to be partnered with Sevenstar Academy (sevenstar.org) for online coursework. They offer us flexibility for credit recovery and alternative credit options, and their courses are designed with a Christian worldview. They are an important partner for us, and they are the only Worthington Christian approved option for coursework taken outside of our school. Students who fail a required course must make up the credit and only do so through Sevenstar (see “Failing a Required Course” above). WC will not accept credit recovery courses from other providers, including local school districts. This is unrelated to College Credit Plus, which serves a statewide function to provide college credit to students.

Here are the guidelines as they pertain to Sevenstar and Worthington Christian:

1. Credit recovery classes must be started no later than the first Monday in June, and be completed by the beginning of school in August. Some courses will require the entire summer to complete. **When a credit recovery course is successfully completed, a D- will replace the F in the student's academic record.** Students who fail a credit recovery course will likely not be retained by the Upper School. A senior who fails a required course may not participate in commencement, but may receive a WC diploma upon timely recovery of the credit.
2. Some credit recovery summer classes require more time to complete than the summer. In those cases, the student's progress will be monitored by Worthington Christian throughout the summer, and their enrollment may be held and/or forfeited if they are not keeping a pace that will finish the course on time.
3. While the school will notify families whose students have failed an Upper School non-College Credit Plus course, it is the responsibility of the family to schedule credit recovery courses through their student's school building and make financial arrangements for the course. Students will not be automatically enrolled nor families billed through Worthington Christian. Currently, courses through Sevenstar range from \$400-600.
4. Sevenstar courses do not replace and may not be substituted for classes offered at WC.
5. From time to time, in the case of physical or emotional hardship, a student may be granted permission to complete a required course through Sevenstar. The grade earned in the course will be entered into the student's academic record.
6. EXCEPTION: Even though Sevenstar courses do not replace WC courses, students who have completed both their freshman year of high school and Algebra I MAY take Geometry as a summer course through Sevenstar. This allows students to get on track to take Calculus as a senior. This option requires

Bottom Line: Sevenstar Academy is the only provider of credit recovery and on-line classes that Upper School will accept

a record of exemplary work in Algebra I and a recommendation from the current Algebra I teacher.

7. Courses not available at WC and taken through Sevenstar for elective credit will be granted elective status at Worthington Christian and be entered into the student's academic record, providing they received prior authorization from the building administration.
8. **Credit recovery or other course work will not be accepted from providers other than Sevenstar.** Physical Education is the lone exception. PE requirements may be completed through the student's local school district.

College Credit Plus

College Credit Plus courses are explained in the Upper School Course Description Catalog. It is the responsibility of the parents and students to comply with the guidelines and deadlines described on the College Credit Plus website. Students and parents need to be aware that all CCP courses paid for by the state of Ohio MUST appear on the student's transcript, regardless of the grade earned. By law, the faculty, staff and administration are forbidden to discuss student progress or grades with a student's parents. Any discussions will have to be initiated with the college or university offering the course. This applies to CCP courses taught by WC faculty as well. Progress reports and quarter grades WILL NOT appear on FACTS-SIS. When the courses are finished, the college or university offering the courses will provide the Upper School registrar with the grades earned. At that time, the registrar will enter the grades on the student's transcript, and they will appear on the end-of-semester report cards. Parents should keep all of this in mind, especially if their student is planning to apply a CCP toward an Upper School requirement. Given the rules that are in place regarding communication between parents and CCP teachers, it is recommended that students who are not self-motivated or who have struggled with working independently not take CCP courses.

Retaking a Course for a Better Grade

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.

Dropping or Withdrawing from a Course After the 10 Day Period

Students may not drop a course after the 10-day schedule change period without submitting a completed "Drop/Add Request" to the Registrar. The form requires the signature of a parent and the signed acknowledgment that a meeting has taken place between the student and the teacher of the course being dropped. A W/P (withdraw, passing) or W/F (withdraw, failing) will appear on the student's transcript. No course may be dropped after the end of the course's first of quarter. (A year-long course cannot be dropped during at the beginning of the second semester.) Courses like Choir, Band and Strings are also subject to this policy. Students and parents should understand that a course dropped after the first ten days of classes will be replaced by a study hall and not another class due to the amount of instructional time that has transpired. Students should remember that a dropped course cannot be made up online (see [Credit Recovery](#) on page 49 of this Handbook), and dropping a course

necessary for graduation could have unforeseen consequences down the road. Dropping a course after the ten-day period may impact athletic eligibility if the student is not passing at least five one-credit courses or their equivalent. At some levels, the student will not be permitted to drop a course.

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 School - Upper School for a minimum of five instructional periods (any 1 credit or .5 credit class is an instructional period.) College Credit Plus credits may count toward those five instructional period. Students on academic watch or disciplinary probations may forfeit the privilege of early release. Students are expected to participate in all required school activities (i.e. school retreats, community impact day, career day and field trips). **Early release students must attend chapel and assembly. They must also attend all House and Family activities** (exceptions are made for those who are taking CCP courses off campus). Students who disregard Chapel, Assembly, House and Family attendance requirements will lose their early release privilege and will be assigned to a study hall or supervised community service. Students who fail to maintain passing grades may lose their early release privileges. There is no discount on tuition for early dismissal students. All students with a services plan or an accommodation plan must have their early release approved by the intervention coordinator. The schedules of some students may not be able to accommodate early release.

Bottom Line: Early Release is only for seniors.

Academic Monitoring

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

- The period of monitoring will be for the duration of the next grading period.
- The school counselor will notify the student's parents about the monitoring via e-mail. The student and his/her parents may be asked to meet with the school counselor 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 co-curricular activities, including sports.

Bottom Line: Sometimes people need a little extra motivation to do well. Academic Monitoring is one of those "extras."

Repeated placement on academic monitoring is an indication that the Upper School may not be meeting the student's academic needs. If a student is on academic monitoring for two consecutive grading periods, a conference with the school

counselor, principal, and parents will be held to discuss possible alternative educational options that might improve the student's chances for academic success.

TESTING AND EXAMS

Mid-Terms and Final Exams

Mid-term and final exams, or equivalent projects, are required in most one credit (year-long) courses that contribute credits toward graduation. 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 that contribute credits toward graduation and are worth 15% of the final grade. If an exam is missed because of an excused absence, the student must arrange to make up that exam at a time that is convenient for the teacher. Any student exempting any exam for any reason is responsible to verify the exemption before the exam is given. Mid-term or final exams will not be given before the normally scheduled exam days. An unexcused absence from a mid-term or final exam cannot be made up and will result in an F (0%) for the exam. If for some non-medical or non-emergency reason a student must take an exam after the end of the regularly scheduled exam days, then there will be a \$75 proctoring fee per exam.

Bottom Line: Mid-terms and finals are important and should not be missed voluntarily.

Senior Exam Exemptions

A senior whose grade average of both grading periods of the second semester is 87.5% or above in any given course may be excused from the final exam held during the exam days in the spring semester. This exemption does not apply to cumulative course projects. The exemption applies only to courses taken during 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.

Bottom Line: Seniors, work hard and you can skip your last set of exams!

Ohio Tests

WC will comply with state testing requirements.

GRADUATION AND COLLEGE

College Information Services

Check the WC web page for a wealth of information about selecting a college and seeking financial aid. Every student is given a NAVIANCE account to assist in planning for college. This amazing tool can be used to search for scholarships, learn about colleges, and complete applications. The Upper School College Counselor is available to assist students and parents with the college application process. Also visit www.worthingtonchristian.com -- click on "Academics,"

Bottom Line: NAVIANCE is your best friend. Get to know it early and use it often.

the “High School” then “College Counseling.” There is also a “College Counseling” section on the Upper School Announcement page.

College Testing - PSAT, SAT, and ACT

Dates, registration information, costs, and registration codes can be found on the Upper School web page and through communication from the College Counselor.

Transcript Requests

The College Counseling staff will send out as many transcripts as a student may require. Transcripts are sent electronically. Requests for transcripts must be made ONLY through Naviance. Please do not make requests via notes, texts, phone calls, or messengers dressed in gorilla suits.

Bottom Line: All transcript requests must be made through Naviance.

The WCS Diploma

The requirements for the WCS diploma are designed to constitute an integrated four-year experience that fosters spiritual, physical, social, and intellectual maturity. Therefore, there is no early graduation. A WCS diploma will only be granted to full time students.

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 School to those who have successfully fulfilled the academic requirements established by the State of Ohio and the Worthington Christian School Board.

Bottom Line: Graduation is a right if the student has earned the credits. Participating in Commencement is always a privilege.

Therefore, seniors who are not a regular part of the Upper School community because of disciplinary or other reasons may receive a diploma and graduate, but may not participate in Commencement. It is, however, the desire of the Upper School community that each student be honored at Commencement.

Seniors who have not fulfilled the Upper School graduation requirement may not participate in commencement unless their failure to fulfill requirements was beyond their control (illness, incapacity and the like) and they are on a clear path for the completion of needed credits. Only seniors in good standing at the time of commencement will be included in the class composite photograph.

Senior Skip, Senior Tag, Senior Prank

Worthington Christian does not recognize a senior skip day. Instead of “Senior Skip,” we have “Senior Trip” where the students miss seven full days of class. That is a fair

trade! Senior Tag is dangerous, and while the school cannot stop it, Senior Tag is discouraged off campus and forbidden on or around campus or at any school event. Senior pranking of any sort is prohibited and can result in suspension or other severe discipline.

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. The Upper School's licensed school counselor is equipped to help students in a manner consistent with Biblical presuppositions. Students desiring or requiring long-term counseling should seek it from a licensed mental health care provider or their local church. If the presenting problem warrants, or a student so desires, the school counselor 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

AWARDS, ATHLETICS AND CO-CURRICULAR ACTIVITIES

Awards

National Honor Society

The Worthington Christian School - Upper School Chapter of the National Honor Society (NHS) is committed to supporting the high ideals of NHS at the Upper School and will gladly welcome into its membership students who exemplify these ideals. See the NHS link on the school's web page (<http://www.worthingtonchristian.com/hs/nhs.asp>) for more details. Any junior who has transferred into the Upper School and has an official transcript from an accredited high school is eligible for membership.

Senior Awards

Each year, awards and scholarships are given to students based on excellence of character and academic performance. In order to be eligible for senior awards, a student must attend the Upper School for their entire junior and senior years.

¹ The law **does not** give mandatory reporters (teachers, administrators, counselors, religious workers, etc.) the option of adjudicating the validity of an allegation. They must report. 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 WC" link at the top of the home page.

Graduation Honors

Seniors earning a cumulative GPA of:

- 4.1 or higher will graduate Summa Cum Laude
- 4.0-4.099 will graduate Magna Cum Laude
- 3.9-3.999 will graduate Cum Laude

ATHLETIC AND CO-CURRICULAR PROGRAMS AND ELIGIBILITY¹

It is a goal of the Upper School to 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 the Upper School provide an effective tool for the physical development of our students.

The Upper School offers a well-rounded sports program. Students may participate in a wide variety of sports activities. The Upper School is a member of the Ohio High School Athletic Association and participates in tournaments sponsored by the OHSAA.

While the athletic program at the Upper School 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” (1 Timothy 4:8). It is therefore essential that Upper School 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.

Both OHSAA and WC Eligibility Requirements Must Be Met

First, the Ohio High School Athletic Association eligibility standards for participation in athletics are as follows: In order to be eligible in grades 7-12, **a student must be currently enrolled and must have been enrolled in the school the immediate preceding grading period. During the preceding grading period, the student enrolled in grades 9-12 must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, which counts toward graduation.** Students in grades 7 or 8 must have received passing grades during that grading period in 75% of those subjects carried. Students entering grade 7 are automatically eligible by OHSAA standards in the first quarter of that academic year. Summer school grades may not be used to substitute for failing grades received for the final grading

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

period of a regular school year, although credit earned through summer school may count toward graduation requirements.

Second, quarterly grades determine a student's eligibility for the following grading period. Worthington Christian eligibility standards for participation in interscholastic athletics require that a student in grades 7-12 have no F's in any classes for a final quarterly grade. Semester and final exams are not calculated in the nine-week assessment because of their comprehensive nature. A student's eligibility will be determined by examining each nine-week's grades independent of prior grading periods (grades are finalized on the Tuesday after the end of the grading period, thus, ineligibility begins at the start of school the Wednesday after the quarter ends.) The student's Community Life Grade can adversely impact eligibility. Students with one or more F's will be ineligible for a period of three weeks. At the completion of the three-week period, the student must have no F's in any classes in order to return to competition. If the student has one or more F's after three weeks, the student will remain ineligible to the midpoint of the quarter (4.5 weeks) where the student's academic progress will be evaluated. If the F has been eliminated, the student returns to eligibility.

Bottom Line: Upper School eligibility is lost by getting an F. Eligibility is based on the previous grading period, not

Athletic Waiver

Students who meet OHSAA standards but fail to meet Worthington Christian standards may apply for a waiver in order to participate. An applicant must have passed five (5) one-credit courses, or the equivalent, in the previous grading period to be eligible for a waiver. Such a waiver request is made in writing to the principal, who has the sole authority to grant or deny the request (waiver requests may be picked up in the office.) Factors contributing to denial of a waiver could include, but are not limited to any of the following:

Bottom Line: There is the possibility for a waiver if you are ineligible.

- A pattern of not turning in assignments in a timely way.
- Frequent absences where work has not been made up.
- Failure to seek additional help from the teacher or resistance to special help offered.
- Poor conduct or blatantly negative attitude in the classroom.
- More than one detention or disciplinary infraction during the quarter the F was earned.
- More than one waiver already granted in any given academic year.

The development of students into well-rounded, self-disciplined citizens of the Kingdom of God is the goal of Christian education. Student athletes who neglect the matters delineated above should not expect a waiver to be granted simply because they are gifted athletes or there is a "big game." The Warriors would rather accept honest defeat than win at the expense of neglecting the weightier matters that should shape the lives of student athletes who are citizens of the Kingdom of God. Student-athletes, parents, coaches and other students must understand that if two student athletes fail the same course, one may request and be granted a waiver, while

the other might request one and be denied. Reasons for granting or denying a waiver will be provided to the student athlete and his or her parents. Coaches will also be informed. Reasons will not be discussed with any other parties outside of the school administration. The Upper School recognizes that some of our Warrior athletes face special challenges. A student athlete may work very hard and very consistently and still not pass a course. The goal of this eligibility policy is to recognize, encourage and reward hard work, discipline and consistently trying one's best. Sometimes hard work is not enough to earn a passing grade, but it is enough to earn the privilege of representing the Warriors on an athletic team.

Game Day Eligibility

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, the athletic office, or the attendance office. All early releases from school for athletic competition must be approved by the athletic director and principal in advance and should appear in FACTS-SIS. Student suspensions or disciplinary actions can and will affect the eligibility of the student athlete, as specified in the Athletic Handbook.

Playing on non-Upper School Teams

OHSAA rules state that a student playing a sport may not try out for or practice with an outside team for that same sport during that sport's school season. The school season goes from the first practice to the last contest of the season (in sports with a tournament, the season ends when the team is eliminated). Example: A soccer player may not try out for a select soccer team after the Upper School team's first scheduled practice or before the Upper School team's final tournament loss.

WC 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, Wi-Fi access, publishing software, and equipment.

WCSNET is established for the educational and professional use of WC students, faculty, and staff. The use of the network is a privilege, not a right. WC 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 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 WC AUP and Internet filtering tools are fully CIPA compliant (Children's Internet Protection Act).

WC students are expected to conduct themselves on the computer system in the same fashion as they do elsewhere in the WC community. The rules for WCSNET are 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," cyber bullying, 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 and productive access to the many resources available through WCSNET.

Bottom Line: Use of the network is a privilege. Students should utilize the network in a manner consistent with the Community Life Together Covenant and in accordance with all school rules and policies.

Sharing one's User ID and password with anyone, or receiving the User ID and password of another is strictly forbidden. It 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 WC 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 internet 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 is understood 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.

Bottom Line: Just don't do any of the stuff on this list!

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 WC. 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 harassing others, either within the WC 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. WC will make every effort to block inappropriate sites by using software designed for that purpose. There is no software available that offers 0% 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. Web Sites and 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 are not allowed on any part of WCSNET.

Preservation of Resources (restrictions and rationale)

1. Because disk drives and bandwidth across lines which connect our network both internally and externally are limited, neither programs nor information may be stored on the system without the permission of the system administrator. Students are not allowed to stream 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

Bottom Line: There is not unlimited storage space nor is there unlimited bandwidth. Use the computers and the wireless network wisely. We all share it.

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 website or blogs (including social networking sites) 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. Users whose need for a resource is more pressing have priority. Generally, the following hierarchy will prevail in governing access to the Internet.
 - Class work, assigned and supervised by a faculty member
 - Class work, specifically assigned but individually conducted
 - Training (use of such programs as typing tutors, etc.)
 - Personal discovery ("surfing the net" -- but please, no game playing)

FACTS-SIS INTRODUCTION

The WC school district uses a web-based system called FACTS-SIS to enhance communication among teachers, parents, and students.

What is it? What does it do?

FACTS-SIS is a system that allows you to monitor your student's school information 24/7 from any device convenient. Parents and students will utilize a component of FACTS-SIS, which is called **ParentsWeb**. The ParentsWeb component of FACTS-SIS provides parents and students password-secure access to WC student information such as:

- Attendance
- Report Cards
- Missing Assignments
- Teacher Email Addresses
- Daily Grades
- Lesson Plans
- Discipline
- Teacher Websites
- Progress Reports
- Homework
- Staff & School Directory
- FACTS

Technical Requirements to access FACTS-SIS

FACTS-SIS can be accessed using a Windows or MAC computer that has Internet service. Firefox, Chrome, Internet Explorer, or Safari are all acceptable browsers.

FACTS-SIS can also be accessed using an Apple iPhone/iPad App called '**RENWEB - Home**' that is available from the Apple App Store for an annual subscription of \$4.99 per family per year. The \$4.99 fee is paid directly to the Apple App Store, and it covers all iPhones/iPad devices that are used within the family. An Android smartphone version of the **RENWEB - Home** app is also available from Google Play. When first installed, the FACTS-SIS Home app will ask for the WC "District code".

The WC FACTS-SIS District Code is **WCS-OH**.

How do new parents and students register to use FACTS-SIS?

Parents created a FACTS-SIS account when going through the online enrollment process. You can simply login with that same username and password to access ParentsWeb. If you don't remember your password, click on the link "Forgot your Name/Password" and follow the steps.

How do I find the FACTS-SIS link?

Visit the WC Web site (www.worthingtonchristian.com) and hover over Quick Links at the top of the page. A drop-down list will appear, click on FACTS-SIS Login. You will then be able to log into FACTS-SIS/ParentsWeb with your information.

APPENDIX 1: BULLYING PREVENTION AND RESPONSE

Definition and Biblical Perspective

Bullying is an intentional and repeated act by an individual or group of individuals who leverage a relational imbalance in power (such as an imbalance in physical size or strength, age, or social position within the school) to repeatedly intimidate, threaten, humiliate, or harm another person or persons. Such acts can be physical, verbal or psychological. They can occur in face-to-face, electronic or other forms of communication or interaction. They are of sufficient severity that a hostile environment for the offended student is created. The organization Peace Keepers rightly identifies bullying as “a sin that hurts our deeply relational God.”

Scripture explicitly forbids such acts¹ and our call to live a righteous life within a community of others requires each of us to submit to this teaching. As people who are called to live righteous lives that encourage and build others up in a healthy environment, appropriate discipline shall take place when individuals subject others to acts which run contrary to or work against that call. We do so with the aim to protect those who deserve protection², to warn the offender and others of the dangers and sinfulness of such actions³, and to bring reconciliation, when possible⁴. Christ calls the school and parents to partner as peacemakers⁵ in the process of training and teaching students.

Training and Education

Developing a culture resistant to bullying will require the entire community to work together toward that goal. The following means of awareness, training and communication will be implemented by the school:

¹ Cf. Matthew 7:12, “So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets.”; Philippians 2:3-4, “Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others.”; 1 Corinthians 12:22-27, “On the contrary, those parts of the body that seem to be weaker are indispensable, and the parts that we think are less honorable we treat with special honor. And the parts that are unpresentable are treated with special modesty, while our presentable parts need no special treatment. But God has put the body together, giving greater honor to the parts that lacked it, so that there should be no division in the body, but that its parts should have equal concern for each other. If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it. Now you are the body of Christ, and each one of you is a part of it.”

² Psalm 82:3-4, “Defend the weak and the fatherless; uphold the cause of the poor and the oppressed. Rescue the weak and the needy; deliver them from the hand of the wicked.”

³ 1 Timothy 5:20-21, “But those elders who are sinning you are to reprove before everyone, so that the others may take warning. ²¹I charge you, in the sight of God and Christ Jesus and the elect angels, to keep these instructions without partiality, and to do nothing out of favoritism.”

⁴ Matthew 5:23-24, “Therefore, if you are offering your gift at the altar and there remember that your brother or sister has something against you, ²⁴leave your gift there in front of the altar. First go and be reconciled to them; then come and offer your gift.”

⁵ Matthew 5:9, “Blessed are the peacemakers, for they will be called the sons of God.”

- Bullying identification and prevention training for all new faculty and staff with systematic training afterward for all faculty and staff. Training will include research-based approaches and outcomes.
- Students will receive systematic education on research-based bullying identification and prevention, including:
 - Identifying bullying.
 - Raising awareness of the harm it brings to others.
 - Reporting incidents experienced or observed to school authorities.
 - Supporting those who have experienced bullying and resisting those who are the aggressors.

This training will be conducted through a variety of means, including:

- Partnership with Youth for Christ's Point Break to provide student education on bullying prevention.
- Chapels and assemblies
- Elementary Bible classes
- Middle school character education class
- High school house structure
- Other formal or informal means
- Parent education and support on a regular basis through seminars and shared resources.

Protocol

WC will act upon any report of bullying it receives. The following process will be used by building administration to respond to any report.

1. Report submitted.
 - a. May be submitted by an offended student, a parent, or other observer or advocate.
 - b. May be submitted in person or via phone/email to a building administrator or through the online report form located on the school web site and app. If a submission is not made via the online form, the administrator shall complete the online form so that all reports will be tracked and compiled. Administration will review aggregate data from the reports to identify needs and trends as they appear.
2. Investigation by a building administrator.
 - a. A thorough investigation, including all parties involved and relevant witnesses, shall be conducted, with parents notified as appropriate. A written copy of all notes shall be kept on file.
 - b. This could include discussion of possible consequences with affected parties.
 - c. The investigation shall be completed as promptly as possible.
3. Determination made.
 - a. Upon completion of the investigation, building administration will make a determination based upon the evidence received.
 - b. Recognition should be given to the fact that these investigations are often complicated and testimony often contradictory. Following biblical guidance, multiple witnesses giving reliable testimony will typically be

needed to determine that discipline is warranted¹. Reliable testimony is sometimes difficult to procure and does not necessarily mean that the incident did not occur, but it provides a fail-safe against unjustly disciplining a person.

4. Notification sent to affected parties.
 - a. This may be done in person or via phone or electronic communication, appropriateness depending on the outcome of the determination.
 - b. All parties directly involved shall receive notification. Outside of those parties, the results shall remain confidential, as with all disciplinary cases, unless there is compelling reason to share the determination with other people.
5. Consequences administered.
 - a. In a case of determined bullying that fits the definition, the consequences shall be determined by the building administrator in a manner consistent with the school handbook.
 - b. The typical discipline for bullying shall be a minimum of a one-day suspension. If the offense is particularly egregious or repeated, a longer suspension or expulsion of the offending student may be warranted. If there are mitigating circumstances, a lighter consequence may be warranted.
6. Reconciliation sought.
 - a. Discipline administered by the school is always done as part of the discipleship process, with the hope of forming the person into the likeness of Christ and bringing repentance and reconciliation to those involved.²⁷ At the same time, care will be given to assuring the safety of the offended party throughout the process.
 - b. The offending person will be given the opportunity to seek reconciliation with the student who was bullied. This shall be done only with appropriate guidance and supervision.
 - c. While the goal is always restoration of a relationship, in instances where that does not occur or where such restoration seems insincere or forced, the primary concern will be with the protection of the offended student.
7. Ongoing support for the offended and offending student.
 - a. Check-in counseling as needed.
 - b. Partner with respective churches to provide support and assistance.

Rev. 6/8/18

¹ Deuteronomy 19:15, *"One witness is not enough to convict anyone accused of any crime or offense they may have committed. A matter must be established by the testimony of two or three witnesses."*; 2 Corinthians 13:1, *"Every matter must be established by the testimony of two or three witnesses."*

² Hebrews 12:11, *"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."*

APPENDIX 2: UNIVERSAL STUDY HALL PROTOCOLS

In light of the current pandemic, these protocols are subject to change at any time. Study Hall is an academic period, not a *free* period. Each Study Hall is worth $\frac{1}{4}$ of a credit, and the grade will be calculated in your GPA. Your transcript will reflect the title of "Academic Development." A college admissions counselor would interpret a negative grade in this category as laziness. Study Hall is one of the places where you learn and practice your personal study skills. You also position yourself to be able to enjoy your time outside of school more fully because your homework is completed.

1. **Be on time, be prepared.** Arrive on time, or with a pass, and come prepared. Just as you come to other classes with the needed material, know in advance what you need to accomplish during Study Hall and bring the materials necessary. It is always a good idea to have a non-school book "going." It can be used to fill spare time, and at the same time, increase your knowledge about something of interest to you.
2. **Report in, report out, be where you say you are, have the proper permissions.** The Study Hall teacher will take attendance when the bell rings and must always know where you are. Should there be an emergency (fire, tornado, active shooter, etc.) we must know where you are. Searching for you can put lives at risk. This is a serious matter, so thanks for your cooperation.
 - a. When you finish meeting with the teacher, go directly back to Study Hall, with a pass
 - b. At no time during your study hall period are you permitted to "wander." **Going anywhere other than the place you signed out to go constitutes cutting class.** See the Handbook for consequences of cutting class. In addition to consequences for cutting class, the student will not be permitted to leave the study hall for the remainder of the semester. Remember, students are not permitted to leave campus during study hall.
 - c. IF your teacher allows you to sit in the hallway, you must be within sight of the teacher.
 - d. Students may not spend their study halls in the front hallway near the office
3. **Sign in and sign out of the Media Center, go directly to and from.** Access to the Media Center is limited. The director of the media center will determine access at his/her discretion. If you go to the media center, you must use the electronic **sign-in upon entry and then sign-out upon exiting.** Failure to do so could result in loss of media center privilege during Study Hall. Go directly to the Media Center, return directly to study hall.
4. **Work, read, or rest AT YOUR SEAT. No talking.** Study Hall isn't the place for casual conversation. There is work to be done and in the event that's not the case, you may take a nap, listen to music (with earbuds of course), or simply sit quietly. Limited collaboration may be allowed by the teacher. **Ask first.** If you sleep, do it at your seat. Please do not recline on the floor or furniture.

5. **Only one student may be out of study hall at a time, and always with a pass.** Restroom/Lockers/Office: One student and only one student may be out of study hall at a time. A pass will be provided and must be on hand when visiting any of these places. Failure to produce a pass will result in a detention.
6. **No TV, no social media, no streaming unless for class.** No TV or webcasts during Study Hall (except during local or national emergencies, or major news events – March Madness and other sporting events are not considered major news events, and OSU being behind is not a local emergency ☺). All school rules regarding cell phones, MP3 players and the like are enforced during Study Hall. Reminder, social media/email access is not permitted during school hours.
7. 📌 **Any activity resulting in the issuance of detention will automatically lower the quarterly study hall grade by two letter grades** (e.g. an A to a C, a B to a D).

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