



Worthington  
CHRISTIAN SCHOOL

# PARENT & STUDENT HANDBOOK

LOWER SCHOOL CAMPUS

*Contents of this handbook are subject to revisions.*

◆ *Indicates updated content*

---

## GRADES K-2

**ADDRESS:**

6675 Worthington Galena Road  
Worthington, Ohio 43085

**PHONE:**

614-431-8240

**WEBSITE:**

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

## GRADES 3-6

**ADDRESS:**

6670 Worthington Galena Road  
Worthington, Ohio 43085

**PHONE:**

614-431-8216

## CONTENTS

WELCOME AND INTRODUCTION .....	3
MISSION STATEMENT AND EDUCATIONAL PHILOSOPHY .....	4
CORE TRUTHS .....	5
CHILD MALTREATMENT, MANDATORY REPORTING, SEXUAL HARASSMENT, AND NON-DISCRIMINATION POLICIES .....	6
FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT (FERPA) .....	6
BULLYING PREVENTION AND RESPONSE .....	6
NETWORK/COMPUTING ACCEPTABLE USE POLICY .....	9
SCHOOL SAFETY AND EMERGENCY PREPAREDNESS .....	11
PLEDGES .....	12
CODE OF CONDUCT .....	13
◆ STUDENT DISCIPLINE .....	13
RESOLUTION OF CONCERNS .....	16
UNIFORM/DRESS CODE GUIDELINES .....	16
COMMUNICATION .....	18
ACADEMIC MATTERS – GRADES, HOMEWORK, ETC .....	18
ACADEMIC INTEGRITY .....	21
DAILY SCHEDULE .....	27
ATTENDANCE POLICY .....	27
HEALTH PRACTICES .....	30
BUS TRANSPORTATION .....	32
AFTER-SCHOOL PICK-UP AND SACC .....	34
WEATHER-RELATED SCHOOL CANCELLATIONS OR DELAYS .....	35
◆ PARENT INVOLVEMENT .....	36
VISITORS .....	37
GUIDELINES AND POLICIES .....	37
CAFETERIA PROCEDURES AND GUIDELINES .....	41
LUNCH MENU and PRICING .....	41
◆ LIBRARY .....	43
EMERGENCY AND SAFETY .....	43
SOCIAL MEDIA POLICY .....	44
YEARBOOK AND SCHOOL PICTURES .....	44

# **WELCOME AND INTRODUCTION**

## **A LETTER FROM OUR PRINCIPAL**

Dear Parents,

Welcome to the new school year – what an exciting time!

Here at Worthington Christian, we count it an honor to come alongside like-minded families with hearts for the Lord and a desire to educate their children through a Biblical worldview.

In this handbook, you will find all the details you need for the school year as well as general information about the school such as our mission statement, educational philosophy, and core truths.

I encourage you to take the time to peruse the handbook to acquaint, or reacquaint, yourself with our policies and procedures. You will find things such as our attendance policy, US Shuttle procedures, uniform guidelines, and much more!

We look at education at WC as a partnership with parents. We are on the same team and want to work together in all things. So, whether it's making up work from an absence or bringing in birthday treats or volunteering in the lunchroom, it's all important! Please don't hesitate to reach out as we partner in the education of your precious children!

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 during this upcoming school year.

Blessings,

Mrs. Nanci Griffith  
Lower School Principal  
Worthington Christian School

# MISSION STATEMENT AND EDUCATIONAL PHILOSOPHY

## MISSION STATEMENT

◆Worthington Christian School develops the mind of Christ in students, equipping them to embody grace and truth as servant leaders for His kingdom.

## 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.

## 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 illuminates 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 MALTREATMENT, MANDATORY REPORTING, SEXUAL HARASSMENT, AND NON-DISCRIMINATION POLICIES**

Worthington Christian School is committed to its duty of the protection and safety of children as well as creating and maintaining a learning and working environment that is free from unlawful discrimination based on sex. This commitment follows the fundamental mission of WCS to instruct students in a biblical worldview, to give authentic witness to the teaching of the Scriptures, and to uphold the human dignity of every person. Worthington Christian is fully resolved to prevent the occurrence of any acts of abuse or sexual discrimination within the school and to confront any act of abuse or maltreatment immediately and forthrightly. We believe this is our duty as followers of Christ (Psalm 140:1, 103:6). For additional information, please see the [Child Maltreatment and Mandated Reporting Policy](#) and the [Sexual Harassment and Non-Discrimination Policy](#).

### **NON-DISCRIMINATORY POLICY**

The governing board of Worthington Christian School located at 6675 Worthington Galena Road in Worthington, Ohio 43085 has adopted the following racial nondiscriminatory policies. Worthington Christian School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school-administered programs. Worthington Christian School will not discriminate on the basis of race, color, or ethnic origin in the hiring or retention of its certified or non-certified personnel.

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

As a chartered non-public school, Worthington Christian School conforms to [FERPA](#).

## **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 Peacekeepers 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:

- 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, the 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.
- c. 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.

**6. Reconciliation sought.**

- 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."; 1 Corinthians 12:22-27, "On the contrary, those parts of the body that seem to be weaker are indispensable, and the parts that we think are less honorable we treat with special honor. And the parts that are unpresentable are treated with special modesty, while our presentable parts need no special treatment. But God has put the body together, giving greater honor to the parts that lacked it, so that there should be no division in the body, but that its parts should have equal concern

for each other. If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it. Now you are the body of Christ, and each one of you is a part of it.”

<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. 21 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, 24 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.”; 2 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.”

## **NETWORK/COMPUTING ACCEPTABLE USE POLICY**

The Worthington Christian School computer network is defined as computers, both networked and stand-alone, printers, internet access, Wi-Fi access, software, and other equipment.

The school's network was 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 has wireless internet access. Students using a WCS owned Chromebook may access the student Wi-Fi, with proper permission, and all the “Acceptable Use” guidelines apply to such access. Students accessing the internet with a personal device, should use the WCSCGuest Wi-Fi. The wireless network has similar protections to the rest of the network. The WC AUP and Internet filtering tools are fully CIPA compliant (Children's Internet Protection Act).

WC students and staff are expected to conduct themselves on the computer system in the same fashion as they do elsewhere in the WC community. The rules for the school network are simple and conform to the broader rules and expectations of the school. In general, users are required to avoid actions which are illegal (libel, slander, vandalism, sexual harassment, theft, inappropriate access, copyright infringement, etc.), or unkind (personal attacks, invasion of privacy, “flames,” 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 the school network.

**Sharing one's USER ID and password with anyone, or receiving the USER ID 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 WC or the government. Help each other avoid these things. Illegal actions include:

1. **Slander and Libel** – These terms are defined specifically in law. Slander is oral communication of false statements injurious to a person's reputation. Libel is a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damage a person's reputation. In effect, students must remember that material distributed through the '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 the school network 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 are 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 the school network 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 the school network. Any information posted or sent via school equipment should be suitable for print in any of our school publications.
6. **Inappropriate Access** – Students and staff may not use the school network 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 the school network. Students should not download or copy major portions of Web site materials (text, photos, music, etc.) accessed on the Internet from WCS computers unless the Internet material is clearly identified as Public Domain, or unless the student contacts the author of the Web site materials and receives explicit permission to use the materials. Web sites and peer-to-peer networks, etc. that knowingly encourage copyright infringements and violations, should not be accessed from the school network.
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 the school network.

### **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 websites or blogs (including social networking sites like Instagram, Snapchat and Facebook) while logged on to any part of the school network. Students may not access their personal home computers or the computers belonging to friends through any part of the school network.
4. ♦Playing digital games on school devices is prohibited during the school day. Streaming videos (including, but not limited to video game footage, sporting event videos, movies, memes, YouTube videos) is prohibited on school devices during the school day.
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.)

### **SCHOOL SAFETY AND EMERGENCY PREPAREDNESS**

Worthington Christian School is committed to creating a safe learning environment for students, faculty, and staff. School safety is foundational to the school's mission and supports the development, wellbeing, and growth of students. While it is impossible to mitigate all risk, the school proactively seeks to implement best practices, work with local experts, and update technology to augment safety.

The school regularly practices and implements the following to ensure safety:

- Compliance with state requirements by submitting the school's Emergency Management Plan with approval from the Ohio School Safety Center
- Building walkthroughs with local law enforcement
- Security and vulnerability assessments using criteria from the Ohio School Safety Center
- Inspections with local fire department officials
- Lockdown/safety drills
- Training of faculty and staff with local law enforcement
- Upgrades to security systems (e.g., surveillance, communication, access control)
- Assemblies including staff and students reviewing safety procedures
- Development of a *Quick Reference Guide* for employees to respond to common emergencies
- Use of Raptor screening software for all visitors

Additionally, Threat Assessment Teams have been created and include members from all campuses. Team members were trained using the Comprehensive School Threat Assessment Guidelines (CSTAG), which employs an evidence-based system to identify, reduce, and effectively manage risk with a student-centered approach. Also, select faculty and staff participate in the annual Ohio Department of Education School Safety Summit. Furthermore, the Safety Committee works with local experts to conduct training to respond to emergent situations. The Dean of Student Life is charged with sharing the responsibility of liaising with local agencies (e.g., police departments, Emergency Management Agency) to ensure Worthington Christian School is prepared for emergencies. Safety continues to be a priority for the administrative team.

If a student, parent, or employee is concerned about school safety, please report to the specific campus's building principal, the Dean of Student Life, and/or the facility manager. Their contact information is:

- Nanci Griffith, Lower School Principal, [Nanci.Griffith@worthingtonchristian.com](mailto:Nanci.Griffith@worthingtonchristian.com), (614) 431-8240 (Lower School)
- Todd Aiken, Upper School Principal, [Todd.Aiken@worthingtonchristian.com](mailto:Todd.Aiken@worthingtonchristian.com), (614) 431-8210 (Upper School)
- Jack Gross, Facility Manager, [Jack.Gross@worthingtonchristian.com](mailto:Jack.Gross@worthingtonchristian.com), (614) 209-0615
- Dr. Erica Van Dop, Assistant Head of School, [EricaVanDop@worthingtonchristian.com](mailto:EricaVanDop@worthingtonchristian.com), (614) 431-5254

## 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.*

## **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.  
(Jn. 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 on someone else.

## **◆STUDENT DISCIPLINE**

WC seeks to create a community in which all members of the school assume responsibility for an engaging and healthy school climate with the aim of cultivating Christ-honoring self-discipline. Faculty and staff routinely seek to identify positive student behavior and reinforce this to encourage its continuation. The Lower School staff helps make expectations clear, encourages respectful and responsible behavior, and celebrates

students who make good choices. This is reinforced through our HEART of a Warrior program. When students do not abide by the school's expectations, a redemptive and progressive approach to discipline will be employed.

At the Lower School, a matter of discipline is understood as any violation of the Code of Conduct. In all matters of discipline, the student must take full responsibility for his or her own actions, regardless of the choices of others.

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

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

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

- The faculty or staff member who observed the offense or received a report of a possible offense will usually discuss the problem with the student prior to any disciplinary action being taken. The one observing or receiving the report of the alleged offense will communicate with the student's teacher. If minor, the teacher will follow their classroom discipline plan. If major or reoccurring, the teacher should enter a discipline note in the student's FACTS account to ensure parents are aware of the incident or reoccurring incidents, issue a disciplinary write-up, and that often constitutes the end of the matter. Faculty should enter a discipline note in the student's FACTS account to ensure parents are aware of the incident.
- If additional steps are required, the faculty or staff member will inform an administrator of the problem, and the administrator will then assume the key role in the process.
- At this point in the process, parents may be contacted, and their input sought. Then, an appropriate plan for any discipline and restoration will be established with the guidance of the administration and/or school counselor. This could include requiring counseling, mentoring by a youth leader, local church and home accountability, detention, suspension, academic penalties, athletic or cocurricular ineligibility, and in some extreme cases, expulsion.
- The appropriate faculty and staff will be notified of probation and of any other disciplinary action that will affect the student's academics or attendance. Only faculty and staff who need to know will be notified. Furthermore, the nature of some offenses may require that the administration inform the faculty, staff, and/or student body of the offense and the steps taken related to its resolution. This is done to avoid the rumors that spread and hinder restoration.

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

Students are expected to respectfully comply with whatever regulations or disciplinary measures are imposed throughout the process within the timeframe stipulated by the school. Failure to do so may be considered an additional discipline violation that may lead to additional and more severe consequences such as suspension, a lengthier suspension, or expulsion. Confrontational behavior with staff is contrary to conduct expected from all WC students and parents.

### **A WORD ABOUT GRACE**

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

### **A WORD ABOUT CONSEQUENCES**

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

## **RESOLUTION OF CONCERNS**

At any level of this process, it may be helpful to invite others to participate in the discussion if it is believed that their involvement will assist in reaching a solution. Step 1: Meet with the person directly involved in the problem and seek resolution Step 2: Meet with either the school counselor or an administrator Step 3: Meet with the principal Step 4: Meet with the Assistant Head of School Step 5: Meet with the Head of School

## **UNIFORM/DRESS CODE GUIDELINES**

### **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 the school day. 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.
6. Shoes must fully enclose the toe and heel. Thus, sandals and crocs 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 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.
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 for 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.

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 violating the uniform policy, the 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), administration 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. Out-of-uniform violations are addressed within the classroom discipline procedures.

## **OUT OF UNIFORM DAYS**

### **Shoes**

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

### **Shorts and Skirts/Dresses**

Minimum length must be no shorter than 3" above the top of the kneecap.

### **Leggings**

A longer shirt or shorts/skirt on top of them is needed.

### **Shirts**

If there is an image or messaging on the shirt, it must be positive and non-divisive. 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. **All shirts must have sleeves.**

### **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 with 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 email the teacher 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 youngest 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 School app.

## **ACADEMIC MATTERS – GRADES, HOMEWORK, ETC.**

### **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 student's grades at any time.

### **Kindergarten**

The Kindergarten report card is designed to give as complete a 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.

- 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

## **Grades 1-2**

For grades 1 and 2, the grade system is as follows:

- 3 Outstanding progress, independent worker
- 2 Consistent progress, occasional help needed
- 1 Experiencing difficulty, frequent help needed

## **Grades 3-6**

For grades 3, 4, 5 and 6, the grade system used is as follows:

### **3-6 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.

## **QUARTERLY IEP PROGRESS REPORTING**

Progress Reports are submitted to the Ohio Department of Education quarterly.

Progress reports are generated relative to the current IEP goals, and the reports are available online through a parent portal or may be emailed to parents upon request.

## **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 K-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 and math fact 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 may be assigned homework for up to 30 minutes per night, excluding Wednesdays. Students in 6th grade may be assigned homework for up to 45 minutes per night.

## **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.

## **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, English language arts, social studies, science, mathematics, physical education, art, STEM/technology, music and library/media instruction.

## **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.

## **MUSIC PROGRAM**

The music program dates will be announced later in the year. Participation in the music programs is part of the student's curriculum and all students are expected to participate. Please see the Lower School calendar on the website.

## **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.

## **ENRICHMENT PROGRAM**

Worthington Christian School is committed to developing policies and programs which will serve the unique needs of our gifted and high ability students within the framework for excellent teaching and learning. The Academic Enrichment Program at Worthington Christian exists to challenge, engage, and support our gifted, high ability, and high performing learners in authentic and creative ways. The school recognizes the importance of specially designed programming for high ability

learners and the impact it has on student investment and performance. Providing appropriate opportunities for students to make continuous progress requires raising the learning ceiling, increasing flexibility, and ensuring that students are learning at levels and rates which will allow them to reach advanced proficiency. Students who are identified as gifted require differentiated and dynamic learning opportunities both in the general academic setting and beyond.

## **ACADEMIC INTEGRITY**

At Worthington Christian School, 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 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.

### **K-6TH GRADE ACADEMIC INTEGRITY POLICY**

Worthington Christian Lower School serves a broad spectrum of ages across the span of K through 6th grade, and what may be appropriate in kindergarten may not be appropriate in 6th grade and vice versa. Campus-wide, academic integrity focuses on cheating, and as students reference other texts, we focus on plagiarism.

#### **WHAT IS CHEATING?**

- Copying someone else's paper at a time where group work is not allowed and claiming it as your own.
- Allowing other students to use your work to copy, when that is not allowed.
- Allowing other people (students, parents, siblings, etc.) to do your work for you.
- Using a graded test/assignment from an older sibling as a study guide or answer sheet.
- Plagiarizing on a written assignment.

#### **WHAT IS PLAGIARISM?**

According to the Oxford Dictionary, plagiarism is a type of cheating where people "steal and use the ideas and/or writings of another as one's own," without giving credit to the original author. Part of learning is to engage with a lot of different ideas from

multiple 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.

Plagiarism 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.
- 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.
- Not citing a source when:
  - 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.
  - 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.

### **PARAPHRASING THE RIGHT WAY**

- Students indicate which source, website, author, and/or title they got their information from.
- Students take the thoughts or ideas from a text without using the general sentence structure or words/phrasing from the text.
- If students are using class notes for an assignment, they do not copy the wording or sentence structure provided in the notes and must indicate that they have utilized the notes by referencing the title of the note sheet and the teacher's name.
- If any images are taken from the internet or out of books, they must be cited, whether they are traced or copied/pasted.

If you are unsure of what paraphrasing should look like, consider this example: Sally the sixth grader is working on a science project. 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.

Throughout an academic career, paraphrasing is a skill developed and used in all content areas. We understand that this skill takes time to practice and develop, and we give guidance, grace, and correction as students learn how to correctly paraphrase, use their own ideas, and give credit when it is due. When students fail to adhere to the guidelines set for them, there are consequences which are laid out below.

### **HOW WILL PLAGIARISM BE VERIFIED?**

Accusations of plagiarism are made against a student 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 witnesses.
- Plagiarism is revealed upon a similarity check or another report of that nature (this includes but is not limited to matching student-submitted text to a textbook or notes, matching more than one student submitted text to each other, identifying similar or identical text from book summary websites, reverse image searches, etc.).
- Written voice is not consistent with that of previous work.

### **WHAT ARE THE CONSEQUENCES OF CHEATING and/or PLAGIARISM?**

The following consequences apply to both individual and group assignments. If cheating and/or plagiarism are found on a partner or group assignment, all students involved will receive consequences. \*Important Note- tests and quizzes where cheating is observed will result in an automatic zero with no chance to retake, unless otherwise determined by teacher discretion.

#### **First Offense**

- Teachers will give an initial zero on the assignment with the chance to make up the assignment for 75%-100% credit based on teacher discretion and severity of offense.
- 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 asked to sit in a conference with the teacher/teaching team for the class where the plagiarism was committed. Together, they will create a plan for moving forward in school after the second offense and walk through the consequences of a third offense as detailed below.
- The student will attend lunch detention for 1 week (grades 3-6). During that time, students will be expected to produce authentic work to complete the assignment. Any extra time needed to redo the assignment must be made up on their own time.

### **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.
- The student will attend lunch detention for 1 week (grades 3-6). During that time, students will be expected to produce authentic work to complete the assignment. Any extra time needed to redo the assignment must be made up on their own time.

These offenses are not cumulative year to year, so any previous grade offenses are expunged at the start of the next year. This policy is meant to be firm yet constructive.

### **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.

## ◆Worthington Christian School Guidance for Artificial Intelligence Usage

### Philosophy

A Christ-centered education develops students' minds to think rightly about God, themselves, others, and the world. The act of learning invites students to discover and apply truth, beauty, and goodness in their lives. Academic work at WCS is an extension of this mission. When students engage in the learning process of an assignment, they develop skills and habits far more valuable than any product they submit. Of deepest value is how the process shapes the learner; what students produce at WCS is secondary to who they become along the way.

As a Christ-centered school, WCS acknowledges the peril and potential of artificial intelligence (AI) in the learning process. Like any technology, generative AI can be an asset to the kingdom—for those who bring a developed mind to the tool. However, responsible AI usage requires a level of discernment that few young people have developed. The same tool that can assist a mature learner can, in literal seconds, complete an entire assignment for those still developing. In this way, generative AI is uniquely capable of undermining the educational process at WCS: a way for students to “do” academic work without developing in the desired fashion. Therefore, WCS commits to discipling students in appropriate AI usage—to approach the tool as an asset to their learning, not a way to circumvent the process. Our expectation is that when graduates of WCS use AI in the future, they will be bringing wisdom, skills, and godly habits to the tool.

### Policy for Usage

To promote the development of the mind of Christ, WCS prohibits any use of AI that replaces, outsources, or dilutes the growth intended in the process of an assignment. As such, students at WCS will abide by the following guidelines:

- Students may NOT use any form of AI to complete academic work at WCS without explicit permission from their teacher.
- Examples of prohibited AI include—but are not limited to—generative large language models (Chat GPT, Gemini, JotBot, Copilot, etc.), paraphrasing tools (Grammarly AI), or word spinners (Quillbot, Undetectable AI, etc.).
- Students with accommodations may use AI to the extent these tools are written in their IEP or Accommodation Plan within the intervention program.
- Any unauthorized use of AI tools to complete academic work at WCS will be regarded as an academic integrity violation and subject to disciplinary action as outlined in the *Parent and Student Handbooks*.

### Age-Specific Guidelines: Grades K-8

- Students in kindergarten through eighth grade should not use artificial intelligence to complete any assignments.
- Due to the safety issues of data collection within AI, K-8 teachers will consult administration before utilizing any form of AI in classroom instruction.

- Teachers of grades 7 and 8 are encouraged to engage students in intentional conversations about AI, namely on the importance of wise decision making when utilizing artificial intelligence as a tool.

#### Age-Specific Guidelines: Grades 9-11

- Students may NOT use any form of AI to complete academic work at WCS without explicit permission from their teacher.
- Teachers in ninth through eleventh grade may choose to incorporate AI usage into classroom instruction. However, if implemented,
  - all AI usage should be contained to the physical classroom with teacher oversight
  - students must receive explicit guidelines on the extent to which AI can be used for the in-class assignment or activity
  - teachers should be able to explain why AI was *necessary* for the goals of the assignment.

#### Age-Specific Guidelines: Grade 12

- In their senior year, students at WCS will be given intentional opportunities to use AI tools in the academic process with explicit permission from their teacher.
- Any permitted use should aim to develop habits of responsible engagement—as “guided practice” in extracting the benefits of AI without succumbing to its perils.
- Explicit instruction on the proper utilization of AI is still paramount:
  - Students must receive explicit guidelines on the extent to which AI can be used for the assignment or activity.
  - Any misuse of AI beyond these parameters will be considered an academic integrity breach and subject to discipline as outlined in the *Parent and Student Handbooks*.
  - Even as seniors, students at WCS may NOT use AI to replace, outsource, or dilute the growth intended in the full process of an assignment.
  - Teachers should be able to explain how AI literacy has been developed through the assignment.
  - Students should be able to articulate how AI extended their skills within the assignment.

#### **Applicability of Other Policies**

Any student misuse of AI that violates other policies of the school (e.g., Sexual Harassment and Non-Discrimination Policy, Child Maltreatment and Mandated Reporting Policy) will be addressed according to those policies and may be referred to the appropriate authorities.

## **DAILY SCHEDULE**

The school day for students is 9:00am – 3:30pm.

8:00	Teachers report for the day
8:30	Car drop-off starts
8:50	Students enter building from playground
9:00	Classes begin
11:15-12:30	Lunch and Recess -please check with your individual grade
2:10	Recess for grades 1 - 4
3:30	Dismissal
4:00	End of Day for Teachers

### **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.

### **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 is held weekly.

## **ATTENDANCE POLICY**

To maximize the educational process, and in keeping with our legal responsibilities as a school chartered by the State of Ohio and accredited by the Association of Christian Schools International, the following attendance procedures will be observed. **Students on the EdChoice Scholarship who do not abide by our attendance policy may be at risk of losing their scholarship.**

**Students may not have more than 20 unexcused days during a single school year.**

### **ABSENCE DEFINED**

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

**A parent/guardian must always call the office to report an absence, late arrival, or early release for their student.**

**EXCUSED ABSENCES** – Any documentation must be turned into the office where we will store it in the student’s file.

- **Illness or injury.** Any absence which exceeds 3 days must be certified in writing by a physician or appropriate health professional.
- **Serious illness in the family.** Any absence which exceeds 3 days must be certified in writing by a physician or appropriate health professional.
- **Death of relative.** Any absence is limited to a period of 3 days and must be documented in writing by the parent/guardian of the student. If a student is absent for this reason for more than 3 days, a parent/guardian must reach out to the teacher and school office to discuss any additional support needed.
- **Medical or dental appointment.** Physician/dentist notes must be turned into the office to be stored in the student's file.
- **College visit with older sibling.** Student must provide documentation from the college, university, or technical college verifying the date and time of the visitation.
- **Emergency or other set of circumstances.** The parent/guardian must call the office and provide details regarding the emergency circumstances. If a student is absent for this reason for more than 3 days, a parent/guardian must reach out to the teacher and school office to discuss any additional support needed
- **Out-of-state enrichment activities or extracurricular activities.** A student who is absent from school for the sole purpose of traveling out of state to participate in an enrichment activity approved by the principal or in an extracurricular activity can have up to 4 days per school year excused. The parent/guardian must provide documentation to the office detailing the dates and reasons for these absences.

### **ABSENCES ARRANGED IN ADVANCE**

- Parents are required to notify the school of any planned absences by completing a Special Absence Request form. The school will enter these dates into the FACTS attendance. Therefore, parents will not need to report each daily absence.
- While special absences may be excused, they will be reflected in the student's records like any other absence. Excessive absences may potentially affect grade promotion.
- Students are responsible for making up missed work. Teachers may help with making up work as their time permits. Teachers are not under obligation to take extra time to help a student make up work missed during a voluntary, non-medical absence.

### **VOLUNTARY ABSENCES ON EITHER SIDE OF BREAKS**

- It is strongly recommended that parents not schedule vacations that require students to miss class the day before or the day after breaks. This is extremely disruptive to the collective education of the students who remain in school until the beginning of the break and return on time at the end.

- Teachers have no obligation to post quiz, test, or assignment plans earlier than normally required for any other academic week to accommodate student travel plans. See “Absences Arranged in Advance” above.

### **REPORTING AN ABSENCE OR REQUESTING EARLY RELEASE**

For an absence to be excused, parents must call the school by 9:00 a.m. on the day of the absence or early release and **state the specific reason for the absence or early release**. The school reserves the right to consider an absence or early release unexcused if the parent or responsible person does not call. Use the **ATTENDANCE HOTLINE 614-410-4343** to report absences before school starts. Please DO NOT use email. After school starts, call the school directly at 614-431-8240. There is no need to call if an absence has been pre-arranged. The Lower School 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 calling the attendance hotline number.

### **LEAVING SCHOOL FOR APPOINTMENTS OR OTHER REASONS (EARLY DISMISSAL)**

A parent/guardian must notify the office if a student will be leaving early. (The earlier we know, the better!) The parent must then sign out at the office before leaving. If/when the student returns to school, the parent should sign the student back in.

### **EXTENDED AND/OR FREQUENT ABSENCES**

♦Worthington Christian Schools, in alignment with Ohio's House Bill 410 (2016), intends to take a **preventative approach** to excessive absences and truancy. Regular attendance in class is essential to student learning. Missed days, while necessary at times, may effectively diminish the quality of teaching and learning. Although provisions will be made for missed class time, classroom instruction cannot be thoroughly replicated through makeup assignments. Therefore, the following district-wide policy is designed to encourage students to commit to maintaining consistent attendance, and to provide guidance and structure for those who might experience a prolonged illness:

- After ten (10) student absences, the administration will send an attendance letter notifying parents of the excessive absences. If there are extenuating circumstances surrounding the absences (i.e., extended student illness), a plan may be developed with administration to allow the student to continue his or her class work.
- After fourteen (14) student absences, administration will again contact the parents 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.
- Some extended absences leave students with a massive amount of work to be made up. The makeup schedule is governed by a Temporary Intervention Plan

(TIP). All work must be completed by the last day of the semester. If that should prove impossible, the student may seek an extension from the administration. The request must contain medical documentation of the need for the extension. If an extension is granted for second semester work, it cannot extend beyond June 15th.

- ◆If a student has excessive absences or becomes habitually truant as defined in House Bill 410, the absence intervention team will work with parents to create an absence intervention plan.

### **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.
- When a student has an unplanned absence 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).
- For an Extended Absence a form will be completed. Teachers will give prepared work on the day before the absence. This work is due upon return.
- 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.
- Long-term assignments are due the first day back after an absence.

## **HEALTH PRACTICES**

School nursing, a specialized practice of nursing, protects and promotes student health, facilitates optimal development, and advances academic success. (NASN Board of Directors February 2017) Worthington Christian School employs nurses at each school building during scheduled school hours to provide for health-related needs of students. (ORC 3313.68, 3313.73) Worthington Christian utilizes the FinalForms and FACTS platforms for health-related information that is to be shared with the nurses in order to permit and provide for the care of students by the nurses. Parents are required to review and update FinalForms each school year by August 1, and as needed. Examples of care provided to students are, but are not limited to, medication management (ORC 3313.713), immunization compliance (not administration) (ORC 3313.671), vision and hearing screenings (ORC 3313.673, 3313.50, 3313.69), first aid, allergy care (ORC 3313.7110, 3313.7118), concussion care (Ohio Department of Health Youth Concussions), asthma care (3313.7113), routine illness care, diabetes care (ORC 3313.7112), and communication as needed with other staff members who have a legitimate educational interest and as requested by the parent.

## **ILLNESS**

Please report any absence due to illness to the Attendance Hotline (614-410-4343. 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 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 accommodation 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 accommodation 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 are any questions or changes 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.
- Students are to get on and off the bus at assigned stops only.
- Students 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, iPods, 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.
- The 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
- Putting any part of body through open window
- Spitting or throwing any object out open window or inside the bus
- 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 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 are any questions or changes regarding bus transportation.

### **SHUTTLE BUS TO/FROM THE UPPER SCHOOL**

The shuttle is offered to our families for convenience. However, there are no Lower School staff or faculty members on that campus, therefore, there is no supervision for your children at the Upper School. **The Lower School students are not permitted to go into the Upper School when they arrive on the shuttle.** It is imperative that someone is at the Upper School to pick up when the shuttle arrives. **Your children must be picked up no later than 4:00.**

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.

Picking up your child any time after 4:00 is considered a 'late pick up'.

- **1st late pick up** – One week suspension from riding the shuttle bus.
- **2nd late pick up** – Suspension from riding the shuttle for the remainder of the 9 weeks.
- **3rd late pick up** – Suspension from riding the shuttle for the remainder of the school year.

If your child is not permitted to ride the shuttle, he or she must be picked up at the Lower School by 3:40 or enrolled in SACC. If you would like to enroll in SACC, please call the school office.

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.) 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. Your child's safety is of utmost importance to us.**

## **AFTER-SCHOOL PICK-UP AND SACC**

### **SACC**

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.

### **LATE PICKUP FEES**

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 11:45 (late charges begin at 12:00)

- Pick up for 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 **Late slip**. Any late charges will be added to your FACTS account. Our late fee rates are as follows:

**1st late pick up:** GRACE (late fee is waived)

**2nd late pick up:** \$1.00 per minute

**3rd late pick up & thereafter:** \$5.00 per minute

## 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:
  - From your phone, text the word SUBSCRIBE to 614-505-4554.
  - 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.

### 2-HOUR DELAYED START

- Kindergarten - AM Kindergarten is cancelled. PM Kindergarten is as scheduled. Full-day Kindergarten starts at 11:00 am and students may arrive as early as 10:30 am.
- Grades 1<sup>st</sup> – 6<sup>th</sup> - School starts at 11:00. Students may arrive as early as 10:30.

**Lunch: There will be NO lunch service provided at the Lower School on any delayed school days.** Please make sure to pack a full lunch with drink on these days.

### 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 their child and be sure their child understands what to do if no one is home. One suggestion is that parents in carpools make emergency arrangements with other drivers and inform the children.

### **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.

### **◆PARENT INVOLVEMENT**

At Worthington Christian, we believe that parent involvement strengthens our school community and deeply enriches the student experience. Whether you have an hour a month or a few hours each week, there are a variety of meaningful ways to serve—both on and off the Lower School campus.

We invite you to explore current volunteer opportunities and important details about the background check process on the Parent Hub on the school website. Please note that all volunteers must complete a background check before beginning their service. Background checks are valid for four years, and our team will notify you when it's time to submit or renew yours.

Volunteer training and orientation will occur in the first few weeks of school. We're so grateful for your willingness to partner with us!

## **VISITORS**

All parents, visitors, and other guests at school are asked to immediately come to the office to sign in and present their ID. All visitors are screened using the Raptor VisitorSafe software. Visitors must wear an ID badge that is printed for them upon check-in.

## **PARKING**

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

## **GUIDELINES AND POLICIES**

### **PERSONAL TECHNOLOGY DEVICES**

In an effort to promote an optimal learning environment and personal and community well-being, WC restricts the use of personal technology devices (e.g., cell phones, tablets, laptops) during the school day. These policies are based on research and practice that support regulating the use of these devices.

#### *Laptops*

Students may use school-issued laptops only when permitted by instructors and staff. This may include instructional time, study halls, co-curricular activities, and other supervised learning opportunities. Use of the laptops must be consistent with all school policies.

#### *Cell Phones and Tablets*

The use of cell phones and tablets will not be permitted during the school day, defined as once school starts until it is dismissed. Cell phones and tablets must be stored in the student's locker or backpack. If the cell phone or tablet is used during the school day, the instructor or staff member may confiscate the device and any related technology (e.g., earphones) and submit them to the administration. When a device or other technology is confiscated, the student is subject to disciplinary action. To obtain confiscated equipment, students must talk with administration. Administration has the right to contact parents or require them to pick up the equipment personally.

On rare occasions, instructors may authorize the use of cell phones, tablets, and accompanying technology during the school day for academic work. Once the approved use is complete, students must return their equipment to their lockers or backpacks.

All phone calls should be made through the office unless express consent is given by an instructor or staff member. Again, once the device has been used for the approved purpose, it should be returned to the student's locker or backpack.

Unless granted permission by an instructor or staff member, students are prohibited from taking photos and/or recording video during school hours. Any such photos or videos may result in disciplinary action including confiscation of the device and up to

expulsion. Posting of photos or videos taken during the school day may result in similar discipline action.

#### *Wearable Technology*

Students may wear approved technological devices such as Apple Watches and Fitbits during the school day. However, they may not be used to send and receive communication such as texts, emails, social media messages, etc. If a teacher or staff member observes that the wearable technology is impeding a student's engagement at school, the technology may be confiscated and taken to the office. When wearable technology is confiscated, the student is subject to disciplinary action. To obtain confiscated equipment, students must talk with administration. Administration has the right to contact parents or to require them to pick up the equipment personally.

#### *Hotspot Internet Access*

Students may not use a personal device as a hotspot to connect to the internet. Accordingly, all hotspots should be turned off during the school day.

#### *Use of Technology for Health Reasons*

If a student has a health condition that requires the use of a cell phone or other technology, the student's parent must meet with the principal to develop a plan for appropriate use. In such exceptions, the cell phone or other technology must remain in the student's backpack or packed away in a bag on or near the student. The device may be used only for health purposes.

#### *Emergency or Illness*

In case of an emergency or illness, permission from the student's teacher must be obtained to use a school phone.

#### *Consequences for Violations*

If a student violates these guidelines, the following consequences will occur:

- 1<sup>st</sup> Offense – The device or technology will be confiscated and may be retrieved at the end of the school day from the office.
- 2<sup>nd</sup> Offense – The device or technology will be confiscated and may be retrieved at the end of the school day from the office. The student will be required to submit the device or technology to the office for the entire school day for a determined amount of time.
- 3<sup>rd</sup> Offense – The device or technology will be confiscated and may be retrieved at the end of the school day from the office. The student will be suspended from school for a time determined by administration.

Further offenses will be considered willful disobedience and will be dealt with accordingly by the administration. Consequences could range up to and include expulsion. Furthermore, if a student violates other conduct policies by use of a device (e.g., bullying, pornography, illegal activity), additional discipline consequences may be administered and legal authorities may be notified.

## **BEHAVIOR IN THE HALLWAYS**

We want our children to develop a proper attitude about moving within the school. Students 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 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 to be quiet 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. Students need to display kindness, courtesy, and a happy spirit at play.
2. There are many games and activities that the children can play during recess (e.g., soccer, four-square, etc.).
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, 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.
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**

♦Recess will be held outside when at all possible. We monitor the weather conditions, including temperature, to ensure a safe and healthy experience for our students. If the temperature is below 20 or the windchill factor is less than 15, students will have indoor recess. When the temperature falls below 20, teachers may take students out for a short break time.

## **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 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 3:00pm to make changes to your student's transportation home.**

### **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. Treats are to be store-bought and pre-packaged.

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.

### **FINES – LIBRARY AND LUNCH**

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

### **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.

### **FIELD TRIPS**

Information about specific field trips will be communicated by your child's teacher. Permission for attending fieldtrips is given during the enrollment process paperwork – this permission covers all fieldtrips taken during the school year.

# CAFETERIA PROCEDURES AND GUIDELINES

## LUNCH MENU and PRICING

Lunch menus and pricing are available on each campus cafeteria bulletin board, our WC website under the Parents and Students tab, and on FACTS. You can open and print a copy if needed.

## LUNCH PROCESS

Lower School Students (K-6<sup>th</sup> grade), order their lunch or milk every morning in their classroom through 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 or use another student's account.

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

In addition to purchasing lunch and milk, we also permit with parental permission **3<sup>rd</sup> through 6<sup>th</sup>** grade students to order additional a la carte items from the daily menu. Students must purchase a full lunch to purchase a la carte items. (Extra cookies and dessert items cannot be purchased). Ala carte items must be ordered in the morning through their teacher on FACTS. If you do not want your student making extra item purchases, please communicate with your student about your expectations!

## LUNCH PACKERS:

Students that pack their lunch should bring everything they need for their lunch, condiments, plasticware, etc.

Condiments and paper products are available for lunch buyers. We limit this primarily to maintain a healthy budget and keep costs as affordable to our families who purchase.

## Biometric scanning:

K-2 grades will use a ticket system to receive their lunch.

3-6<sup>th</sup> grade students use the M2SYS biometric system. We will take a scan of each new student's index finger, and that file will be connected to his/her student record on FACTS. Students who have previously been scanned, will not need to have it done again.

When he/she purchases items in the cafeteria, the student will simply scan their index finger into the reader at the check-out station. Their purchase will immediately post to your family FACTS account and deduct the cost.

WCS has used the biometric system for lunch since 2015 with zero security issues.

You do have an option to opt-out of the system by sending me an e-mail:

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

## LUNCH ACCOUNTS-PREPAID SYSTEM

**FROM YOUR COMPUTER:** To see lunch activity and balance, 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, review your purchases, 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 add money prior to starting the school year and monitor it on a regular basis!

## BALANCE DUE-NO purchases

When your FACTS lunch account goes negative, you will receive an e-mail from FACTS.

**PLEASE do not ignore this message.** Add funds immediately to avoid having the account unavailable for food service purchases.

Please understand it is **your priority** to monitor your family account to avoid this "undesired" option.

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

### **DELAYED START GUIDELINES-**

**LS-K-6 Lunch service will NOT be provided on a delayed schedule. Students are required to pack a full lunch with drink.**

### **LUNCH SCHEDULE**

Kindergarten 11:50-12:35

1<sup>st</sup> & 2<sup>nd</sup> grade 11:30-12:15

3<sup>rd</sup> & 4<sup>th</sup> grade 11:15-12:00

5<sup>th</sup> & 6<sup>th</sup> grade 11:45-12:30

### **LUNCH & MILK PRICES**

Full lunch (includes milk) \$3.50

Milk (white or chocolate) - \$.65

### **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 in numerical order and walk them to the cafeteria. They can be separated by packers, milk buyers and lunch buyers. Teachers are asked to stay with their class while in line for control. Packers can immediately be seated; milk buyers can get their milk and be seated while buyers wait in line to be served.
3. Students are to hang their coats on the racks outside the lunchroom BEFORE getting into line.
4. **3/6:** Buyers will scan their index finger at the register, get milk choice, utensils, necessary condiments, and lunch tray. Walk to sitting area.
5. **K2:** will receive a lunch or milk ticket from their teacher, walk to lunch line, get milk choice, utensils, and condiments. Walk to sitting area.
6. Students are NOT permitted to trade or ask for other student's food.
7. All food must be eaten in the cafeteria. (Not taken out to the playground).
8. Talking is to be kept in a low, inside voice. Students remain in their seats. Need help, raise hand for a volunteer to see you.
9. 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.
10. Once dismissed, students are to **exit**, get their coats, put their lunch box in their class bin and go directly to the playground.
11. Microwaves are available during lunch (**3rd-6th ONLY**) A 2-minute maximum use per student is required to ensure all students have time to use them.

K-2 students do NOT have access to microwaves.

**Condiment guidelines:** Condiments are available for lunch buyers only. We will only have available what is deemed needed for the day's menu.

Lunch packers should bring everything they need: plasticware, condiments, napkins, etc.

### **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, please send a written note or an email to [kathy.kramer@worthingtonchristian.com](mailto:kathy.kramer@worthingtonchristian.com).

## **ALLERGY DETAILS**

*We put together allergy information for our daily menu for you to review. (On WCS website). While we offer this information, WCS cannot be responsible or guarantee the absence of trace amounts of potential allergens not listed on food labels. We highly recommend students with serious allergies pack their lunch daily. It is not feasible for the food service staff to evaluate the ingredients on a regular/daily basis.*

## **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 friend, 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.

### **Kathy Kramer, Food Service Director**

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

614-410-4243

## **◆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.

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.

## **EMERGENCY AND SAFETY**

### **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.

### **CROSSING THE 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, 2nd grade visit to 3rd grade, sibling

pictures, 6th grade rocket launch, Fun Run as well as other special activities. Students will always be accompanied by an adult(s).

## **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, the 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.

## **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. Every student will be photographed. If you desire to order pictures payment must be brought to school on picture day.

## **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.

# **ADMISSIONS, WITHDRAWAL AND TRANSFERS**

## **ADMISSIONS**

Worthington Christian utilizes a multifaceted admissions process when considering students for enrollment. Families initiate the process through an online application that is reviewed for completion by the enrollment coordinator. Once complete, WC schedules an academic assessment with the prospective student. The assessment and application are reviewed by the building principal who then schedules a family interview. Final admission decisions are communicated, personally, through a phone conversation.

Parents complete an online application. The application is reviewed and if all parts are complete, it is moved to the next step.

WC schedules an assessment with your child.

WC sends the assessment results and your admissions file to the principal.

WC schedules an interview.

WC communicates the admission decision by email.

## **WITHDRAWAL AND TRANSFER**

Parents who desire to withdraw their child must do so in writing to the school administration. Once all obligations, such as turning in books and paying overdue tuition, are fulfilled, the student will be officially withdrawn. The student’s new school will be responsible for requesting a records transfer.