



# Worthington

CHRISTIAN SCHOOL

*2022-23 Lower School  
Parent/Student Handbook*

Dear Parents,  
Welcome to the new school year! And welcome to Worthington Christian School-Lower School Campus!

Our mission is to assist you in training righteousness and truth to the precious children God has entrusted to you by developing in students a Christian worldview. Our desire is more than to be a good school with a Bible class – it is to “take captive every thought to make it obedient to Christ” (2 Corinthians 10:5) by beginning to create a biblical framework for our students to think about in every subject area and circumstance. This is the measure of our success.

As we look to this new year and all the wonder that it brings, we are reminded that the Lord’s mercies are new every morning – great is His faithfulness! We are expecting great things in this new school year and are humbled by God’s faithfulness. We can see His hand at work.

Thank you for allowing us to be your partners in this mission. May God be honored in all that is accomplished at Worthington Christian School-Lower School Campus.

In His grip,  
Mrs. Griffith

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## MISSION STATEMENT AND EDUCATIONAL PHILOSOPHY

### Mission Statement

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

### Educational Philosophy

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 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.

### 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.

### CORE TRUTHS

**We affirm our commitment to the following core truths of the Bible which we share with other genuine believers in Jesus Christ:**

- 1 The One True God** – There is one, and only one, true God,<sup>4</sup> the God of Abraham, Isaac, and Jacob.<sup>5</sup> He is the Creator and Lord of all,<sup>6</sup> existing eternally in three persons, never less and never more - Father, Son, and Holy Spirit.<sup>7</sup>
- 2 The Lord Jesus Christ** – Jesus Christ is fully God, existing eternally.<sup>8</sup> Everything was created by Him and for Him.<sup>9</sup> His incarnation took place in the womb of a virgin.<sup>10</sup> He became man,<sup>11</sup> but never sinned.<sup>12</sup> He died a substitutionary death to atone for sin,<sup>13</sup> resurrected bodily,<sup>14</sup> and ascended into heaven where He remains fully God and fully man,<sup>15</sup> and is presently ministering<sup>16</sup> until He comes again.<sup>17</sup>
- 3 The Holy Spirit** – The Holy Spirit is fully God, existing eternally.<sup>18</sup> He is a person,<sup>19</sup> and was involved in Creation<sup>20</sup> and the inspiration of Scripture.<sup>21</sup> His works of convicting<sup>22</sup> and regenerating<sup>23</sup> are essential to the believer's salvation. Believers are entitled to the benefit and joy of being filled<sup>24</sup> and walking in the Spirit<sup>25</sup> for empowerment in Christian life, service, and mission.<sup>26</sup>
- 4 The Bible** – The sixty-six books, and only these, known as the Old and New

Testaments, are the written Word of God.<sup>27</sup> God's inspiration and superintendence of the writing of every word of the Bible<sup>28</sup> guarantees that what was written is His Word and therefore authoritative, true, and without error in the original manuscripts.<sup>29</sup> God preserves His Word,<sup>30</sup> which is powerful and effective to accomplish His purpose of salvation among all nations.<sup>31</sup> God's Spirit illumines the minds of believers in every culture to understand and apply the unchanging truth of Scripture in fresh and relevant ways for the benefit of the whole Body of Christ.<sup>32</sup>

- 5 Humanity** – God created man and woman in His image.<sup>33</sup> As a result, all people are bearers of that image.<sup>34</sup> However, Adam's subsequent sin resulted in a condition of spiritual death<sup>35</sup> which all people since Adam have experienced,<sup>36</sup> marring the beauty of God's image in them in every facet of life. This condition of spiritual death<sup>37</sup> has rendered all people unable to save themselves,<sup>38</sup> and leads to physical death.<sup>39</sup> Therefore, new birth is necessary for salvation.<sup>40</sup>
- 6 Salvation** – The salvation brought by God is a complete and eternal salvation by His grace alone, received as the free gift of God through personal faith alone in the Lord Jesus Christ and His finished work, as He declares believers righteous in Him.<sup>41</sup>
- 7 Church** – There exists one true Church, which is called the Household of God,<sup>42</sup> the Body of Christ,<sup>43</sup> and the Temple of the Holy Spirit.<sup>44</sup> It is comprised of all true disciples of Jesus Christ and is created by the action of the Holy Spirit.<sup>45</sup> Tangible expressions of this true Church are found in local churches.<sup>46</sup>
- 8 Christian Life** – The believer is saved by faith alone.<sup>47</sup> The faith that saves is expected to produce obedience<sup>48</sup> and good works,<sup>49</sup> which are the products of the indwelling Holy Spirit.<sup>50</sup> The dimensions of biblical ethics are both individual and social, and extend to every facet of life.<sup>51</sup> God faithfully continues to finish the work of sanctification, which He initiated in the life of each believer<sup>52</sup> with the goal of Christlikeness.<sup>53</sup>
- 9 Angels, Satan, Demons** – God created a multitude of spiritual beings called "angels".<sup>54</sup> Righteous angels continue to serve God and work both in the heavenly sphere and on earth.<sup>55</sup> By his disobedience, Satan, a fallen angel, became the adversary of God and God's people,<sup>56</sup> carrying with him a procession of demons.<sup>57</sup> Jesus Christ has overcome Satan<sup>58</sup> so that the final judgment and doom of Satan and his demons are certain.<sup>59</sup>
- 10 Future Life** – The dead will have a conscious existence in eternity<sup>60</sup> and their bodies will be resurrected.<sup>61</sup> Unbelievers, already under condemnation, will be sentenced to suffer eternal separation from God.<sup>62</sup> Believers, already

having been granted eternal life,<sup>63</sup> will be judged and rewarded according to their works,<sup>64</sup> and will experience a glorified, eternal existence in the presence of the Lord.<sup>65</sup>

For footnote references: <https://gracepolaris.org/beliefs>

## CHILD PROTECTION PLAN

In 2008 Worthington Christian School adopted a Child Protection Plan for the safety of our students and employees. A full copy of this plan is available at any WC campus and on the school website, [www.worthingtonchristian.com](http://www.worthingtonchristian.com).

## STATEMENT ON HUMAN SEXUALITY AND MARRIAGE

Worthington Christian School holds, and will continue to hold, to the historic Christian position on sexuality and marriage; that is, that God has created male and female as distinct genders which both reflect the image of God (Genesis 1:27) and that marriage is to be defined only as a life-long union between a male and a female. Scripture further declares that sexual activity is meant to be limited to the marriage relationship. Scripture condemns any sexual activity - heterosexual or homosexual, extra-marital or pre-marital – that is not within the bounds of biblical marriage between a man and a woman. As with any biblical command, the Worthington Christian community – its faculty, staff, students and parents of students – is expected to abide by it. We believe that scripture teaches that engaging in acts that are outside the biblical definition of marriage and sexual conduct is harmful to the individuals involved and to the larger school community.

At the same time, we recognize that we live in a world shattered by sin and that profoundly affects all aspects of our humanity, including our sexuality. It is a matter only of God's grace that we are able to fulfill God's created purpose for marriage and sexuality. And yet nearly all of us still struggle with vestiges of sexual brokenness, including lust, promiscuity, and sexual identity, whether these be heterosexual or homosexual. Therefore, we affirm:

- That our identity must be found in our nature as image bearers of God and as ones redeemed by Christ and not in our gender, sexual attractions, ethnicity, socio-economic status or other cultural markers.
- That there are biblical prohibitions on sexual activity outside biblically defined marriage, but not necessarily on inclinations or attractions.

- That a Christian can be faithful to God's commands to abstain from illegitimate sexual activity while simultaneously experiencing same sex attractions.
- That ultimately we are called to submit our inclinations and attractions to the power of the Holy Spirit and to scripture.
- That we will love, counsel, and equip those in our community – students, parents, and staff – who experience same sex attraction as they work out an understanding of God's call on their lives.
- That we will lovingly rebuke and discipline those who engage in sexual activity outside of biblical marriage.

We expect marriage and sexuality to remain a significant issue as the Christian community seeks to relate to a rapidly changing culture. Worthington Christian School is resolutely committed to being “full of grace and truth” (John 1:14) in its approach to marriage and sexuality.

### FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT (FERPA)

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

### 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 acts<sup>1</sup> 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

protection<sup>2</sup>, to warn the offender and others of the dangers and sinfulness of such actions<sup>3</sup>, and to bring reconciliation, when possible<sup>4</sup>. Christ calls the school and parents to partner as peacemakers<sup>5</sup> 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:

- 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
- Lower School Bible classes
- Upper School character education class
- Upper 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 warranted<sup>6</sup>. 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.

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.<sup>7</sup> At the same time, care will be given to assuring the safety of the offended party throughout the process.

- a. 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.
  - b. 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.

<sup>1</sup>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.*);<sup>1</sup>  
 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.*)

<sup>2</sup>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.*)

<sup>3</sup>1 Timothy 5:20-21 (*But those elders who are sinning you are to reprove before everyone, so that the others may take warning. <sup>21</sup> I 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.*)

<sup>4</sup>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, <sup>24</sup>leave your gift there in front of the altar. First go and be reconciled to them; then come and offer your gift.*)

<sup>5</sup>Matthew 5:9 (*Blessed are the peacemakers, for they will be called the sons of God.*)

<sup>6</sup>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.*);<sup>2</sup>

Corinthians 13:1 (*Every matter must be established by the testimony of two or three witnesses.*)

<sup>7</sup> 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.*)

## CODE OF CONDUCT

This policy will apply to conduct on school premises, property, and buses. It also applies to conduct off school premises which affects students, staff, or the Christian testimony of the school as well as conduct at all school activities regardless of location.

As the Bible is the foundation of all academic courses at WC, the same is the standard for students, faculty, and staff behavior. Avoiding any activity that is expressly prohibited in Scripture. Further, the following principles are adopted for students, faculty, and staff (James 1:22; 1 John 1:6,7; 2 Cor. 3:2,3).

- We will pattern our conduct after that of the Lord Jesus. (1 Pet. 2:21,23; 1 John 2:16).
- We will regard our physical bodies as temples of God, dedicated to Him. (1Cor. 6:19).
- We will be careful to make the best use of the time available. (Col. 4:5; Eph. 5:15; Matt. 12:36; 1 Cor. 13:11).
- We will not participate in activities where there is danger of addiction and habituation. (1 Cor. 6:12).
- We will consider others first, rather than ourselves. (Rom. 14:13,21; 1 Cor. 8:8-13; Rom. 15:1; Phil. 2:3,4).
- We will avoid deliberate confrontation with temptation. (Js. 1:14; Phil 2:5; 4:8).
- We will engage only in activities which are of positive benefit. (1 Cor. 10:23; 1 Thess. 5:21).
- We will avoid activities which are offensive to others. (1 Cor. 10:31-33).
- We will do only those things which we know honor Christ. (Col. 3:17; Rom. 14:23).

The following is a partial list of actions and expressions that are *not* acceptable based on the Code of Conduct:

- Using God's name in vain. This includes the phrase "Oh, my God."
- Racial remarks or comments.

- Any word or action commonly considered obscene.
- Bullying behavior.
- Insulting remarks meant to belittle or cut down someone else.

## NETWORK/COMPUTING ACCEPTABLE USE POLICY

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

WCSNET is established for the educational and professional use of 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.

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

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

## ILLEGAL ACTIONS

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

1. Slander and Libel – These terms are defined specifically in law. Slander is oral communication of false statements injurious to a person's reputation. Libel is a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damage a person's reputation. In effect, students must remember that material distributed through the 'Net is "public" to a degree that no other school publication or utterance is. Any such remark may be

seen by millions of people and false and harmful statements will be viewed in that light.

2. Vandalism – In this case, vandalism refers to deliberate attempts to damage hardware, software, or information residing on the school network or any other computer system. Attempts to violate the integrity of private accounts, files or programs, the deliberate infecting of the network with a "virus," attempts at "hacking" into any of the computers using any method, or other such actions will not be tolerated. It goes without saying that any attempt to "hack into" any part of WCSNET from a remote computer would automatically be considered vandalism.
3. Invasion of privacy – Users are entitled to a reasonable expectation of privacy for their files. No user may have access to another's files. The system administrator will access the files of users only to purge them, or in the investigation of a suspected or proven violation of school rules or expectations.
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 and staff may not use WCSNET for the purpose of 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 and staff 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 100% protection from inappropriate materials; therefore, students and staff must exercise responsibility and integrity when using on-line services. As a general guideline, if you would not want a teacher or parent or supervisor to see what you are seeing it should be considered "inappropriate."

7. Copyright Infringement – Students and staff are reminded to respect all copyrights for materials that are accessed on the Internet from WCSNET. Students should not download or copy major portions of Web site materials (text, photos, music, etc.) accessed on the Internet from WCSNET computers unless the Internet material is clearly identified as Public Domain, or unless the student contacts the author of the Web site materials and receives explicit permission to use the materials. Popular Web sites such as Napster, Audio Galaxy, and the Morpheus peer-to-peer network, etc. that knowingly encourage copyright infringements and violations, should not be accessed from WCSNET.
8. Chain Letters and Other "Spreading" schemes – Whether in e-mail or in Usenet newsgroups, chain letters, pyramid schemes, forwarding or replying to "contests," "fast cash" schemes, mass cross-postings, and uninvited mass mailings are all highly wasteful of network resources and not allowed on any part of WCSNET.

## PRESERVATION OF RESOURCES

1. Because disk drives and bandwidth across lines which connect our network both internally and externally are limited, neither programs nor information may be stored on the system without the permission of the system administrator. Students and staff are not allowed to download and play or download and save music files from Internet Web sites due to issues with network performance, computer drive space constraints, and copyright infringement issues.
2. Students and staff are permitted reasonable space to store personal files, mandated by the system file quotas. These files **are not private** and can be accessed by the systems administrators at any time. The school reserves the right to require the purging of files in order to regain disk space. Limited space forbids the storing of music, video, and graphics files unless they are being specifically used for an assignment. Such files should be deleted as soon as the project is completed.
3. Because of the demand for resources students may not access their personal email or personal weblogs or blogs (including social networking sites like Instagram, Snapchat and Facebook) while logged on to any part of WCSNET. Students may not access their personal home computers or the computers belonging to friends through any part of WCSNET.
4. To safeguard and preserve Internet bandwidth response time and performance for everyone on WCSNET, students may not access

Web sites that utilize high-bandwidth Web tools and data traffic, such as Web sites that use streaming video or audio, robust Flash sites, etc.

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

## LOWER SCHOOL STAFF

### Principal

Mrs. Nanci Griffith, M.Ed

### Assistant Principal

Miss Sarah Herren, M.Ed

### Kindergarten

Mrs. Jordan Berner, M.Ed  
Mrs. Denyse Smith, BS

### First Grade

Ms. Lauren Erickson, BS  
Mrs. Nikalena Patrick, BS

### Second Grade

Mrs. Barbara Ashley  
Miss Kelly Burby, MA  
Miss Robin Hooper, BA

### Third Grade

Mrs. Tracy Rettstatt, BS  
Mrs. Emily Stoll, BS

### Fourth Grade

Mr. Lucas Gantz, BS  
Miss Rachel Janssen, M.Ed.

### Fifth Grade

Miss Carrie Chodzin, BS  
Mrs. Kim Perez, MA  
Mrs. Allison Thomas, BA

### Sixth Grade

Mrs. Allie Elifritz, BA  
Mrs. Amelia Hoffman  
Mrs. Nicki Walton, BA

### Art Education

Mrs. Christy Kline, BA

### Band

Mr. Tim Miner, BMus

### Enrichment and 6<sup>th</sup> Grade Advanced Math

Mrs. Katie Hedberg, BS

### Library

Mrs. Johanna Mousa, BS

### Music Education

Mrs. Julie Vandervliet, MM

### Orchestra/Strings

Mrs. Renee Johnson, BME

### Physical Education

Mrs. Anna Burford, BS

### STEM

Mrs. Stephanie Custer

### Intervention Specialists

Mrs. Michelle Barlitt, M.Ed  
Mrs. Karin Browning, MA  
Mrs. Natalie Minch, BS  
Mrs. Cheri Schultz, MA

### Speech-Language Pathologist

Mrs. Kim Crowley,  
MS CCC-SLP

### Director of Intervention Services

Mrs. Jennifer Denorme,  
MS CCC-SLP

### Administrative Assistant

Mrs. Suzanne Homoelle, BS  
Mrs. Susan Sewall, BS

### Kitchen

Food Service  
Mrs. Kathy Kramer

### K-2 Food Service Manager

Mrs. Julie Hudak  
Mrs. Annie Tilton

### K-Stars and SACC

Mrs. Melissa Bussey  
Mrs. Laura Kaiser, BA  
Mrs. Carey Means  
Miss Kristen Torrence

### School Nurse

Mrs. LeAndra Doyel, BSN

## QUALIFIED STAFF

Lower School staff members are born-again believers, whom God has specifically called to full-time ministry in Christian education.

Each teacher at the Worthington Christian School meets the certification standards of the Ohio Department of Education and Association of Christian Schools International (ACSI). In addition, all staff members are equipped for spiritual leadership in the school by continuous personal study of God's Word. Staff members are also involved in personal goal setting and evaluation. Activities to foster professional growth are provided by the school.

## COURSE OF STUDY

In keeping with the stated philosophy and objectives, Worthington Christian School follows the basic school curriculum for all grades as outlined by the Ohio Department of Education. We have developed a course of study that integrates scripture and truth into the curriculum. The regular school program includes Bible study, English language arts, social studies, science, mathematics, reading, health, physical education, art, technology, music and media instruction.

## TEXTBOOKS

Worthington Christian School uses a combination of the best Christian and secular textbooks. Our curriculum committees are responsible for evaluation of our textbooks and recommending changes if a higher quality alternative is available. The key to the presentation and use of any text, Christian or secular, is a teacher who is discerning and skilled at presenting a Christian worldview. If there is a question about any piece of curriculum material, please notify the teacher or principal.

## CLASS SIZE

Class size for Grades 1-6 at Worthington Christian Lower School Campus is limited to approximately 25 students and Kindergarten is limited to approximately 15 students per the sole discretion of the WC administration.

## CLASS PLACEMENT

The assignment of students to classrooms is the responsibility of the school. Each year teachers prayerfully and thoughtfully consider the best class for a child. Factors considered by the staff include the child's strengths, learning styles, needs and combination of students.

## TRANSFER OF STUDENTS

The educational program at Worthington Christian School upholds the standards prescribed by the State of Ohio, Department of Education. Students who transfer from WC to other schools should have their credits accepted without question.

## CALENDAR

The calendar for the current school year can be found on the Worthington Christian website.

## PLEDGES

American Flag: *I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands; one nation under God, indivisible, with liberty and justice for all.*

Christian Flag: *I pledge allegiance to the Christian flag, and to the Savior for Whose Kingdom it stands; one Savior, crucified, risen, and coming again, with life and salvation for all who believe.*

Bible Pledge: *I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its Word in my heart that I might not sin against God.*

Apostle's Creed: *I believe in Jesus Christ, God's only Son, our Lord. He was conceived by the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended to the dead. On the third day he rose again. He ascended into heaven and is seated at the right hand of the Father. He will come again to judge the living and the dead. I believe in the Holy Spirit, the holy, worldwide church, the communion of saints, the forgiveness of sins, and the resurrection of the body, and the life everlasting. Amen.*

## LOWER SCHOOL CREED

*I believe the most important thing about me is what I believe about God.*

*The kind of person I am depends on what I believe about Him.*

*I believe that everything in my life and in the world has to do with God.*

*I believe there is more to me and to the world than what I can see or touch.*

*I believe all of my life is to be spent loving and enjoying God.*

*I believe obeying authority is a blessing.*

*I believe it is important to tell the truth and to be kind and gentle to everyone, especially those who need it the most.*

*I believe my life will be great when I give up the things I want and take the things God wants.*

*I believe the world will not always be like it is now. Television, sports, fear, hurt, and worrying about being cool will no longer matter when God completes his kingdom.*

## CODE OF CONDUCT

This policy will apply to conduct on school premises, property, and buses. It also applies to conduct off school premises which affects students, staff, or the Christian testimony of the school as well as conduct at all school activities regardless of location.

As the Bible is the foundation of all academic courses at WC, the same is the standard for students, faculty, and staff behavior. Avoiding any activity that is expressly prohibited in Scripture. Further, the following principles are adopted for students, faculty, and staff (James 1:22; 1 John 1:6,7; 2 Cor. 3:2,3).

- We will pattern our conduct after that of the Lord Jesus. (1 Pet. 2:21,23; 1 John 2:16).
- We will regard our physical bodies as temples of God, dedicated to Him. (1Cor. 6:19).
- We will be careful to make the best use of the time available. (Col. 4:5; Eph. 5:15; Matt. 12:36; 1 Cor. 13:11).
- We will not participate in activities where there is danger of addiction and habituation. (1 Cor. 6:12).
- We will consider others first, rather than ourselves. (Rom. 14:13,21; 1 Cor. 8:8-13; Rom. 15:1; Phil. 2:3,4).
- We will avoid deliberate confrontation with temptation. (Js. 1:14; Phil 2:5; 4:8).
- We will engage only in activities which are of positive benefit. (1 Cor. 10:23; 1 Thess. 5:21).
- We will avoid activities which are offensive to others. (1 Cor. 10:31-33).
- We will do only those things which we know honor Christ. (Col. 3:17; Rom. 14:23).

**The following is a partial list of actions and expressions that are *not* acceptable based on the Code of Conduct:**

- Using God's name in vain. This includes the phrase "Oh, my God."
- Racial remarks or comments.
- Any word or action commonly considered obscene.
- Bullying behavior.
- Insulting remarks meant to belittle or cut down someone else.

## SOCIAL MEDIA POLICY

At the Lower School, it is understood that social media can be a fun and rewarding way to share life events and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries certain responsibilities. We encourage being respectful, fair and courteous to fellow parents and students as well as faculty and staff who work on behalf of WC. Please address grievances directly with the school rather than on social media.

## STUDENT DISCIPLINE

Because we exist as an extension of the Christian home, we believe that working with the parents is very important in helping children develop Christ-like qualities. If a student exhibits an attitude or behavior which is not in harmony with the principles in the Code of Conduct, one of or a combination of the following approaches may be utilized, in any order, as the situation warrants at the sole discretion of the WC administration:

- Prayer with the student
- Counseling, utilizing principles from the Bible
- Removal of privileges
- Detention
- Grade reduction
- Fine
- Removal from class
- Suspension (in-school or out-of-school)
- Expulsion
- Other appropriate action

Any violation of this may result in one of the following or other appropriate consequence:

- In-school detention
- After-school detention
- Suspension
  - Any missed classwork during a suspension may be made up for full credit.
  - At the end of the grading period of the suspension, a two percent grade reduction may be issued in each subject.
- Expulsion
- Loss of partial or full recess time.

A natural and reasonable progression of disciplinary action should be followed.

The school generally follows its discipline procedures contained herein. However, there are circumstances in which the school administration may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

## ELECTRONICS AT SCHOOL

All personal electronic items must remain in a student's backpack during the school day and must be turned off. This includes *cell phones, gaming systems, and/or wearable technology devices*, as well as other electronic items not listed.

## BEHAVIOR IN THE HALLWAYS

We want our children to develop a proper attitude about moving within the school. Boys and girls are to use hall passes when they leave their rooms to go to another area. Specific guidelines are as follows:

- Children are to show proper respect to all adults at all times.
- Children are to *walk* in the building at all times.
- Children may talk in the hallways before school and after school.
- Children are not to talk in the hallways during class time.
- Children are not to go to their classrooms without permission before 8:50 a.m.

## PLAYGROUND GUIDELINES

The following guidelines have been developed for the playground:

1. We desire for the children to enjoy their recess experiences. Boys and girls need to display kindness, courtesy, and a happy spirit at play as well as in all other areas of their lives.
2. There are many games and activities that the children can play during recess (e.g., soccer, four-square, jump rope).
3. The children are not to play rough games such as tackle football.
4. There is to be no snowball or stone throwing.
5. Children may play with a ball, but not a hard baseball or other hard-type ball.
6. Electronic games, cellular telephones, wearable technology, or other personal entertainment items must remain in a student's backpack during the school day and must be turned off.
7. Skateboards and rollerblades are not to be brought to school.
8. Whenever the playing field is wet or muddy, students must remain on the blacktop.
9. Children are to request permission from the playground teacher before they enter the building (for restroom use, etc.).
10. Children are to remain inside the designated play areas. There is to be no playing in the parking lot.
11. At the end of recess children are to line up promptly and quietly to come inside.
12. When entering the building, students are to do so quietly so as not to disturb other classes in session.

## INDOOR RECESS

A determination will be made to hold recess inside if it is felt the outside conditions are unsafe or unhealthy. **An inside recess will be held if there is rain or sleet or if the temperature is 15° or lower (or the chill factor is less than 12°).** The children may be taken outside for a short time to let them get rid of some “extra energy” if the temperature is between 12° and 15°. Teachers may also take children outside for five minutes if it is not frigid cold.

## SCHOOL UNIFORM GUIDELINES (K-12)

General Guidelines for All Students in all buildings THE ADMINISTRATION RESERVES THE RIGHT TO MAKE DISCRETIONARY JUDGMENTS REGARDING DRESS CODE. IF ANY STUDENT OR PARENT HAS QUESTIONS ABOUT CLOTHING OR HAIRSTYLES, THE ADMINISTRATION WILL BE GLAD TO HELP. (IT IS ALWAYS BEST TO CHECK IN ADVANCE!)

1. Shirts must be tucked in at all times.
2. Clothing must be free of slit seams, torn hems, or holes.
3. Skirts and jumpers: minimum length must be no shorter than 3" above the top of the kneecap.
4. Uniform shirts should not be layered. A plain (no visible logos) short sleeve undershirt may be worn under a uniform shirt. Appropriate undergarments must be worn at all times. Undergarments visible through shirts/blouses must be non-contrasting and free from logos, or other printed designs.
5. **\*Non-warrior wear or non-uniform hoodies, sweatshirts, sweaters, fleeces, jackets, or coats may not be worn in the classroom during the school day. Such items must be removed when the bell rings at the beginning of class and must not be put on again until recess or the bell rings signaling the end of class.** ONLY the School Closet and Lands' End WC embroidered fleeces may be worn during class at the Lower School. It must be in good repair, and not faded. Only on specifically designated days will spirit wear be allowed at the Lower School. A proper uniform shirt or blouse must be worn under any Warrior spirit wear.
6. Shoes must fully enclose the toe and heel. Thus, sandals are not permitted. Heels and soles should not exceed two inches in height. Socks, tights, or footies must be worn with all shoes.
7. Socks or footies must be solid color in either white, black, gray or navy blue ONLY. Girls may also wear white, black, gray or navy tights or ANKLE length leggings with socks or footies. Socks, tights, and leggings must be a solid white, black, gray or navy. NO DESIGNS, variation in shade, textures or fishnets. Tights, leggings, sweats or warm-ups may not be worn under shorts.
8. Only the top button of shirts may remain unbuttoned.
9. Hats or hoods may not be worn in the building.
10. Hair should be neat, clean, and well-groomed. If hair is dyed or highlighted, the colors used must be naturally occurring human hair colors. Cases of extreme styles or poor grooming will be addressed individually at the sole discretion of the building administration. (Any hair style that involves the use of excesses would be considered extreme. Things like words or shapes shaved into the side of head, and spiked hair would be among those things considered extreme. When in doubt, ask in advance, don't wait until the deed is done.)
11. Excessive jewelry is not permitted.
12. Clothing should be well laundered, and in good repair, unfaded, with all buttons, snaps and zippers in place and functional
13. Clothing at school-related activities should be modest and appropriate.

14. Visible tattoos, gages, and body piercing (other than earrings for girls) are not permitted (this applies to athletic competition as well). Clear plastic retainers may be worn when necessary.
15. Coordinating and appropriate hair accessories may be worn.
16. A belt must be worn with all pants and shorts.

**SCHOOL UNIFORM COMPONENTS** – These items must be purchased at School Closet (SC) or Lands' End (LE). School Closet and Lands' End are the only authorized vendors who can sell new shirts/sweaters with the new WC logo.

#### 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 (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.

### OUT-OF-UNIFORM (OOU) POLICY

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

1<sup>st</sup>-3<sup>rd</sup> OOU – Student will be expected to immediately address the violation (e.g., tucking shirt in, adjusting the length of the skirt, etc.). If the student cannot immediately address the violation (e.g., improper footwear), the principal or the principal's designee will determine whether a phone call home to request necessary items is warranted and also whether the student may return to class prior to the violation being addressed.

4<sup>th</sup> and all following OOU – Student will be expected to immediately address the violation as noted previously. Student will also serve a recess detention.

## OUT OF UNIFORM DAYS

Shoes - Shoes must fully enclose the toe and heel. Avoid sandals, flip-flops, crocs, etc.

Shorts and skirts/dresses –Avoid short-shorts including the short athletic ones, tight fitting bike shorts or mini-skirts. The longer, mid-thigh athletic shorts and skirts are fine. Shorts under any skirt/dress is always a good idea for playground and gym class. Short and skirt length should be no shorter than 3 inches above the knee

Leggings – A longer shirt covering the backside or shorts/skirt on top of them will be needed.

Pants – Jeans may be worn.

Shirts – Any color of shirt is fine. It must have sleeves.. No sleeveless. As for messaging or image on the shirt, it should be positive, non-divisive, a way to build up those who read and see the message or image. The desire is to foster a community of kindness and if a message/image causes hurt that goes contrary to fostering a community of kindness then it should not be worn.

Hats – Hats are fine for outside time. Students should plan on taking them off inside. As for messages/images on the hat the same guidelines apply for these as with shirts.

Clothing must be in good condition-no rips, tears or holes.

If there is a question on an article of clothing – be safe and choose to wear something different.

## COMMUNICATION

It is very important that lines of communication between home and school always be open. If you have a question or comment concerning your child's school progress, do not hesitate to contact your child's teacher. Our staff members are very willing to meet with you. Please call the school to schedule a conference should you desire one. Parents are reminded of the importance of *scheduling* the time to meet. Because of responsibility for the children, the teacher is not able to devote full attention to an unscheduled conference. Scheduling a time to confer helps both you and the teacher to be able to devote your full attention to the discussion items.

School papers will be sent home on Mondays. Most school-wide notices will be sent home with the oldest child in each family at the Lower School campus. **Parents will**

find their FACTS Family Portal accounts to be a great communicator. (See FACTS section for further details.) The WC website, [www.worthingtonchristian.com](http://www.worthingtonchristian.com), is also informative. The Office of Advancement will be emailing a weekly newsletter on Wednesdays to parents. The “WC Weekly” will contain district as well as building specific information for parents. Please check the Lower School announcement page on the website regularly for updated information about the Lower School. For easy access to the website and the announcement page you are encouraged to download the Worthington Christian app.

## RESOLUTION OF CONCERNS

If there is a grievance within the school community, the following procedures should be followed based upon the principles of Matthew 18.

1. Meet with person directly involved (i.e. parent meets with teacher).
2. Meet with the supervisor.
3. Meet with the head of school.

## REPORT CARDS

Grade cards will be available on FACTS Family Portal for grades K-6. Families will be notified when report cards are accessible. We will print and send home the report cards for those families who do not have internet access.

Parent-teacher conference days are scheduled in the fall. Conference dates for the current school year can be found on the WC calendar on the school website.

Parents can receive weekly grade reports by signing up for these reports to be emailed to you through the FACTS Family Portal. This Family Portal will also allow you access to your students grades at any time.

The **Kindergarten** report card is designed to give as complete picture as possible. However, it is not a substitute for parental contact. Letter grades are not given – instead 3’s, 2’s, and 1’s represent progress. These report cards will be sent home from school.

- 3 Indicates outstanding independent performance
  - 2 Represents a large range in which most kindergartners’ performances fall
  - 1 Shows difficulty in successful performance with a greater degree of assistance required for completion of the assigned work
- For grades 1 and 2 the grade system used is as follows:
    - 3 Outstanding progress, independent worker
    - 2 Consistent progress, occasional help needed
    - 1 Experiencing difficulty, frequent help needed
  - For grades 3, 4, 5 and 6 the grade system used is as follows:

## GRADING SCALE

A 93.00-100	B- 80.00-82.99	D+ 67.00-69.99
A- 90.00-92.99	C+ 77.00-79.99	D 63.00-66.99
B+ 87.00-89.99	C 73.00-76.99	D- 60.00-62.99
B 83.00-86.99	C- 70.00-72.99	F 0.00-59.99

“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.

“\*” Student is working with acceptable grade level parameters with accommodations in place

“#” Student is being assessed according to ability with modified grade level content

### STUDENT RETENTION

All students must maintain satisfactory grades for promotion. A student may be retained in their current grade level at the discretion of the building principal if the student earns a 1 (grades 1-2) or an F (grades 3-6) as a final year grade in one or more core subject areas. Core subject areas consist of Bible, any of the Language Arts, Math, Science, or Social Studies. A student may also be retained in the current grade level after a conference between parents, teacher and the principal if it is agreed that it is in the best interest of the student and the school. The school reserves the right to deny promotion to any student it deems necessary.

### HOMEWORK

Limited homework can be assigned to students in Grades K-3. This could include reading practice, scripture memorization, and information gathering (e.g., going to the library to gather information for a project a student will be working on at school).

Students in Grades 4-5 will be assigned homework for up to 30 minutes per night, excluding Wednesdays. Students in 6<sup>th</sup> grade will be assigned homework for up to 45 minutes per night.

Any homework will also be placed on FACTS Family Portal for parental access.

## ACADEMIC INTEGRITY

Here at Worthington Christian we are committed to the Christ-centered pursuit of academic excellence. Part of what makes our role distinct from that of a church or youth group is that we can address the development of the mind of Christ as it grows and learns to honor God in a school environment.

While the Lower School is the place to make mistakes and learn how to learn, there are some mistakes that need stronger redirection than others. The topic of academic integrity is especially pertinent here. We want to encourage our students to develop responsible academic habits before they go to the Upper School and beyond. Our older students here at the Lower School can be tempted to find academic shortcuts as their workload and responsibilities increase, and we want to partner with you to guide them toward making God-honoring choices while they are in a safe space to learn and make mistakes.

### 5<sup>th</sup> & 6<sup>th</sup> Grade Academic Integrity Policy

Worthington Christian Lower School serves a broad spectrum of ages across the span of K through 6<sup>th</sup> grade, and what may be appropriate in kindergarten may not be appropriate in 6<sup>th</sup> grade and vice versa. In the 5<sup>th</sup> and 6<sup>th</sup> grades especially, we want to hold our students accountable for what is developmentally appropriate for their academic level. One area of highest concern at this age is building their awareness of what exactly constitutes plagiarism and how to avoid it.

### What is Plagiarism?

Plagiarism is defined as “to steal and use the ideas and/or writings of another as one’s own,” without giving credit to the original author.

That includes:

- To use, copy, or turn in another person’s work, in whole, or in part, as if it were your own.
- Turning in an old assignment from an older sibling or a friend.
- Copying from a text verbatim either from an online source or a printed one.
- Rephrasing ideas from a text from either an online source or a printed one (see paraphrasing for further explanation).
- Picking a few sentences from a text and rearranging them with some original thought.
- Taking any photographs, diagrams, or other data from the internet or a book.

- Having parents, older siblings, friends, or any other person act as the primary writer/creator of responses on behalf of the student—the teachers can tell when the written voice sounds different than the student's even if it is harder to prove. We ask that the student and all people in the student's life adhere to the highest level of integrity.

Part of learning is to engage with a lot of different ideas from a lot of different sources, and this engagement itself is not bad—in fact, it is necessary for a well-rounded education. The problem lies with not giving credit where credit is due. Not citing where you got information, data, or a graphic means that you have stolen that content from the original creator.

### Paraphrasing

The part that usually catches even the most well-meaning of students is the part about rephrasing other people's ideas using new words—those ideas are still not the student's and therefore even paraphrased content must be cited properly. This applies to ALL classes. Many students and families think of English class when they hear the word plagiarism, but our plagiarism policy applies in all spaces where our kids are interacting with ideas that are not their own (essentially, all the time).

Bottom line: if you did not think of it or collect the data yourself—cite it or don't use it!

### How Will Plagiarism be Verified?

Accusations of plagiarism are made against a student only if at least one of the following conditions are satisfied:

- A teacher or other WC staff member personally observes or discovers the act of plagiarism committed by the student
- A student admits to a teacher or staff member that he or she has plagiarized
- An act of plagiarism is observed and reported to a teacher by two independent, non-staff, witnesses
- Plagiarism is revealed upon a teacher-initiated Turnitin.com similarity check or another report of that nature (this includes but is not limited to matching student-submitted text to a textbook, matching more than one student-submitted text to each other, identifying similar or identical text from book summary websites, reverse image searches, etc).

## What Are the Consequences of Plagiarism?

- First Offense
  - Teachers will give an initial zero on the assignment with the chance to make up the assignment for full credit.
  - While the student is working on the assignment corrections, they will not be eligible for recess. Instead, they will make up the assignment during lunch detention for as long as necessary to complete the assignment accurately and thoughtfully.
  - The teacher will alert the parents to the act of plagiarism and encourage them to talk to their child about the importance of academic integrity. Parents may also be encouraged to set up a conference with the teacher.
- Second Offense
  - Teachers will give an initial zero on the assignment with the chance to make up half credit back upon receiving authentic student work—it is still an F but a 50% is better than a zero.
  - The parents and student will be requested to sit in on a conference with the teacher/teaching team for the class in which the plagiarism was committed. Together they will create a plan for moving forward in school after the second offense as well as walk through the consequences of a third offense as detailed below.
  - The student will attend lunch detention for 1 week. In that time the student will be expected to produce authentic work for the assignment for the purpose of learning the content unless it is determined by the classroom teacher to no longer be feasible to complete in that week or beneficial to the student's development. (For example, an entire research paper may not be feasible to complete in that timeframe, but a chapter summary would be).
- Third Offense
  - Zero for the assignment with no opportunity to get any credit back.
  - The parents, student, and teaching team will meet with the principal to discuss the ongoing academic situation with the student and how it may jeopardize their ability to be successful in school moving forward. 6<sup>th</sup> grade students may also be made aware of our harsher Upper School policies for cheating and the consequences they will face should these behaviors continue into 7<sup>th</sup> grade. Together they will create a plan to get the student back on track.

- The student will attend lunch detention for 1 week. In that time the student will be expected to produce authentic work for the assignment for the purpose of learning the content unless it is determined by the classroom teacher to no longer be feasible to complete in that week or beneficial to the student's development.

These offenses are not cumulative year to year, so any 5<sup>th</sup> grade offenses are expunged at the start of the 6<sup>th</sup> grade year. Our 5<sup>th</sup> and 6<sup>th</sup> grade policy is meant to be firm yet constructive.

Students are often unsure how to identify plagiarism when it is not a simple copy-paste job. It is obvious to most of our students that you cannot just copy directly out of a book or off a website, but the harder thing to remember is paraphrasing. Consider this example:

Sally the sixth grader is working on a Science project for Mrs. Elifritz on astronomy. Sally finds an informative website from a credible source that offers data tables and information that can help her complete her project. Sally takes some of the information from the website's data table and informational paragraphs, but she rephrases using her own words. Sally does not give credit in her bibliography because she thinks, "well I used my own words, and I was very careful not to copy any sentences." Sally has still plagiarized because the data and ideas are not her own EVEN IF she did put it in her own words. Paraphrasing ideas is not inherently bad! Sally just needs to cite her sources so that she does not appear to steal those ideas from the website.

If Students are Worried That They May Have Plagiarized...

The teachers are more than happy to help our students if they are unsure if they have plagiarized. They can help students walk through their research as they are learning how to develop authentic work while still giving credit to others for their ideas. Remember: "getting caught" plagiarizing and then claiming ignorance of the offence is unacceptable and treated much more harshly than if a student were proactively looking to do the right thing BEFORE the assignment is due.

5<sup>th</sup> Grade Vs. 6<sup>th</sup> Grade

Our 5<sup>th</sup> grade students are still learning how to learn which includes memorization and looking up information with the intention of learning about new things. The idea of plagiarism for most of them is new, and they will receive much guidance from the 5<sup>th</sup> grade team on what plagiarism is. Student offenders will still work through the degrees of discipline, but the tone of the conferences will be markedly different from a 6<sup>th</sup> grade offender.

Our 6<sup>th</sup> grade students are asked to take what they have learned and create research projects that showcase their learning and unique ideas. There is more temptation in this grade to find a shortcut, but the level of responsibility also rises.

Bottom Line: Our 5<sup>th</sup> graders are learning hard lessons, and our 6<sup>th</sup> graders are solidifying long-term habits. We want to make those habits good ones.

## STANDARDIZED TESTING

For standardized testing, Worthington Christian uses the MAP Growth tests through NWEA (<https://www.nwea.org/map-growth/>) These tests are given in two different times during the school year, and they measure not only student's achievement against nationally normed peers, but also student growth over time. These two measures are critical for not only comparing Worthington Christian students to peers in other schools, but also for identifying students who may be falling behind and not growing in their academic understanding.

## HEALTH PRACTICES

School personnel will refer to the Health Policy Manual for complete guide to health related matters at school.

### Illness

Please report any absence due to illness to the Attendance Hotline. Any student who has experienced a fever greater than 100 degrees, vomiting, or diarrhea should wait 24 hours after such symptoms resolve before returning to school. Symptoms should be resolved **without** the aid of medications prior to returning to school.

The school nurse or designated school personnel will check a child before readmission after having any of the following diseases: head lice, chicken pox, ringworm, impetigo, and MRSA.

### Health Records

Upon entering the Lower School, a Health History Form and Immunization Record will be required for all kindergarten students and students new to the district. Immunization exemptions will be accepted according to Ohio Revised Code Section 3313.671 part 4 & 5. An exemption form must be completed and can be obtained from the school nurse.

Vision and hearing screenings will be provided for students in kindergarten, first grade, third grade and fifth grade and students new to the district.

### **Medication at School**

Parents should not send medication with students for the student to take without supervision. Parents should bring the medication in the original container to the school office or nurse's office with the completed Medical Authorization. **A prescription medication will require a physician's signature on the Medical Authorization form.** This form can be found on the Lower School website page under Documents and Forms as well as on Final Forms, from the school office or school nurse. The Medical Authorization Form needs to be completed at the beginning of each new school year. Forms will not carry over from the previous school year. The medication will then be dispensed under the supervision of the school nurse.

At the end of the school year, any remaining medication should be picked up by the parent or an authorized adult. Any over-the-counter medications not picked up will be discarded.

### **Emergency Medications**

Emergency medications will be kept in the nurse's office unless permission is given by a physician for the student to carry the medication with him/her. Authorization for Student Possession and Use of an Epinephrine auto-injector/Asthma Inhaler forms are available on Final Forms and from the school nurse.

A student's emergency medications will be sent with the accompanying school personnel on field trips.

### **Student Concussion Management**

"A concussion is an injury to the brain that may be caused by a blow, bump, or jolt to the head". 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 ParentsWeb 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.

WC will follow the guidelines for concussion management and make use of concussion resources found under [www.healthyohioprogram.org/concussion](http://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 any current course grades cannot be guaranteed, however.

## BUS TRANSPORTATION

### After-school Plans and Bus Guests

If arrangements are made for a child to leave with another parent or to go home on a different bus, please be sure that the office is notified in writing of the change in plans.

Public school districts are required to provide transportation only for children in their school district, and their agreement to provide transportation for anyone else is done as a courtesy. **In general, school districts have communicated that children living outside their school district are *not* granted permission to ride their buses due to their regulations governing riders who do not live in their school district.**

Parents are to ask the public school district directly if there is any question or change regarding bus transportation.

### Bus Rules

We wish to work closely with parents and transportation officials to provide a safe and pleasant ride to and from school. The following guidelines were developed to help assure a safe bus ride:

- Students should be at the bus stop five minutes prior to the scheduled bus stop time.
- Pupils are to get on and off the bus at assigned stops only.
- Pupils must obey the bus driver's instructions.
- Students should not take shortcuts through other people's yard or private property or stand on a neighbor's property while waiting for the bus.
- Students who must cross the street or highway should cross ten (10) or more steps in front of the stopped bus, and then only after the driver has verified that the warning lights are operating and has notified students that it is safe to cross.
- Students should be polite and each wait his turn getting on the bus and then go directly to his assigned seat or to the first available seat.
- Students are not to leave their seats until the bus has come to a complete stop.
- Parents should notify the school and the bus driver if their child has medical problems which may require the bus driver's attention.

## **Electronic Devices on the Bus**

If parents approve a Lower School student to use an electronic device (i.e. cell phone, tablet, i-pods, gaming items, etc.) on the school bus the following guidelines should be observed:

- All materials on the student's device should be in alignment with the school's Code of Conduct (see page 9 of Lower School Parent-Student Handbook).
- Volume of the device should not be a distraction to the driver or others nearby.
- If the device is internet capable that function should be disabled by student's parents.

### **The following behaviors are prohibited:**

- Excessive noise or loud talking
- Noise or talking at railroad crossing or other danger point
- Putting any part of body through open window
- Spitting or throwing any object out open window
- Failure to observe rules for crossing street after getting off bus
- Fighting or roughhousing
- Spitting or throwing any object inside the bus
- Not remaining in seat
- Smoking or fire inside the bus
- Eating, drinking or littering
- Transporting animals, pets, weapons or any dangerous object
- Transporting any glass container
- Any act of vandalism
- Use of profane or objectionable language

Many of our local school districts provide transportation, plus we also provide a shuttle bus for some of our students to ride to/from the Upper School and the Lower School. The privileges may be removed should children not adhere to the guidelines.

If arrangements are made for a child to leave with another parent or to go home on a different bus, please be sure that the office is notified in writing of the change in plans.

Parents are to ask the public school district directly if there is any question or change regarding bus transportation.

## AFTER-SCHOOL CARE and SACC

Students who are riding the WC shuttle after school to the Upper School (US) to catch their ride home must be picked up by 4:00 p.m. Due to both safety and liability concerns Lower School (LS) students are not allowed to be left unattended at the US after 4:00 p.m. Any LS child who needs to remain on campus after 4:00p.m. – even if only once each week – must be enrolled in the School Age Child Care program (SACC) at the LS.

The US can be an open facility where *many* individuals come and go and the safety of children while on the property is of utmost importance. If a parent is to pick up a LS child outside the US and is temporarily detained (flat tire, waiting on a train, etc.) we ask parents to instruct their children to wait inside the commons area. If detained, parents should call the main US telephone at 614-431-8210 **prior to 4:00pm** to let the staff know of the delay. **Children should never wander around the building or outside.** It is best for them to be seated in the commons area until parent's arrival by 4:00 p.m.

### SACC

Lower School-age after-school supervision is provided through our SACC program. This program is available for families when one or both parents are working and are in need of care for their Lower School-aged children. Information about the SACC program may be obtained from the Lower School office at 614-431-8240.

### DELAYED START SCHEDULED OR WEATHER RELATED FOR SACC

KStars will begin at 10am for those enrolled in the KStar program

### LATE PICKUP FEES

Teachers have continuous duties throughout the day. It is important that children are picked up on time. If a parent is temporarily detained (flat tire, waiting on a train, etc.) please call the Lower School office or the SACC teacher.

- Dismissal time for Grades K-6 is 3:30 p.m. (late charges begin at 3:40 p.m.)
- Morning Kindergarten pick up is 12:00 (late charges begin at 12:10)
- K-Stars pick up is 3:30 (late charges begin at 3:40)
- Pick up for afternoon SACC is 6:00 p.m. (late charges begin at 6:00 p.m.)

Should you ever be late, we ask that you graciously accept your “Oops” slip. Any late charges will be added to your FACTS account. Our late fee rates are as follows:

- 1<sup>st</sup> late pick up: GRACE (late fee is waived)
- 2<sup>nd</sup> late pick up: \$1.00 per minute
- 3<sup>rd</sup> late pick up & thereafter: \$5.00 per minute

## PARENT TEACHER FELLOWSHIP

The mission of PTF is to support, edify and appreciate the teachers and staff at WC. PTF plans a wide variety of staff/building support events each year. You are encouraged to become an active member of PTF and to support its many positive activities.

## VOLUNTEERS

There are many opportunities for parents to volunteer at school or school activities both on and off the Lower School campus. We encourage parents to find areas of involvement that will be rewarding for both the children and the parents. **All volunteers are required to complete a Volunteer Background Check Form at the beginning of ministry service.** This form is found on the school's web site (<https://www.worthingtonchristian.com/volunteer-application/>). Each volunteer will be notified by the school when to complete this form, when the submitted background check is complete and when service can begin. The background check is good for four years and would need to be resubmitted at the end of each cycle following the same procedure. Volunteer training/orientation will occur the first week of school.

## VISITORS

All parents, visitors, and other guests at school are asked to immediately come to the office to sign in. Visitors must wear an ID badge available in the office. Visitors not wearing a badge may be approached by school personnel.

## YEARBOOK and SCHOOL PICTURES

All students receive a yearbook at no cost. It will include individual student photos and special school activities with many candid photos. Anticipated delivery is May.

School Picture day occurs at the beginning of the school year. Please see the school calendar for the exact day and watch for more information concerning prepaid picture packages. If you desire to order pictures payment must be brought to school on picture day.

## SPRING MUSIC PROGRAMS

The music program date for **Grades 1– 5 will be announced later in the year.** Participation in the Spring Music Program is part of the student's curriculum

and all students are expected to participate. For other spring concert schedules including 6<sup>th</sup> grade concerts, please see the Lower School calendar.

## ANIMALS

With the exception of “service animals,” dogs or other pets are not permitted in the building or on school grounds.

## BIRTHDAY PARTIES

As parents plan a birthday party for their children that will occur outside school, we ask that invitations be mailed or distributed privately to the children. In the past, there have been some awkward situations for the children when some of the boys and girls have received invitations and others have not. We appreciate your sensitivity concerning the distribution of birthday party invitations.

## BIRTHDAY TREATS

Birthdays are exciting and special events in the lives of Lower School children. Sometimes families choose to send in a treat to share and acknowledge the special day. This is optional. If a family chooses to send in birthday treats parents are asked to make proper arrangements with the classroom teacher prior to sending in the treat. **The quantity of treats should be enough for the child's entire classroom.** Please be sure to ask the teacher of any student with **food allergies** that may need an alternative choice.

Punch, lemonade, or cola should not be sent to school due to the possibility of damaging the carpet. Please keep drinks to water and clear juices

Delivering treats to other areas in the building should not occur as this can remove a student from his/her classroom for an excessive amount of time. Therefore, students are not permitted to deliver treats to other areas of the building.

## GIFTS FOR TEACHERS

As staff members we greatly appreciate the prayers and encouragement provided by our school parents. At times parents express an interest in organizing an effort to collect money for a gift for a teacher. This is permitted, provided there is no specific amount requested and participation is optional. The gift should be from the entire class. This will avoid undue pressure on anyone. Any collaborative effort must be approved by the building principal prior to the request going home.

## WEATHER-RELATED SCHOOL CANCELLATIONS OR DELAYS

In case of severe weather requiring cancellation or delay of school, notification will be made via the following media:

Internet: [www.worthingtonchristian.com](http://www.worthingtonchristian.com)

TV: Channels 4, 6, 10, and 28

Text Alert: This notification system is used to contact subscribers in the event of an emergency (e.g. fire, lockdown, etc.), school closings and delays due to inclement weather. We recommend all WC families and students subscribe. Subscribing is easy: 1. From your phone, text the word SUBSCRIBE to 614-505-4554. 2. Save this number to your contacts as WC Text Alerts.

Email Message: A message will be sent via FACTS to the email on file in FACTS

Please keep in mind that Worthington Christian School will be identified by name as *closed* or *delayed*. If Worthington Christian School is not shown as *closed* or *delayed*, we will be open as usual that day.

### DELAYED START SCHEDULED OR WEATHER RELATED FOR SACC and KStars

When there is a delayed start for WC there will be NO before school SACC. KStars will begin at 10am for those enrolled in the KStars program.

### Closing WC Early

We ask parents to wait patiently for an announcement if weather begins to worsen and cause various schools to dismiss early. The best way for us to communicate weather-related decisions is via email and text alerts.

We request that parents not call the school offices unless absolutely necessary. Our telephone lines need to be available for public school districts' transportation departments to notify us of bus arrival times. If a local district closes early, they will send their buses to pick up our students who live in their district.

It is very important that you have an emergency plan for your child in case he arrives home and no one is there. Each parent should work this out with his child and be sure their child understands what to do if no one is home. One suggestion is that parents in car pools make emergency arrangements with other drivers and inform the children.

**Lunch:** There will be NO lunch service provided at the Lower School on any delayed or cancelled school days. This includes weather related as well as scheduled delays. Please make sure to pack a full lunch with drink on these days.

### Closings and Delays at Schools *Other Than WC*

At times outlying school districts will have a school closing but WC will remain open. Due to weather conditions, the "closed school districts" will not provide transportation on the days they are closed. **Parents will need to make their own arrangements to transport their children to and from school when their own local public school district is closed.** An excused tardy will be granted to students arriving late from these districts.

If the local school district is delayed, it will likely provide transportation only on a delayed schedule. Check with your local district if you have questions about their policy.

If WC runs on a delay, there is the possibility that your local district will not provide transportation in the morning due to schedule conflicts with their other routes. Check with your local district. WC will run its shuttle bus on a delayed schedule.

While we know that both remaining open and closing on certain days impacts many families, the decision to close, delay, or dismiss early is always based upon the school's best judgment as to whether our students can safely come to and return home from school.

## FACTS SIS

Worthington Christian School uses a web-based school administration system called FACTS SIS to enhance communication among teachers, parents, and students.

### What is it? What does it do?

FACTS is a fully integrated web-based school information system and can be accessed anytime, from work, home, school or on the road. Parents and students will utilize a component of FACTS, which is called **Family Portal**. The Family Portal provides parents and students with password-secure access to WC student information such as:

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

### Technical Requirements to access?

FACTS can be accessed using a Windows or MAC computer that has an Internet service. The recommended Windows method is to use Firefox or Chrome. The recommended MAC method is to use Safari, Firefox or Chrome.

### How to access FACTS for WC if you already have a username and password:

Visit the WC Website ([www.worthingtonchristian.com](http://www.worthingtonchristian.com)) and click the “Parents and Student” tab at the top of the page. A drop-down list will appear, click on FACTS Login. You will then be able to log into FACTS with your information.

Please feel free to contact Susan Sewall, the FACTS administrator, if you have any questions about gaining access to the WC FACTS system.

## KEEPING FACTS INFORMATION CURRENT

It is important that all family and student information in FACTS be kept up to date. This information includes emergency contacts, home address, work/cell/home phone numbers, authorized pickups, etc. Parents have the ability to update information in their FACTS Family Portal accounts and we encourage parents to check their accounts for accuracy of all information and make revisions as needed. Parent may also contact the Lower School office, report the changes and ask the office to perform those tasks.

## DAILY SCHEDULE

8:00	Teachers report for the day
8:25	Duty teachers report to playground
8:50	Students' Enter Building – Teachers report to playground to meet children
9:00	Classes begin
11:20-12:30	Lunch and Recess -please check with your individual grade
2:15	Recess
3:30	Dismissal
4:00	End of Day for Teachers

## CHAPEL PROGRAMS

Chapel programs are designed to encourage and challenge us to walk with the Lord. Children also have opportunities to minister to others during chapel. Parents are welcome to attend any of the programs. Chapel will be held weekly.

## Attendance Policy

Worthington Christian School believes that regular attendance in class is essential to student learning. Missed school 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 policy is designed to encourage students to commit to maintaining a high level of attendance:

### Absences

- After ten (10) student absences, the principal or another administrator will contact the parents and the student to discuss the student's absence rate. A plan may be developed with the principal to allow the student to continue his/her class work.
- After fourteen (14) student absences, the principal will again contact the parents and the student to inform them that the student's credit for class(es) may be in jeopardy. The school reserves the right not to award credit or grant grade promotion due to more than fourteen (14) absences in a semester or a total of twenty-eight (28) within a school year.
- Students absent for illness may not participate in extracurricular activities unless they have been in school for one-half day on the day of the activity.

### Tardiness

- Teachers should mark a student absent if he is not in class at the starting time (9:00 am). If the K-6<sup>th</sup> grade student arrives after the

starting time, he must sign in at the office and receive a green slip. The Lower School office will change the student's record from absent to tardy.

- Habitual tardiness can seriously affect student's school work. After a student has been marked with four unexcused tardies in a grading period this will result in an additional absence for that grading period. If there are four more unexcused tardies in the same grading period another absence will be recorded for the student in the grading period. This pattern will continue until the start of the next grading period.
- Students who go out to lunch and return after the lunch period is over will be assigned a tardy and will need a green slip from the office to re-enter class.
- Tardy students must have a tardy slip in order to enter the classroom.

### Excused Tardy

A student will be given an "excused tardy" if

- 1) he/she arrives late due to traffic problems or bad weather only if the circumstances also cause a bus to be late; or
- 2) he/she had a doctor's appointment; or
- 3) the district in which student resides closed due to weather; or
- 4) the bus(es) are running late in the school district in which the student resides.

At the judgment of the principal, an excused tardy may be granted due to other circumstances. An excused tardy will not count toward the four tardies a student may receive before receiving an absence.

### Makeup Work

- If a student misses one to two days of school, makeup work will be assigned upon the student's return.
- If a student misses three or more days, makeup work may be sent home to the student.
- All makeup work will be due the same number of days as was the length of the absence, beginning the day the student returns. In other words, makeup work after a two-day absence will be due two days after the student's return (third day).
- Students are expected to make up work missed during an absence. Parents may call *on the third day of absence* to make arrangements for work to be sent home. If the child is too ill to do work at home, the child may wait to complete work upon his return to school.

### Attendance Hotline

Parents are to call the attendance hotline (614-410-4343) at any time (24 hours, 7 days a week) to access the automated mailbox to report a child's absence if no Special Absence Request Form has been completed. The

WES office is required to hear *directly* from a parent regarding a child(ren)'s absence. Therefore, parents should not contact the child's teacher with that message but should report the absence by contacting the office either via the attendance hotline number or the main office number, 614-431-8240.

### **Emergencies**

If it is necessary in an emergency for a child to leave school, the parent must obtain permission by going directly to the office.

### **Excused Absences**

Absences are discouraged except for the following reasons:

- Illness of the student
- Death of a relative
- Dental, medical, or dentist/optometric appointments

### **Partial-day Absence**

- If the student arrives at school after 10:30 a.m., he will be marked as absent for one-half day. If the student leaves school before 1:30 p.m. and does not return to school on the same day, he will be marked as absent for one-half day.
- If the student arrives at school after 1:30 p.m., he will be marked as absent for one entire day.
- Students absent due to illness may not participate in extracurricular activities unless they have been in school for one-half day on the day of the activity.

### **Special Absence Request Form (for absence known in advance)**

If a child will miss school for any reason other than the above listed Excused Absences, a Special Absence Request form should be completed by the parents. The form may be printed from Lower School website page. Also copies are available in the office. This form should be submitted to the office *at least* one week prior to the planned absence to allow time for the teacher to prepare a meaningful alternate education plan. The principal must indicate his approval by signing the form. Then the teacher will add assignments and send it home with the student on the last day before the planned absence. (This is because it is nearly impossible for a teacher to predict in advance where the class will be in the curriculum.)

## FINES – LIBRARY AND LUNCH

At the end of the year unpaid library and lunch charges will result in a student's report card to being held.

## ENRICHMENT PROGRAM

The typical student at Worthington Christian achieves and has on average a higher ability level than their peers in most other schools. With that in mind, our general curricular program is designed with greater levels of rigor. But even with that, there are students with academic ability that benefit from even further engagement, and we provide academic enrichment to students in this population. The Enrichment program seeks to supplement the regular classroom by giving students opportunities to explore areas of academic interest as well as support and deepen the objectives of the regular curriculum through projects and problem-based learning.

Enrichment is a voluntary pull-out program for students in grades 3-6 who meet the criteria based on standardized testing record and teacher recommendation. To ensure that student's needs are being met in the best possible ways, qualifying students may begin participation in the program when they have attended Worthington Christian School for at least one semester. Qualifying students' parents will be notified by the enrichment teacher when they qualify and are able to start the program. This notification typically is made at the beginning of each semester.

## STRINGS

Since strings for grades 3-5 is set up as a 'pull out' program, meaning that students miss instructional time to attend the weekly practice with Mrs. Johnson, there will be classwork for students to make up from when they are out of class. This more than likely will entail additional efforts from the parent in explaining or reinforcing certain concepts they may not have heard or practiced.

## CAFETERIA PROCEDURES AND GUIDELINES

### Lunch Menus

Lunch menus are available on our school website under the Quick links tab and the cafeteria bulletin board. They are also available on FACTS, the smart phone and tablet applications.

### Lunch Process/Biometric scanning:

The school will take a scan of each student's index finger, and that file will be connected to his/her student record on FACTS. When he/she purchases items in the cafeteria, the student will simply scan their index finger into the reader at the check-out station.

Lower School Students order their lunch or milk every morning in their class room by their teacher.

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 student's account.

### Lunch Payment is a prepaid system

**FROM YOUR COMPUTER:** Login into your ParentsWeb account and click on FACTS Financial. You will see the following:

PREPAY ACCOUNTS - Here you can see your Food Service balance and add funds as needed. 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 PHONE:** The FACTS home page 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.

We reserve the right to block neglected-unpaid accounts. As a suggestion, while checking student grades and homework click in to check your balance and add funds.

Please make it *your priority* to monitor your family account to avoid this “undesired” option. (I do not want to block any of our student's from having lunch!)

In addition to blocking the lunch account, grades could be blocked on your FACTS account until the account is paid in full.

### LUNCH & MILK PRICES

Full lunch (includes milk) - **\$3.00**

Milk (white or chocolate) - \$.60

### LUNCH PROCEDURES

1. Students will order their milk or lunch through their teacher in the classroom each morning.
2. Teachers will line students up for lunch based on what they are doing. Full lunch, milk, or packing before heading to the cafeteria.
3. Students are to hang their coats on the racks outside the lunchroom **BEFORE** getting into line.
4. Buyers will scan their index finger at the register, get milk choice, utensils, necessary condiments, and lunch tray
5. Students are **NOT** permitted to trade or ask for other student's food.
6. All food must be eaten in the cafeteria. (not taken out to the playground).
7. Talking is to be kept in a low, inside voice.
8. Students are dismissed by raising their hand and excused by an adult leader. Students are to throw away all their trash and clean up their immediate eating area.
9. Once dismissed, students are to **exit**, get their coats, and follow classroom procedure to go directly to the playground.
10. **Microwaves are available during lunch (3<sup>rd</sup>-6<sup>th</sup> ONLY) A 2-minute maximum use per student is required to insure all students have the opportunity to use them. K-2 students will NOT have access to microwaves.**

### A LA CARTE PURCHASES (3<sup>rd</sup>-6<sup>th</sup> grade only)

In addition to purchasing lunch and milk, we also permit **3<sup>rd</sup> through 6<sup>th</sup>** grade students to order additional a la carte items from the daily menu – of course, with parental permission. Students must purchase a full lunch in order to purchase a la carte items in the 3<sup>rd</sup> and 4<sup>th</sup> grades. Items must be ordered in the class through their teacher on FACTS each morning (Limit one of each item). We do not allow additional purchases of “treat” items (i.e. cookies, sherbet, etc.) if a student has already ordered a FULL LUNCH. We will permit **5<sup>th</sup> and 6<sup>th</sup>** grade students packing lunch to purchase treat items. If you do not want your student making extra item purchases, please communicate that directly with your student. At the end of lunch service, **an announcement will be made if there are items available for purchase.** These items are sold on a first come first serve basis. Students are to walk to the register, communicate what they would like to purchase, and then pick up the item at the window. If you do not want your student to purchase additional items – **PLEASE** communicate with your students about your expectations!

**MILK, JUICE or WATER**

*As a part of a regulated, balanced lunch milk is a requirement.* IF your student has allergies or you give them permission to exchange for a juice box or water (knowing that the lunch will not meet the dairy requirement for a balanced lunch), please send a written note or an email to me to have on file. Otherwise, they can only have a milk.

**PEANUT FREE/ALLERGY TABLE**

We have set aside a specific table that is marked for students with peanut allergies. A student with a peanut allergy is allowed to sit at this table – and can have a buddy, so long as they are a LUNCH buyer for the day (to ensure there are no peanut products in their lunch). Please make sure we are aware of your student's allergies.

Any questions feel free to contact your school manager or the food service director

**Delayed Start Lunch Guidelines**

K-6 Lunch service will NOT be provided on a delayed schedule. Students are required to pack a full lunch with drink, including all Kstar students.

Kathy Kramer, Food Service Director

[kathy.kramer@worthingtonchristian.com](mailto:kathy.kramer@worthingtonchristian.com)

Julie Hudak, Lower School 3<sup>rd</sup>-6<sup>th</sup> grade Food Service Manager

[Julie.hudak@worthingtonchrisitan.com](mailto:Julie.hudak@worthingtonchrisitan.com)

Annie Tilton, Lower School K-2<sup>nd</sup> grade Food Service Manager

[elizabeth.tilton@worthingtonchristian.com](mailto:elizabeth.tilton@worthingtonchristian.com)

## ARRIVAL AND DISMISSAL

Drop off does not begin until 8:30 am and all students must be at school and ready to begin their day by 9:00am.

Dismissal is at 3:30pm and all students must be picked up by 3:40pm

Please watch for additional details to be communicated as we approach the start of the school year concerning carline pick up and drop off.

## PARKING

Parking is available at the K-2 building with very limited visitor spaces available at the 3-6 building.

## LIBRARY

The Lower School Library exists to support and supplement the Lower School curriculum. It provides resources to enhance our students' academic growth as well as resources to encourage a life-long love of reading. Currently our library has over 15,000 items including books, magazines, DVDs, audio books, and e-books. Our students have online resources such as World Book Student, BookFlix (pairs classic video storybooks with related nonfiction books), and Biography Reference Bank through INFOhio, a state-wide digital library which offers resources and services to Ohio's PreK-12 students, their parents, and their teachers. Information on all of these resources is available through the Lower School intranet:

<http://www3.worthingtonchristian.com/es/intranet/>.

Library items may be checked out for two weeks. Students are charged \$.10 a day for each day library material is overdue, excluding weekends, holidays, and excused absence from school. Overdue and fine notices are sent home via e-mail on a weekly basis. At the end of each of the first three quarters, any student with an outstanding balance of \$10 or more will have his/her grade report withheld. At the end of the fourth quarter, any student who has an outstanding balance of any amount will have his/her grade report withheld until the balance is paid.

If a book is lost or damaged beyond use, the child must pay for the item, plus a \$5 processing fee for replacing and processing the material.

One way we add to our library collection is through a program called the "**Birthday Book Club**". For a \$15 donation a student may choose a new book from a selection in the library in honor of his/her birthday. A bookplate with the student's name will be placed on the inside front cover of the book

chosen, and the birthday child will be the first person to check out the “Birthday Gift” book before it goes on the shelf. These donations really add to our collection and the children love seeing their names in the front of the book and on a special birthday book display in the library.

## DELIVERING MESSAGES TO STUDENTS

We realize that teachers are sometimes unable to check their messages during the school day and also substitute teachers do not have access to teachers’ voice mail and email accounts. Therefore, parents should contact the Lower School office (614-431-8240) to request that a message be given to their child. An office staff person will immediately forward or deliver the message to the child’s teacher, whether by telephone, email, or hand delivery. This includes any transportation changes that need to be made during the day.

*Please call the office before 3:00 to make changes to your student’s transportation home.*

## EMERGENCY DRILLS

Throughout the school year students, under the direction of faculty, will practice different kinds of safety drills prescribed by the Ohio Department of Education. Multiple fire, tornado and safety drills will occur during the school year. The school has an emergency operations plan that addresses multiple actions should an emergency occur.

## CROSSING STREET

Throughout the school year there may occasionally be special events that will require students to cross the street with a teacher. Examples of these events may include strings Christmas chapel, make up picture day, 2<sup>nd</sup> grade visit to 3<sup>rd</sup> grade, sibling pictures, 6<sup>th</sup> grade rocket launch, Fun Run at the end of the year as well as other special activities. Students will always be accompanied by an adult(s).