



2025/  
2026

# PARENT & STUDENT HANDBOOK

**Tom Anglea Upper School Campus**

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◆ Indicates new information

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**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.

**NON-DISCRIMINATION 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.

**THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

As a chartered non-public school, Worthington Christian School conforms to [FERPA](#). WC values confidentiality, transparency, and professionalism in the handling of student records and data.

## INTRODUCTION TO THE 2025-2026 HANDBOOK

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

“I didn’t know” is an understandable but unacceptable excuse. We understand there is a lot to know, but everyone is expected to be familiar with the contents of this handbook.

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

As has always been the case, the handbook can be modified at any time, and the modification becomes effective immediately upon notification of students, parents, and faculty. The handbook can be accessed on the [Worthington Christian website](#).

Students, parents and faculty will be asked to sign an agreement that states that they have read the handbook and are willing to abide by what is set out in it. Signing that form feels like clicking on “agree” to the “terms and conditions” of that app you can’t wait to use. It’s more than that. It is a commitment to partner with us as we develop the mind of Christ in students, equipping them to embody grace and truth as servant leaders for His kingdom.

## COMMUNITY LIFE TOGETHER COVENANT<sup>1</sup>

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

### ASSUMPTIONS

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

1. Loving God and loving our neighbors are the primary motivations for all relationships and behavior.
2. The Bible is our authority; it provides the essential teachings and principles for personal and community conduct.
3. It is normal for the Christian to desire guidance from the Word of God and to be led by the Holy Spirit in all aspects of life.
4. Spiritual opposition is a reality; therefore, we recognize that members of our community will face challenges and resistance from the world, the flesh, and the devil.

## **RESPONSIBILITIES AND RELATIONSHIPS**

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

“Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ All the Law and the Prophets hang on these two commandments.” – Matthew 22:37-40

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

### **LOVE BUILDS US UP**

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

### **LOVE IS PATIENT**

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

### **LOVE HELPS US BEAR EACH OTHER’S BURDENS**

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

## **LOVE IS TRUTHFUL**

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

## **LOVE RECONCILES, RESTORES, AND MAKES RESTITUTION**

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

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

## **BELIEFS AND IDENTITY**

### **OUR CENTER**

We declare that Jesus Christ, the incarnate Word of God as revealed in the Bible, the written Word of God, is the only Savior and Lord. He is the center of our shared experience of true biblical unity.

### **OUR EVANGELICAL CORE**

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, the God of Abraham, Isaac, and Jacob. He is the Creator and Lord of all, existing eternally in three persons, never less and never more - Father, Son, and Holy Spirit.
2. **The Lord Jesus Christ** – Jesus Christ is fully God, existing eternally. Everything was created by Him and for Him. His incarnation took place in the womb of a virgin. He became man but never sinned. He died a substitutionary death to atone for sin, resurrected bodily, and ascended into heaven where He remains fully God and fully man, and is presently ministering until He comes again.
3. **The Holy Spirit** – The Holy Spirit is fully God, existing eternally. He is a person and was involved in Creation and the inspiration of Scripture. His works of convicting and regenerating are essential to the believer's salvation. Believers are entitled to the benefit and joy of being filled and walking in the Spirit for empowerment in Christian life, service, and mission.

4. **The Bible** – The sixty-six books, and only these, known as the Old and New Testaments, are the written Word of God. God’s inspiration and superintendence of the writing of every word of the Bible guarantees that what was written is His Word and therefore authoritative, true, and without error in the original manuscripts. God preserves His Word, which is powerful and effective to accomplish His purpose of salvation among all nations. God’s Spirit illumines the minds of believers in every culture to understand and apply the unchanging truth of Scripture in fresh and relevant ways for the benefit of the whole Body of Christ.
5. **Humanity** – God created man and woman in His image. As a result, all people are bearers of that image. However, Adam’s subsequent sin resulted in a condition of spiritual death which all people since Adam have experienced, marring the beauty of God’s image in them in every facet of life. This condition of spiritual death has rendered all people unable to save themselves and leads to physical death. Therefore, new birth is necessary for salvation.
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.
7. **Church** – There exists one true Church, which is called the Household of God, the Body of Christ, and the Temple of the Holy Spirit. It is comprised of all true disciples of Jesus Christ and is created by the action of the Holy Spirit. Tangible expressions of this true Church are found in local churches.
8. **Christian Life** – The believer is saved by faith alone. The faith that saves is expected to produce obedience and good works, which are the products of the indwelling Holy Spirit. The dimensions of biblical ethics are both individual and social, and extend to every facet of life. God faithfully continues to finish the work of sanctification, which He initiated in the life of each believer with the goal of Christlikeness.
9. **Angels, Satan, Demons** – God created a multitude of spiritual beings called “angels”. Righteous angels continue to serve God and work both in the heavenly sphere and on earth. By his disobedience, Satan, a fallen angel, became the adversary of God and God’s people, carrying with him a procession of demons. Jesus Christ has overcome Satan so that the final judgment and doom of Satan and his demons are certain.
10. **Future Life** – The dead will have a conscious existence in eternity and their bodies will be resurrected. Unbelievers, already under condemnation, will be sentenced to suffer eternal separation from God. Believers, already having been granted eternal life, will be judged and rewarded according to their works, and will experience a glorified, eternal existence in the presence of the Lord.

The above two sections are referenced from Grace Polaris Church’s Beliefs and Identity page. Visit [GracePolaris.org/Beliefs](http://GracePolaris.org/Beliefs) for more information and scripture references.

## **OFFICE OF SPIRITUAL FORMATION**

Few blessings from the Lord are more significant than the privilege of attending a school where Christ is central to every aspect of the educational experience. By way of

trusting the Lord to develop the mind of Christ in students, we provide programming and care to promote holistic discipleship of students, families, and staff. The individual primarily in charge of seeing to these holistic discipleship efforts is our director of spiritual formation. Within this role, the director has specific areas of focus including K-12 chapel coordinator, discipleship in the context of small group Bible studies and one-on-one relationships, service-learning and mission trips integrated with a faith perspective, pastoral care, and kingdom partnerships with local churches.

The director seeks to implement a five-fold formational focus: formation through an identity in Christ, formation in community, formation in God's Word, formation in spiritual practices, and formation to be sent as spiritual multipliers. The school aims to see the Lord to bring about deeply formed lives that thrive in God's kingdom in faithfulness and fruitfulness. In faithfulness, we want to see students formed for a lifetime to love and apply God's Word, engage in spiritual practices and disciplines such as prayer and fasting, immerse themselves in service in a local church and other ministries, and desire to see non-believers locally and globally reached for Christ. In fruitfulness for a lifetime, we want to see students thrive in the area of spiritual multiplication: formed disciple-makers for their families, neighborhoods, workplaces, communities, and the world.

## RESPONSIBILITIES FOR BEHAVIOR AND ATTITUDE

### **BIBLICAL EXPECTATIONS**

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

### **INSTITUTIONAL EXPECTATIONS**

In addition to the above biblical expectations, members of the Upper School community voluntarily commit themselves to the following standards of behavior. This commitment grows from the conviction that these standards serve the good of the individual as well as the school. These standards are not necessarily set forth as absolutes or as an index of spirituality. However, they do define the parameters that govern life in the Upper School community. Violations of these standards are regarded as a serious breach of integrity within the community. Therefore, the following

standards apply to students, faculty, staff, and administrators at Worthington Christian School - Upper School.

### **INSTITUTIONAL EXPECTATIONS RELATED TO SUNDAYS AND CHAPELS**

- **We respect Sundays:** While some in our community worship on Saturday, the Upper School recognizes Sunday as a day set apart primarily for worship, fellowship, ministry, and rest. While activities such as recreation may be a part of the day, "business as usual" relative to school programs, games, rehearsals, and student services will not be sanctioned nor encouraged except where necessary.
- **We worship together:** Corporate worship, fellowship, and instruction are essential for our community. Therefore, students, faculty, and administrators are expected to attend the Upper School weekly "Chapels" and act in a manner appropriate to the setting (respect what is occurring, engage, no food or drink, and no cell phones).

### **INSTITUTIONAL EXPECTATION RELATED TO OUR INTERACTIONS**

- **We respect each other:** WC will not tolerate bullying or stalking, in any form using any medium, on or off school grounds or at any school activity on or off campus. Any kind of demeaning gesture, threat of violence, physical attack, use of racialized and sexualized language, or overt, unwelcome sexual advance directed toward another person of the same or opposite sex will not be tolerated. Please refer to the WC Bullying Prevention and Response in [Appendix 1](#) of this Handbook.
- **We respect the image of God in each other:** Because of our concern for the worth and dignity of persons, each member of the community is expected to be sensitive to special needs existing in our society and on our campus. Therefore, discrimination, harassment, disrespect, diminution or teasing of others based on race, national origin, sex, or disability is not acceptable.

Since all members of the school community are image bearers of Christ, students are expected to treat fellow students and staff in a respectful manner. Students should communicate respectfully with staff at all times, including face-to-face interactions, written expressions, and digital communication of any kind. Demeaning communication toward staff will not be tolerated and may result in disciplinary consequences up to and including suspension or expulsion. If the communication is harassing in nature, the matter may be referred to the appropriate legal authorities.

- **We respect each other's property:** Vandalism or violence against property is not tolerated.
- **We believe that gambling can quickly move beyond "fun and innocent":** Gambling (the exchange of money and/or goods of any sort by betting or wagering) is viewed as an unwise use of God-given resources and therefore is not acceptable in any form on school grounds or at school activities.
- **We understand the power of the posted word:** Since blogs and social networking sites are matters of public access, members of the community should be conscious of the permanent and public nature of these means of

communication. Communications posted on such sites should be consistent with provisions of the Community Life Together Covenant. It is always wise to remember that one is accountable for what one posts, and unlike careless words that disappear into thin air, careless, sexually explicit, hostile, harassing, or threatening words posted online or text-messaged can pop up again any time and any place. Pictures, videos, or recordings taken at school, or school events, may not be posted or distributed in any format without permission of those whose words or images appear. Beware of posting things as a joke or in a sarcastic manner. One's accountability for posts is not diminished by intention.

### **INSTITUTIONAL EXPECTATIONS RELATED TO OUR BODIES**

- **We are honest about the power of substances to harm and enslave:** The community recognizes the danger to one's physical and psychological well-being in the use of certain products. Therefore, members of the community are to refrain from the illegal use of tobacco in any form, vaping products, alcoholic beverages, hallucinogenic drugs and substances (including marijuana), or narcotics not authorized by a physician. The Upper School recognizes that there are laws governing the use and distribution of these products. At no time are members of the Upper School community to be in violation of those laws on or off the campus.<sup>2</sup> None of the above substances may ever be used or possessed on the Upper School campus or at any event or activity in any way connected with the Upper School. Members of the community may not share or abuse prescription or non-prescription drugs or medications. (Students who have had any drug or alcohol violations in their discipline files may not be able to participate in school sponsored trips, including class trips and Senior Trip).<sup>3</sup>
- **We believe our bodies and our sexuality are sacred:** The Upper School recognizes that the beauty and complexity of human sexuality is something for which to be thankful. Therefore, the Upper School promotes an atmosphere of modesty, self-control, and personal responsibility with respect to our sexuality. Furthermore, pornography exploits people and its use dehumanize both the subjects and the users. Pornography of any sort is not to be used, possessed, solicited, or distributed on or away from campus. "Sexting" (the sending, soliciting, and/or maintaining on one's device sexually explicit messages or images) is a violation of this covenant.

### **INSTITUTIONAL EXPECTATIONS RELATED TO THE NATURE OF THE UPPER SCHOOL**

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<sup>2</sup> Parents should note that so-called "safe houses," where teens gather to drink or smoke under the supervision of someone's parent or older sibling, are illegal. In Ohio, under-aged persons may consume alcohol and tobacco products only with the permission and in the presence of their own parent or guardian. Knowingly hosting such parties is a serious breach of the Community Life Together Covenant, as well as illegal.

<sup>3</sup> A "second chance" program may be available for students with such records. It involves extensive accountability and random drug testing.

- **We hold academic integrity as one of our highest values:** Members of the community are subject to the demands of academic integrity such as honesty and proper documentation of sources. Cheating is not tolerated. (Refer to the [Academic Integrity](#) section in this handbook.)
- **We value open, honest, and factual debate of all sides of issues:** We believe that scripture must illuminate and inform such debate, that debate must be civil and that committed, biblically sound believers can still disagree on important matters. We are committed to affirming the scriptures and at the same time challenging the assumptions of our culture.
- **We partner with parents regardless of the student's age:** Parents or guardian must sign all school forms and school releases, regardless of the student's age.
- **The Upper School is a place where adolescents are prepared for the adult world:** Married people are no longer legally accountable to their parents or guardians. The Upper School requires all students to be legally accountable to a parent or guardian. Therefore, while marriage is an honorable institution ordained by God, Upper School students, regardless of age, must remain unmarried and living with a parent or proper guardian while enrolled as students.
- **We believe that life is sacred and to be celebrated:** Should a student of either gender engage in sexual immorality and pregnancy results, the Upper School community, while not condoning premarital sex in any way, will nevertheless celebrate the gift of life and the student's choice to not abort the baby. We will help the student maintain the progress of his or her education off campus throughout the course of the pregnancy. Upon the birth of the child, the student, parents and administration will discuss the best course of action going forward. It should be clear that this policy applies equally to young women and young men. We believe that the sacredness of the life demands that the Biblical prohibition of premarital sex always be taken seriously by all members of the Upper School community.<sup>4</sup>

### **INSTITUTIONAL EXPECTATIONS RELATED TO THE SCHOOL DAY**

Compliance with the routine day-to-day policies and procedures of the Upper School is expected from members of the community. These routine items are listed throughout the Handbook or are made known to students, faculty, staff, and administration through normal channels of communication. Likewise, teachers must establish clear guidelines for procedures and conduct in their classrooms that are consistent with this covenant. Students must abide by those guidelines.

### **STUDENT DISMISSAL**

As a covenant commitment with WC, families understand that if, for any reason, their child does not meet the academic requirements or does not cooperate with the disciplinary standards of WC, the family will withdraw the student within the timeframe stipulated by the school and cooperate with the administration in completing the withdrawal process. Additionally, a student may be dismissed due to

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<sup>4</sup> A full rationale for this is available in printed form and may be requested from the Upper School office.

parental noncompliance with school policy or if an administrative decision is made that WC is not the most appropriate setting for the student/family. Furthermore, WC reserves the right to dismiss a student if the school can no longer serve students adequately due to staffing and resource limitations related to disabilities.

### **NO-CONTACT DIRECTIVES**

When situations warrant, the school may implement no-contact directives involving students, parents, and staff. These directives prohibit all forms of contact and communication between two individuals, including, but not limited to, direct in-person contact (including making efforts to intentionally encounter and unnecessarily remaining in close proximity to the other person), telephone contact, written contact, and electronic contact (including text messages and social media contact).

These directives also prohibit individuals from pursuing contact or communication with the other person through a third party. Individuals who are identified in a no-contact directive are prohibited from soliciting their family, friends, co-workers, classmates, or acquaintances to act on their behalf to contact or communicate with the other person and/or contacting the family, friends, co-workers, classmates, or acquaintances of the other person in an effort to contact or communicate with them.

Any party identified in a no-contact directive will receive that directive. If another party in that directive violates it, this should be reported to the appropriate building-level administrator. If there is an immediate threat to an individual's safety, the appropriate law enforcement authorities should be contacted.

Any no-contact directive will remain in place indefinitely unless otherwise specified. Violations of no-contact directives may result in disciplinary action up to suspension or expulsion.

### **CONCLUSION**

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

**All employees of the Upper School are responsible to abide by the Life Together Covenant if they are under the employment of the school. All students at the Upper School are likewise responsible to abide by the Life Together Covenant if they are enrolled as students. The very nature of this covenant implies that it will provide guidelines for faculty, staff, students, and parents lives (including vacation and non-school hours, and in all our modes of communication).**

### **THE “COMMUNITY LIFE GRADE”**

The “Community Life Grade” (CLG) rewards those students who abide by the Community Life Together Covenant. The Community Life Grade is recognition of a student's personal commitment to the Upper School community.

Success at school or work depends on one's academic performance and on one's ability to abide by the expectations of one's college or employer. The CLG seeks to reward those students who have developed the self-regulation to get to school on time, follow the dress code, and abide by the other things set out in the Handbook. The grade also serves as a stimulus to develop self-regulation in students who lack it. The student who develops these "soft skills" will have a competitive advantage in the workplace.

Students begin each quarter with an A. Violation of school guidelines/policies accumulated over the grading period will reduce the CLG (further explanation of these guidelines/policies are outlined throughout the handbook).

- 0-2 infractions: A
- 3-4 infractions: B
- 5-6 infractions: C
- 7-8 infractions: D
- 9+ infractions: F (requires a meeting with parents and administration)
- Any suspension will reduce the CLG by **two letter grades** for the current grading period. Detentions accumulated before or after the suspension will lower the CLG as stated above.
- A second suspension will result in automatic **F** for the current grading period.
- **A habitually low CLG will negatively influence eligibility to participate in school-sponsored trips or activities and may impact the student's enrollment at WC.**
- Community life grade warnings and infractions updates will be sent through FACTS to parents weekly.

## SCHOOL DISCIPLINARY PROCEDURES

### **DISCIPLINE IS ABOUT CORRECTION, REPENTANCE, & RESTORATION**

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. When students do not abide by the school's expectations, a redemptive and progressive approach to discipline will be employed.

At the Upper School, a matter of discipline is understood as any violation of the Community Life Together Covenant. In all matters of discipline, the student must take full responsibility for his or her own actions, regardless of the choices of others.

In all matters of discipline, the faculty and administration must treat those who have erred with grace, kindness, and firmness that look toward restoration. The Upper School must comply with local, state, and federal laws. In some cases, the school is required by law to inform local law enforcement agencies of certain illegal activities.

Yet even in such situations, the Upper School community still values restoration and will work toward it.

When necessary, students, faculty, and administration will partner with parents, leaders of the student's local church, and law enforcement agencies in those situations where the severity of the problem would require that those parties be involved 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 issue a disciplinary write-up, and that often constitutes the end of the matter. Staff 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 counselors. This could include requiring counseling, mentoring by a youth leader, local church and home accountability, reflection exercises, community restoration projects, 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 academic or cocurricular life. 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.

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 the conduct expected from all WC students and parents.

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

Because of their very nature, some breaches of the Covenant require discipline with automatic consequences (e.g., disciplinary infraction(s), out-of-school suspension, academic penalties, athletic or co-curricular ineligibility, probation, or expulsion) which will occur regardless of the circumstances. Such offenses include, but are not limited to, violation of the Honor Code; the possession, sale, or use of drugs (including nicotine), vaping products (including non-nicotine), alcohol, tobacco, and their related products or paraphernalia; sexual harassment (including electronic harassment); overt or obscene sexual behavior including "sexting;" the use of or possession of weapons (real, toy, or replicas); the use of derogatory or demeaning language regarding other races or ethnic groups; the use or possession of explosives of any kind (including firecrackers); theft; stalking; attempting to deceive or defraud; hacking into, vandalizing or misusing school computers; setting fires; turning in false alarms; the intentional damaging or defacing the property of others (vandalism) on or off campus. Hazing, bullying<sup>5</sup>, specific or generalized threats against persons or property made verbally, in writing, posted on social media, etc. are taken with the utmost seriousness. Some violations, by law, require the notification of the appropriate law enforcement agency or agencies.

### **A WORD ABOUT GRACE**

When a student makes poor choices and consequences are being determined, parents and students often ask, "Where is grace in all of this?" What is often meant is, "Can't you remove these consequences?" God's grace delivers us from the penalty of sin, and it gives us hope as we face sin's consequences, knowing that our relationship with him is unbroken. We are confident that he will use all things, including those consequences, to work together for good. The faculty and staff at the Upper School value our relationships with the students, and by the Spirit's enablement will not allow a student's actions or the consequences they produce to sever the 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 Upper School community. (See Love reconciles, restores, and makes restitution in the [Community Life Together Covenant](#) section.)

### **A WORD ABOUT CONSEQUENCES**

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<sup>5</sup> Please refer to the [WC Bullying Prevention and Response](#) in Appendix 1 of this Handbook

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 detention, suspension, probation, and, in extreme cases, expulsion.

### **DISCIPLINE AND ATHLETES**

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

### **DISCIPLINARY INFRACTIONS**

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

Disciplinary infractions are linked to the student’s Community Life Grade. Each student begins the quarter with a “clean slate”, or an “A.” Disciplinary infractions earned in a quarter will follow the grading scale below:

- 0-2 infractions: A
- 3-4 infractions: B
- 5-6 infractions: C
- 7-8 infractions: D
- 9+ infractions: F (requires a meeting with parents and administration)
- Any suspension will reduce the CLG by **two letter grades** for the current grading period. Detentions accumulated before or after the suspension will lower the CLG as stated above.
- A second suspension will result in automatic **F** for the current grading period.
- **A habitually low CLG will negatively influence eligibility to participate in school-sponsored trips or activities and may impact the student’s enrollment at WC.**
- Community life grade warnings and infractions updates will be sent through FACTS to parents weekly.

### **DISCIPLINARY PROBATION**

A student will be placed on disciplinary probation if s/he has received a “Community Life Grade” of an **F** in any given grading period. Other violations or offenses might also result in disciplinary probation. Disciplinary probation will also follow all suspensions.

The following conditions apply to students on disciplinary probation:

- The period of probation is effective immediately for the current grading period in which the F was earned.
- The student and his/her parents may be required to meet with the school counselor or designated administrator to develop a plan for behavior improvement. Part of the plan may include the student’s removal from participation in co-curricular activities, including sports.

During the probation period, the student will be monitored by their teachers, school counselor, and if necessary, administration in several ways, which may include such things as:

- Weekly behavioral reports
- Weekly meeting with counselor(s)

Repeated placement on disciplinary probation might indicate that the Upper School might not be able to meet the student’s needs. If a student is placed on disciplinary probation for two consecutive grading periods, an additional meeting with the school counselor and principal will be required. Alternative educational plans for the student might be discussed at that time. In some cases, after consideration of the student’s performance, effort and/or special needs, a student may be asked to withdraw from the Upper School.

## **SUSPENSIONS AND EXPULSIONS**

A suspension is like having one’s driver’s license taken away for a while. It is a negative consequence, more severe than detention. Suspensions make a “louder” statement about the seriousness of the problem. Suspensions usually involve the following:

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

The student will be placed on disciplinary probation. An expulsion is a far more serious matter. A student who has been expelled may or may not have the option of returning to school during subsequent school years. Expulsions are a result of egregious or habitual violation of the Covenant, the Honor Code, or the law. Decisions about expulsions are based on the presenting offense, and on the student’s attitude and

pattern of conduct over the course of his or her Upper School experience. Even when a student is expelled, the Upper School is committed to doing its reasonable best to help the student and his or her family to determine the best options available for the student's continued education.

## **APPEALS**

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

## **SEEKING HELP VERSUS "GETTING CAUGHT" – THERE IS A DIFFERENCE**

Often, many students who find themselves in moral or spiritual difficulties or stuck in sinful patterns desire to seek help but are not sure if "seeking help" will be its own punishment. Students are encouraged to seek help with problems or sinful patterns in their lives by seeking counseling that will lead to help and healing. Students may seek this discipleship by talking with the school counselor or another trusted adult member of the Upper School community (teachers, coaches, administrators, etc.). When such help is sought, the trusted adult is under legal obligation to report matters of alleged or suspected sexual and physical abuse or neglect to Franklin County Children's Services (or to the county of the student's residence).<sup>6</sup> Otherwise, the student should see this method of seeking help as "safe." Names will not be shared with anyone unless the student or another person's life or health is in danger. If, however, over time, a student fails to resolve the problem, other steps may need to be taken and more formal discipline might also need to be imposed. Obviously, "seeking help" should not be seen as a way to escape consequences. A sudden confession, when the student suspects that he or she will probably be caught, does not fall under the spirit of this section.

## **SCHOOL DIRECTIVES**

Any student who receives a directive from the school is expected to always follow and maintain the directive's guidelines. Failure to comply with the directive given by the school will result in disciplinary action, which could include suspension or expulsion from the school.

## **UNAUTHORIZED RECORDINGS**

Students, parents, and employees are prohibited from making any recordings (by any means) of faculty, staff, administrators, students, or third parties without each of the following:

- A legitimate purpose for the recording as determined by the head of school
- A recording device in plain view
- Recorded or written consent by each individual (or the students' parents) involved in the conversation

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<sup>6</sup> The law does not give mandatory reporters (teachers, administrators, counselors, religious workers, etc.) the option of adjudicating the validity of an allegation. It must be reported.

This policy does not prohibit recordings of a public event (e.g., sporting events, public speakers) in accordance with the school's policies related to technology use. Recording classrooms and labs may occur only with the instructor's express permission.

Students violating this policy may be required to return the unauthorized recording, may be directed to delete it at the school's direction, and may be subject to disciplinary action, including the possibility of suspension or expulsion.

## **DIGITAL COMMUNICATION AND SOCIAL MEDIA**

Digital communication, including social media use, reaches far beyond the school community; therefore, students must use digital communication responsibly and be accountable for their actions. Students must understand that anything posted online or shared digitally in any manner is a reflection of not only themselves but their families, churches, WC, and Christ. Students are responsible for what they communicate digitally regardless of the time of day, realizing they represent WC at all times, not just during school hours.

Although WC does not routinely monitor student's digital communication, including social media use, if the school becomes aware of activity that violates this policy, appropriate action will be taken.

The school's expectations regarding digital communication include, but are not limited to, the following:

- In the digital environment, students must follow WC behavior guidelines and conduct themselves as they should in school.
- Personal use of WC logos, including on personal social networking sites, is prohibited.
- WC reserves the right to request school-related images or content posted without permission to be removed.
- Cyberbullying is considered an act of harassment. Any member of the school community may report an [alleged bullying incident](#).
- If a student sees anything of concern that a fellow WC student has communicated digitally, including on social media, they should immediately contact a school staff member.
- Similar to comments made in person, WC will not tolerate disrespectful comments and behavior digitally, such as:
  - Using derogatory language (including any type of racialized or sexualized language) or remarks that may harm or threaten harm to students, faculty, or staff
  - Using derogatory language (including any type of racialized or sexualized language) or remarks that may harm or threaten harm to representatives of other schools, including comments that may disrespect opponents in athletic competitions
  - Displaying images or statements depicting any illegal activity or activity that is not in compliance with school expectations

- Displaying content that would create a dangerous situation for the safety of another person or making a credible threat of serious physical or emotional injury to another person or themselves
- Communicating with images or statements that defame or disparage other students, school staff, or WC
- Advocating positions that are contrary to the school's religious beliefs, including its behavioral standards

Any violation of the digital communication guidelines may result in disciplinary action including possible suspension and/or expulsion.

All WC social media is managed by the Advancement Office. Absolutely no additional public accounts for any club, sport, or division may be established without prior consent. Additionally, the school reserves the right to remove any objectionable comments or content on its social media accounts.

### **TRESPASSING**

Students may not be on private school property without authorization. The school may contact law enforcement and legal authorities if students are trespassing on private school property.

## **BIBLICAL PROBLEM SOLVING-IT'S WHAT WE ASPIRE TO DO**

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

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

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

The Lord has called us all to be biblical problem solvers. Follow this basic plan when dealing with problems between persons and the school. Step one is usually the most difficult, yet it is the most important. Most problems, especially those between teachers and students, are solved at this level. If for some reason a student (or the student's family) is fearful to take any of the steps below, then help should be sought

from a trusted faculty member or a pastor. Moving beyond step number one should only be done if there has been no resolution of the issue.

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

- Step 1: Meet with the person directly involved in the problem and seek resolution
- Step 3: Meet with the Principal or Assistant Principal
- Step 4: Meet with the Assistant Head of School
- Step 5: Meet with the Head of School

When problems are interpersonal in nature, the following process is recommended:

- Step 1: Meet with the person directly involved in the problem and seek resolution.
- Step 2: Meet with the person, taking with you someone else who understands the situation.
- Step 3: Meet with the school counselor or an administrator

Step 4: Meet with the pastor or elders of the offending person's church and seek their help in bringing about resolution.

## **ATTENDANCE, PROMPTNESS, ILLNESS AND SUBSTANCE TESTING**

### **ATTENDANCE**

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 are 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 an excused absence. Unexcused absences carry consequences outlined elsewhere in this section. One day of missing a block class is the same as missing two days of a regular class. While it still only counts as one official day of absence, it has two days' worth of negative impact on the student's education.

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

Please see [\(Appendix 6\) WC Attendance Flowchart](#) for a simple guide on reporting absences.

**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, he/she must come to the office for additional administrative support.
- **Medical or dental appointment.** Physician/dentist notes must be turned in to the office to be stored in the student’s file.
- **College visit.** 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, he/she must come to the office for additional administrative support.
- **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. The school will enter these dates into the attendance program. 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 course credit. Remember that missing a block day only counts as one official day of absence, but it has two days’ worth of negative impact on the student’s education.
- 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.
- For any absence lasting 4 or more days in a row, students must submit an “Extended Absence Pre-verification Form” to the office ([see Appendix 5](#)).

### **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.

**Grades 9-12: Since exams occur around school breaks, any attempt to alter a student’s exam schedule should be avoided whenever possible. When alteration is unavoidable, students may not arrange to take their exams before the beginning of the days set aside for exams.**

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

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

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

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

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

### **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 districtwide 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 **10** class period absences in a semester, the academic counselor contacts the parents and the student to discuss the student’s absence rate. If there are extenuating circumstances surrounding the absences (i.e., extended student

illness), a plan may be developed with administration to allow the student to continue his or her class work.

- After **14** class period absences in a semester, the academic counselor contacts the parents and the student to inform them that the student's credit for class(es) may be in jeopardy. Excused and unexcused absences both count towards the 14 class period absences.
- Any student absent from a ½ credit/1 semester class for any reason for **14** days may not receive credit for that class.
- Any student absent from a 1 credit/2 semester class for any reason for **28** days may not receive credit for that class.
- Some extended absences leave students with a massive amount of work to be made up. The makeup schedule is governed by a Temporary Intervention Plan (TIP). All work must be completed by the last day of the semester. If that should prove impossible, the student may seek an extension from the academic counselor. The request must contain medical documentation of the need for the extension. If an extension is granted for second semester work, it cannot extend beyond June 15th.

◆ 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.

### **MAKING UP MISSED SCHOOL WORK RESULTING FROM ABSENCES**

All missed work, quizzes, and tests are the student's responsibility. FACTS-SIS and/or Microsoft TEAMS should be consulted on the day of the absence for missed homework and assignments. When a student returns, it is his or her responsibility to consult with class teachers about missed materials. **Long-term assignments are due the first day back after an absence. The student should hand deliver the long-term assignment to the teacher even if the class does not meet the day the student returns OR take the assignment to the office and the assignment will be put in the teacher's mailbox.**

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

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

**If a student is at school on the day an assignment is due in a class, the assignment is still due even if the student missed that class.** The assignment should be turned in to the teacher.

### **UNEXCUSED ABSENCES AND "CUTTING CLASS"**

If a student cuts a class and remains on campus, s/he will receive a disciplinary infraction per class cut. If a student cuts class or any school-related activity during the day and leaves campus, an automatic 1-day out of school suspension will apply. **Students must report their whereabouts to their teachers.** Signing out to be in one place and going to another is considered “cutting class” and subject to consequences.

### **CONSEQUENCES FOR TARDIES**

You are considered tardy to class if you are not in your classroom when the bell rings. From time to time, “General Arrival Tardy Amnesty” will be granted when area-wide traffic is slowed due to weather and the like. Habitual tardy arrivals will result in disciplinary action in addition to the requisite detentions.

- If a student arrives late and knows the arrival tardy is excused, the student should go to the attendance desk to get a pass, and then report to class.
- Students should not expect to be able to make up work or have extra time allotted for quizzes, tests, or other graded in-class work if they arrive late and are unexcused. Late arrivals are a distraction to the class. Your timely presence is a gift to others!

### **ILLNESS AND MEDICATION – WHEN A STUDENT IS SICK AT HOME**

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

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

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

### **WHEN A STUDENT IS SICK AT SCHOOL**

Students who become ill at school must obtain a pass from the classroom teacher to go to the Health Clinic. A student may remain in the clinic for up to 20 minutes, after which time it will be decided if the student should return to class or go home. The parents of a student who is too ill to remain in school will be called. The student must sign out in the office after receiving permission to leave from the nurse. The student may then be picked up by an approved adult or may drive home. The student may

not be driven home by another student unless that student is a sibling and will not have to miss class.

### **HEALTH CLINIC AND STUDENT MEDICATIONS**

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

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

◆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, 3313.718), 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.

### **EXTENDED AND/OR FREQUENT ABSENCES DUE TO ILLNESS, SURGERY, OR OTHER HEALTH RELATED COMPLICATION**

(See ["Extended and/or Frequent Absences"](#))

### **STUDENT CONCUSSION MANAGEMENT**

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 obtained from the school nurse. Your physician can quickly prescribe the accommodation 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 <https://www.nationwidechildrens.org/specialties/concussion-clinic>. Although this site is specific to sports related concussions, all students can benefit from the information found there.

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

### **DRUG TESTING**

The administration reserves the right to require that parents' consent to a laboratory administered drug test for their student when the school has cause to suspect possible drug abuse. Such cause includes but is not limited to change in personality, an unexplained notable change in academic or athletic performance, unusual or erratic behavior, physical symptoms of drug abuse, the discovery of drugs and/or paraphernalia, vaping products, tobacco products and the like, on the student's person or personal effects. Failure to permit such a test in a timely and credible manner can result in the expulsion of the student.

### **BREATHALYZER TESTING**

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

## **◆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

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 Director of Safety and Security 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, Director of Safety and Security, the Assistant Head of School, and/or the facility manager. Their contact information is:

- Nanci Griffith, Lower School Principal, (614) 431-8240 (Lower School)  
[Nanci.Griffith@worthingtonchristian.com](mailto:Nanci.Griffith@worthingtonchristian.com)
- Todd Aiken, Upper School Principal, (614) 431-8210 (Upper School)  
[Todd.Aiken@worthingtonchristian.com](mailto:Todd.Aiken@worthingtonchristian.com)
- Jack Gross, Facility Manager, (614) 209-0615  
[Jack.Gross@worthingtonchristian.com](mailto:Jack.Gross@worthingtonchristian.com)
- Dr. Erica Van Dop, Assistant Head of School, (614) 431-5254  
[Erica.VanDop@worthingtonchristian.com](mailto:Erica.VanDop@worthingtonchristian.com)
- Nick Way, Director of Safety and Security, (614) 431-4286  
[Nick.Way@worthingtonchristian.com](mailto:Nick.Way@worthingtonchristian.com)

## **SECURITY FOOTAGE**

As part of its layered approach to security, security cameras are used on each campus to monitor the safety of WC students, staff, families, guests, and property. Cameras will not be placed in areas used for personal privacy, such as restrooms or locker rooms. Principals, assistant principals, the athletic director, IT and Facilities staff, the assistant head of school, and the head of school will have access to the surveillance equipment and video footage related to their roles. Video footage will be stored electronically with password protection for 90 days. Footage may be retained for more than 90 days if an incident requires retention of that video for legal or record-keeping purposes.

Video footage will be shared only in accordance with FERPA guidelines and will be considered part of the student's education record. As a result, the school will not show or share video footage with parents if it involves students other than their own. However, the school will inform parents of the content of the video. The school will not release copies of security footage to parents or students.

Staff with access to security footage should not show or share footage with other staff unless authorized by a principal, an assistant principal, the assistant head of school, or the head of school.

## **FIRE DRILLS, TORNADO DRILLS, LOCK DOWN DRILLS, AND ACTIVE SHOOTER DRILLS**

Drills are required by law. All members of the community are to take them seriously. When an alarm is sounded, students should be silent, respond as trained and listen for further instructions. Maps showing proper exit and shelter areas are posted in each room. Horseplay or failure to comply will not be tolerated.

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

## **PERSONAL TECHNOLOGY DEVICES**

Healthy cell phone use in adolescents continues to be a concern for healthcare providers, schools, and families. The [U.S. Surgeon General \(2023\)](#) recently explored the impact and safety of social media use regarding youth mental health; along with the [American Academy of Pediatrics \(2022\)](#) providing guidance and resources for families to assess technology readiness and create a healthy media use plan for adolescents. Of note is cell phone use in schools. The Atlantic recently published an article exploring cell phone use ([Get Cell Phones Out of Schools Now; Haidt, 2023](#)) in schools and unequivocally stated, "If we want children to be present, learn well, make friends, and feel like they belong at school, we should keep smartphones and social media out of the school day for as long as possible."

Paul tells us in I Corinthians 10:23 that "I have the right to do anything, you say-but not everything is beneficial. I have the right to do anything-but not everything is constructive." While there is nothing inherently wrong with cell phones, there is plenty of research to support that they are not beneficial/constructive in a school setting ([Open Access, Phone Free Schools Review; Haidt & Raush, 2023](#)). As such, WC restricts the use of personal technology devices (e.g., cell phones, smart watches, tablets, laptops) during the school day. Our rationale to support this change comes from a desire to:

1. Promote a greater sense of authentic community where students are more highly engaged with their peers and their teachers.
2. Create a more educationally rich academic environment.
3. Prevent the access of inappropriate and potentially harmful content (e.g., social media, cyber bullying).
4. Foster a greater sense of mental well-being by minimizing the need for and distraction of the cell phone.

## **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 are not permitted during study hall, lunch or passing periods. 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 office. When a device or other technology is confiscated, the student is subject to disciplinary action. To obtain confiscated equipment, students may be required to talk with the 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. Students are not permitted to wear Air Pods or earbuds at any time during the school day. When wearable technology is confiscated, the student is subject to disciplinary action. To obtain confiscated equipment, students may be required to talk with the 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 parents must meet with the principal to develop a plan for appropriate use. 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 or student may use their cell phone to contact their parent from the health office.

### **SCHOOL-ISSUED TECHNOLOGY**

All 7-12<sup>th</sup> grade students will receive a school-issued Chromebook and charger at the beginning of the school year to use and keep until the end of the school year. We expect all of our students to treat WC technology with care. Failure to do so will result in consequences/fines/etc. Please see [Appendix 2: School-owned Technology User Policy](#) for more information.

### **CONSEQUENCES FOR VIOLATIONS**

Each time a personal device is confiscated, it will be delivered to the office. The device will not be returned to the student until the end of the day. If a student violates these guidelines, the device will be confiscated and can be obtained at the end of the school day from the office. Should this behavior become chronic, additional discipline may be issued. Furthermore, if a student violates other conduct policies by using a device (e.g., bullying, pornography, illegal activity), additional discipline consequences may be administered, and legal authorities may be notified.

### **USE OF ARTIFICIAL INTELLIGENCE**

WC takes seriously its commitment to ensuring academic integrity related to student work. The school realizes that the proliferation of artificial intelligence presents options for enhanced productivity with academic work and will be a tool students use after their time at WC. As such, the school approaches the use of artificial intelligence as a potential tool to complete academic work with certain parameters.

Instead of banning the use of artificial intelligence outright on school assignments, the school will allow students the use of artificial intelligence only with express faculty permission as part of any school assignment or any form of assessment (e.g., quizzes, tests, papers, artistic creations). The student must assume responsibility for any assignment submitted, ensuring that sources are cited appropriately to avoid plagiarism.

## **MISCELLANEOUS GUIDELINES**

### **COPY MACHINES**

- Students must abide by any restrictions posted on the various copy machines.

- Students may not use the copier in the offices without permission.

## **FACILITIES**

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

## **HOUSES**

Each student is a part of one of six “Houses” – Fides, Gratia, Lux, Pax, Veritas, and Vita. Houses are an integral part of student life at the Upper School. Many aspects of student life (discipleship, academic counseling, service, and government) come from within the House system. Incoming 7<sup>th</sup> graders and new students are randomly assigned to a House and will remain part of that House throughout their Upper School career. Students are not moved from House to House to be with friends because it is important to learn to make friends outside of the student’s natural friend group.

Each House is divided into “Families.” 7-8<sup>th</sup> graders will have their own families, while 9-12<sup>th</sup> graders combine to form families. These families meet throughout the week during what we call “Family Time.” During family time, students discuss chapel topics, play games, do service projects and more. Throughout the year, houses compete against each other in “House Competitions” to earn “House Points.” At the end of the school year, whichever House has the most House Points is the champion for the year! All students are expected to participate in House activities.

## **LOCKERS**

Students who wish to have a locker will be issued one. A locker is school property on loan to students to provide a safe place to store items that are subject to theft.

- Do not compromise the security of the locker by sharing the combination with others.
- Keep the locker clean and free of trash, old food, and graffiti.
- Report malfunctioning lockers to the office.
- Lockers will be inspected, and the “owner” may be charged for cleaning and repairing the locker.
- **Because lockers are the property of the Upper School, they may be opened and searched by the administration at any time.**

## **LOST AND FOUND**

Look for lost valuables (cell phones, keys, etc.) in the office. Look for lost books in the media center. Look for lost clothing, book bags, etc. on the Lost and Found shelves outside of the office. All items will be removed from the lost and found at the end of each quarter and donated.

## **MESSAGES TO FACULTY AND STUDENTS**

Messages for students should be called into the office and the office will see that messages are delivered proportional to their urgency. Faculty can receive messages by voice mail or email. Our performance standard is to respond to voice mail or email within one school day. Email is the preferred means of initiating communication with faculty.

## **PAYMENT OF FEES AND FINES**

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

## **PERSONAL BUSINESS**

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

## **SURVEY APPROVAL**

The building-level principal must review and approve any survey administered to students, parents, and staff unless a survey is administered with the approval of another director, the assistant head of school, or the head of school.

## **POSTING OF NOTICES, ANNOUNCEMENTS, AND PUBLIC DEBATE**

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

## **PUBLIC DISPLAYS OF AFFECTION (PDA)**

There is to be no PDA on the Upper School campus. PDA includes, but is not limited to, “hand-holding”, “arm-arounding”, “back-rubbing”, “long hugs”, and kissing. Couples found alone in empty rooms, halls, closets, stairwells, etc. are subject to school discipline (even if they are just “talking”).

## **SCHOOL BUSES AND THE SHUTTLE**

- Respect the driver of the bus. The little kids on the bus look up to the big kids. Please set a good example.
- Stay seated when the bus is in motion. (That is the law!)
- Be silent at RR crossings and talk in quiet tones at other times.
- No eating, drinking, or chewing gum.
- Do not throw things inside the bus and do not throw things out of the bus.
- Keep all body parts inside the bus.
- In an emergency, remain silent, listen to, and obey the driver’s instructions.

- Many districts do not allow non-district students to ride their bus. Check in advance if plans are being made for a friend to ride the bus home.
- Bus riding is a privilege and not a right. Write-ups from bus drivers or other behavior issues will result in school discipline, and potential suspension of bus privileges.

### **SCHOOL CLOSINGS**

School closings will be announced on the school [website](#), school social media, and TV channels 4, 6 and 10, and radio stations 610 WTVN. Email and text notifications will also be sent.

### **SCHOOL SPONSORED SOCIAL EVENTS**

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

### **SEARCHES**

Random searches of lockers may occur at any time. In addition, the school administration has the right to open and inspect any student's locker, bag, purse, cell phone, electronic devices, student computer drives, or car at any time there is reasonable suspicion that such things may contain evidence of a violation of a criminal statute or school rule. The student's person may also be searched for the same reasons. When such a search occurs, it must be conducted by at least two members of the faculty or administration who are of the same gender as the person being searched. This search policy is in effect on school grounds, 24/7, and at all school sponsored events both on and off campus. Private schools, unlike public schools, are not extensions of the state, and therefore have greater latitude with respect to searches.

### **SECURE YOUR BELONGINGS**

Do not leave valuables unattended. Use lockers and use them often. Do not leave purses unattended. WC is not responsible for lost, stolen, or damaged items.

### **TEXTBOOKS**

- When a textbook is issued, it becomes the student's responsibility, to protect and to care for, and that same numbered book must be turned in when the class is over.
- Lost textbooks should be turned into the media center where they can be reunited with their "owner."

### **◆VISITORS**

- All visitors must check in at the attendance desk and receive a visitor badge to wear for the duration of the visit.

- Parents are always welcome to visit the Upper School at any time and should check in and receive a visitor badge.
- Worthington Christian School utilizes the Raptor Visitor Management System to screen all visitors. When checking in at the attendance desk, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system.
- Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. Visitors must always wear their issued badge in a visible location during their visit
- Visitors must conduct themselves in an appropriate manner and may not photograph or record without specific permission from a teacher or administrator.
- If a student wishes to bring a visitor, s/he should get permission from the office prior to the visit. Visits may not occur on the day before or after a break, nor may they occur during the last two days of a semester.

## **STUDENT DRESS GUIDELINES**

### **DRESS CODE**

Dress code is observed during school hours (8:20 a.m.-3:20 p.m.), including between classes, and at chapel or assembly. If a student is being released early, s/he must remain in dress code until off campus. **Students should arrive appropriately dressed for first period.**

### **SCHOOL UNIFORMS**

School uniforms are to be worn during the school day by all Worthington Christian School students enrolled in kindergarten through twelfth grade. Upper School students must be in proper uniform during school hours. Students must be in uniform anytime they are inside the building, including during chapel, assembly, and lunch. Shirts must remain tucked in between 8:20 a.m. and 3:20 p.m.

### **SCHOOL UNIFORM COMPONENTS**

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

### **WARRIOR WAREHOUSE ONLINE FAN SHOP**

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

### **GENERAL GUIDELINES FOR ALL STUDENTS IN ALL BUILDINGS**

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

## THE UPPER SCHOOL UNIFORM

The Worthington Christian School uniform policy helps create a school culture that aids student growth and learning. The intent of the policy is for students to express the school's biblical values in the ways they dress, particularly in the spirit of modesty for both sexes. The school's desire is to educate students to make wise, godly choices in all aspect of their lives, including how they dress and present themselves. Consequently, this policy is aimed at cultivating spiritual and moral awareness, sensitivity, and obedience for the good of the community. Furthermore, the policy is intended to enhance the sense of unity and equality among our students to achieve the sense of community we desire. As a result, we believe it is essential that students abide by these guidelines while at school. Students and families enrolled at WC agree to abide by them.

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

### Upper School Campus Wear

- Pants/Shorts: Khaki (pleated or plain front mid-rise) (School Closet or Lands End)
- Shirts: White, yellow or blue oxford with WC logo (long or short sleeve) or white, red, or navy polo shirt with the WC logo (School Closet or Lands End).
- Sweater: Navy or red cardigan, V-neck or vest with WC logo (School Closet or Lands End).
- Spirit Wear: Sweatshirts, jackets, pullovers or fleeces with the WC logo (Warrior Warehouse or Warrior Spirit Store).
- For ladies: Jumper/Skirt: School approved plaid (School Closet only)
- **All apparel must display the current WC logo.**

**All uniform items listed above must be purchased from School Closet, Land's End, the Warrior Warehouse, Warrior Spirit Store or BSN Team Store, or on a secondary market that originated with one of these suppliers.**

### GENERAL UNIFORM REQUIREMENTS FOR K-12

- Clothing should be clean and in good repair with no holes, cuts, or tears.
- Shirts should be tucked in.
- A plain white or non-contrasting undershirt may be worn beneath a uniform shirt.
- Only the top shirt button may be unbuttoned.
- Worthington Christian t-shirts/long-sleeve shirts may not be worn in place of a uniform shirt.
- Skirts and jumpers should be no higher than 3" above the knee. Skirts may not be rolled or hemmed to make them shorter than 3" above the knee.
- Shorts for boys should be no higher than 3" above the knee.

- Shoes must fully enclose the toe and have a minimum of a heel strap. No heels or soles over 2" high.
- Hats and hoods may not be worn inside the building.
- Hair should be neat and well-groomed. Extreme cuts are not permitted, and the administration reserves the right to determine what meets this criteria.
- Coordinating hair accessories, neck ties and scarves are permitted.
- A belt must be worn with all pants and shorts.
- Socks or leggings must be worn and should be a solid color and texture in white, black, gray, or navy.
- Visible tattoos, gages or body piercing are not permitted other than earrings for girls.
- Extreme jewelry or accessories are not permitted.
- Non-uniform jackets, sweatshirts, pullovers, or sport coats may not be worn inside the building during the school day.
- For Out of Uniform Days and other school activities, please see next section.

## **PE UNIFORM**

Students are expected to bring appropriate athletic clothing to change into for their PE classes. Students are encouraged to wear athletic clothing that is modest and comfortable to move around in. PE dress specifics will be communicated by PE teachers.

### **◆OUT OF UNIFORM CONSEQUENCES (INCLUDING OOU DAYS)**

**Students will be expected to be in dress code by 8:20 a.m. Failure to do so may result in disciplinary action.** If a student is out of dress code, they will be required to correct the issue so they are back in dress code. If they are unable to do so, parents will be called to bring their student appropriate clothing that is in dress code. Students are encouraged to keep extra uniform items in their car or locker. If a student has a legitimate crisis, he or she should see the office staff and they will try to help.

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

### **OUT OF UNIFORM, HOUSE SHIRTS, WARRIOR SPIRIT, AND WARRIOR FRIDAYS**

Throughout the school year, there will be designated Out of Uniform Days (OOU), Warrior Spirit Days, Warrior Fridays and House Days. The timing of these optional days is at the discretion of the administration. The following rules apply on all types of dress down days:

- No pants with rips/holes that show skin above the knee area. (Rips/holes above the knee should have backing behind them.)
- Loose sweatpants are permitted.
- Hats are permitted (no political slogans or other logos/messages that would not align with the community life together covenant).
- Leggings, yoga pants and other super-tight clothing are never appropriate (Even if you have a long shirt/sweatshirt on, you still may not wear leggings/yoga pants/etc.)
- Only campus wear shorts are permitted.

- All shirts and tops must have sleeves and necklines only as low as the neckline of a buttoned uniform shirt with the top button undone.
- Clothing must cover backs, stomachs, and all undergarments always in all positions.
- Shoes must fully enclose the toe and have a minimum of a heel strap. No heels or soles over 2" high.
- **On house shirt days, official house shirts must be worn.** If you lose your house t-shirt, you can order a new one.
- On "Warrior Fridays" throughout the three sports seasons, team members or cast members may wear their jerseys, warm up top, or cast shirt. Campus wear must be worn on the bottom.
- Dress code rules regarding piercings and tattoos apply on OOU days.
- **A student should always bring alternative clothing in the trunk or backpack if he or she has the slightest doubt about the appropriateness of their clothing choice.**

### FIELD TRIPS

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

### GAMES AND OTHER SCHOOL ACTIVITIES

Considering the school's position on human sexuality, students are expected to dress in ways that are consistent with their God-given biological sex during school and at school-related activities. Furthermore, students may bring guests only of the opposite biological sex to certain social events such as the annual Gala. All expectations relating to this policy are rooted in the school's biblical and theological understanding of human sexuality and ultimately are interpreted by the school's administration.

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

## MEDIA CENTER, STUDENT DRIVERS, AND STUDY HALL

### MEDIA CENTER

Our Media Center is a great place for resources, books, and more. When checking out books, please remember that report cards will be withheld if outstanding fines are not paid.

### STUDENT DRIVERS

Driving is a revocable privilege. Observe the following rules for the health and safety of everyone. Unsafe driving will not be tolerated either on campus.

- **All student vehicles must be registered by the last school day in August.** A parking permit must be purchased and be displayed hanging from the rear-view mirror whenever the vehicle is parked on campus. Remember, drivers under 17 may not transport more than one person in their car.<sup>7</sup>
- Failure to register and/or properly display a valid permit on a vehicle can result in removal of the vehicle at the owner's expense.
- Students must park only in designated parking spaces.
- **Speed is limited to 10 mph on campus.** Anything deemed reckless operation may result in the immediate suspension of driving privileges.
- Students are not permitted to go to their car during the school day without first getting permission from the office.
- For safety's sake, and for the protection of your bodies, please do not play games (soccer, football, etc.) in the parking lot.
- Do NOT ride on the outside of a car or truck, not even for a "short" distance and not even at a slow speed. STOP your car if the student refuses to get off and use your cell phone to call the office.
- For the protection of the preschoolers, students may not drive through the loop in front of the Early Childhood Center at any time between 7:00 a.m. and 6:00 p.m. If a student wishes to drive from the north lot to the south lot, he or she should do so via Lazelle and Worthington Galena roads.
- No student drivers in the bus lane from 7:30 a.m. to 4:15 p.m.
- Cars are subject to search if there is reasonable suspicion that the car contains evidence of a violation of a criminal statute or school rule. There should never be any tobacco, alcohol, nicotine, other drugs, vaping materials, or related paraphernalia in a student car driven or parked on campus or at school-related events.
- Students may not drive other students (except siblings) on field trips or other school activities that occur during school hours.
- **WC is not responsible for damage or theft that occurs in the school parking lots.**

## STUDY HALL

Study halls are an important part of the academic program, where students can practice personal study skills. Students should come to every study hall prepared to do homework, study, read, or quietly put their heads down to sleep or rest. All students in study hall should follow the protocols below:

1. Arrival expectations: Students are expected to arrive on time to study hall. No student is permitted to sign-out until the teacher has taken attendance and granted permission. Failure to report for attendance with the study hall teacher at the beginning of the class period will be treated as an unexcused absence.
2. No student is permitted to sign another student out of study hall.

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<sup>7</sup> As of July 1, 2015, Ohio law has changed regarding drivers with a "Probationary" license (anyone under 18). During the first year of the license, a driver may have no more than ONE non-family member in the car. The 17<sup>th</sup> birthday is no longer the point when multiple passengers are allowed. Drivers under 18 may not use mobile communication devices at any time while driving.

3. Students might have their sign out privileges limited if their grades are struggling. This is up to the discretion of our administration and counselor.
4. Work, read, or rest AT YOUR SEAT. Study hall is not a place for casual conversation. There is work to be done and if that is not the case, students may take a nap or simply sit quietly. Collaboration with other students on assignments may occur only with permission of the study hall proctor. **Ask first.** If you sleep, do it in your seat. Please do not recline on the floor or furniture.
5. All US technology guidelines apply during study hall periods.

## LUNCH AND CAFETERIA

The school has a “closed lunch” policy. That means that students are not permitted to leave campus during lunch except with their own parent or guardian. The only exception to this being certain persons (family member, pastor, coach, or teacher) authorized in advance by a note from a parent/guardian. That person is not to gather other friends to “go along.” It is important for the student to return to school on time, otherwise, the student will receive an arrival tardy.

### ◆PLACES TO EAT

All students are expected to eat in the commons during their lunch period. The only exception to this is for 9-12 grade students on block days. On Wednesday and Thursday only, students will be permitted to take their lunch to the student lounge, courtyard or student club meeting location with faculty supervision.

### BUY OR PACK LUNCH (NO DELIVERIES!)

Lunch may be purchased from the cafeteria using the approved payment method. Lunch may also be brought from home. Students may NOT order food to be delivered to the school. Should a delivery be requested, the student will pay for the food, and it will be returned to the delivery person.

**The cafeteria at each Worthington Christian building is cash-free. Below is more detail regarding the use of the lunch service.**

### FACTS FAMILY ONLINE AND YOUR FAMILY PRE-PAY ACCOUNT

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

- **From a computer:** Once a student is enrolled, they will be able to add funds to their prepay family account.
  1. Login into FACTS, click on “Financial” on the left side of the screen. Lunch funds are made by clicking on the “Add Funds” button in the Prepay Accounts box.
  2. Use this “Add Funds” option to keep the account current. There is no fee for the e-check option and your account will be credited immediately.
  3. To monitor your student’s lunch activity/purchases throughout the year, simply click on the dollar amount indicated in blue in the Prepay Accounts box.

4. You will see the following: PREPAY ACCOUNTS - Here you can see your Food Service balance, review your purchases, and add funds.

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

### **LUNCH MENU AND PRICING**

Menus and ala carte pricing is posted on the cafeteria bulletin board, our WC website under the "parent and student" tab, and on FACTS. All items are sold ala carte. Student's do not preorder lunch items.

### **BIOMETRIC SCREENING**

Students use their fingerprint via a biometric system to purchase items in the cafeteria. (New students will review the system and have their biometrics taken at open house). The purchase will be deducted from your family prepaid food service account balance.

### **BALANCE DUE**

The program is a **prepay** system. Payment for lunch items is expected in advance. **It is your responsibility to monitor your family account on a regular basis and add funds as needed to keep a positive balance.** Student purchases cannot be monitored by food service staff. Parents should review lunch purchases and balances on a regular basis. If your family account drops to a negative balance, you will receive an email from FACTS notifying you to add funds. Should your family account become negative, we reserve the right to block your family lunch account until it is brought to a positive balance.

### **DELAYED START GUIDELINES**

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

If you have any questions regarding food service, please contact our food service department:

**Kathy Kramer – WC Food Service Director**

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

**Pam Murawski – WC Food Service Supervisor**

[pam.murawski@worthingtonchristian.com](mailto:pam.murawski@worthingtonchristian.com)

## **PHILOSOPHY OF EDUCATION, ACADEMIC INTEGRITY, AND ACADEMIC MATTERS**

### **WORTHINGTON CHRISTIAN SCHOOL PHILOSOPHY OF EDUCATION**

Learning can be thought of as the process of discovering and applying truth, beauty, and goodness to one's life. As followers of Christ, this process is a natural part of our discipleship. A Christian education which develops a student's mind to rightly think

about God, himself, and the world in which we live is not only vital to the Christian life, but also part of the command to exercise dominion over the created world.

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

- As the creator of the universe, God is the source of all things, including all knowledge. Anything true, including that which is truly good or beautiful, that is to be found in the world reflects 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 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 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. To do that our minds must be conformed to the image of Christ.
- God is the creator of all knowledge, knows all things perfectly and fully, and “fills everything in every way.” So, when we learn something true that we did not previously know – in whatever field or discipline – we become more like him. This opens 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.

### **WHAT CONSTITUTES A BREACH IN ACADEMIC INTEGRITY?**

- To use, copy, or turn in another person's work, in whole or in part, as if it were your own.
- To copy information from any person's test, examination, theme, report, homework, worksheets, or term paper.
- To plagiarize - defined as, "to steal and use the ideas and/or writings of another as one's own," without giving credit to the original author.
- To prepare to cheat in advance by:
  - Having in your possession a copy of a test given by a teacher.
  - Using any form of notes during a test or exam not permitted by the teacher.
  - Discussing the specific content of a test or quiz between classes with those who have not yet taken that quiz or test.
- To communicate in any way with another student during a test or exam.

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

### **HOW WILL CHEATING BE VERIFIED?**

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

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

### **WHAT ARE THE PENALTIES FOR CHEATING?**

#### **FOR 9 – 12 GRADERS:**

- **First Offense:**
  1. Full credit will not be granted. Partial or no credit may be given on the assignment, test, or quiz at the discretion of the teacher with approval from US administration.
  2. Community Life grade for the quarter will be reduced by one letter grade.
  3. The offense will be noted in the student's file.
- **Second Offense:**
  1. Full credit will not be granted. Partial or no credit may be given on the assignment, test, or quiz at the discretion of the teacher with approval from US administration.
  2. The Community Life Grade for the quarter will be reduced by two letter grades.
  3. A period of suspension may apply.
  4. A period of ineligibility for any co-curricular activities may apply (including games or performances).
  5. The offense will be noted in the student's file.
- **Third Offense:**
  1. A zero on the assignment, test or quiz will be given.
  2. Potential loss of credit for the course for the grading period.

3. The student may be recommended for expulsion from the Upper School.
- **Academic integrity violations are cumulative:** For example, if a student is caught cheating in English 9 and is found cheating again in Chemistry their junior year, the incident in Chemistry is considered the SECOND offense. If the student is caught again in their senior year, that would be considered the THIRD offense.

### **FOR 7 – 8 GRADERS:**

7<sup>th</sup> & 8<sup>th</sup> grade is the best time for students to learn important lessons related to academics. When academic dishonesty occurs, administration and teachers see those instances as learning opportunities for students. With the first instance of academic dishonesty, a student will be given an infraction and parents will be informed. The teacher will meet with the student to explain what occurred and how it can be avoided in the future. Where applicable, students may have the opportunity to fix their assignment for partial credit (pending teacher/administrator approval) the first time it occurs to learn from their mistake. After that, it will be an automatic zero on the assignment.

If a pattern of academic dishonesty occurs, more serious consequences will also be administered.

### **STUDENTS ARE OFTEN CONFUSED BY THE MEANING OF “PLAGIARIZE”**

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

- Because any IDEA that is not the writer’s own idea or that is not “common knowledge” must be documented. It does not matter if a student used his or her own words. It is the IDEAS, not the words, which are important and must be documented. Most research papers should have nearly every sentence documented because such papers, by their very nature, are a collection of the ideas of others, recapitulated by the paper’s author and then synthesized to establish the paper’s thesis.
- Remember too, that “common knowledge” is not very common. It must be something almost everyone would know. For example, there would be no need to document that the Declaration of Independence was signed in Philadelphia, or the World Trade Centers were destroyed in a terrorist attack, or the fact that the Cleveland Browns seldom have a good season.

### **A HELPFUL TOOL TO AVOID UNINTENTIONAL PLAGIARISM**

Upper School students may access [turnitin.com](https://www.turnitin.com). This service will allow a student to make sure his or her paper has been properly documented and is free from

inadvertent plagiarism. Teachers may also submit copies of student papers for the same reason.

## **ACADEMIC MATTERS – GRADES, GRADING, CREDITS, & LATE ASSIGNMENTS**

### **7-8 GRADE VS. 9-12 GRADE**

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

### **GRADING PERIODS**

There will be two nine-week grading periods per semester, and two semesters in an academic year.

### **PROGRESS AND ZERO REPORTS**

FACTS-SIS will email progress reports every Sunday evening around 6pm EST. It will also send an email in the evening if a zero is entered for any assignment.

### **GRADING SYSTEM AND SCALE**

The following scale shows the letter, percentage, and grade point equivalents used in our grading at the Upper School. WC offers weighted courses (honors, AP, CCP). For specific questions about course weighting contact Jen Reep, student registrar at [jen.reep@worthingtonchristian.com](mailto:jen.reep@worthingtonchristian.com)

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

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

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

“C” represents average mastery of the content.

“D” represents poor mastery of the content.

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

Faculty, students, and parents must be aware that a grade is earned for mastery of the content of the course, not for trying hard. Mastery and effort are two different things. A student may well deserve reward for hard work. That reward comes in the form of letters of recommendation written to colleges, or words of praise and encouragement, and athletic eligibility but not always through a letter grade. Regardless of the grade, hard work has inherent value because it can lead to more learning. It is dishonest and fraudulent to give a student a grade that indicates he or she has mastered the content of a course when in fact the student has little mastery of the material, although the student worked extremely hard at the course. Rewarding hard work with letter grades puts the student at a disadvantage as he or she is given a false sense of confidence. Colleges and employers are put at a disadvantage because the student appears to have a much better mastery of the content of the course than is the case. It is possible for a student to master the content of a course and do minimal work, while at the same time a student might work very hard and gain only a rudimentary mastery of the content. **Grades are a measure of mastery, not a measure of effort. Grades are not the measure of the worth or work ethic of an individual, they are only a measure of the mastery of the content of courses taken.**

### GRADE AVERAGES

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

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

### GRADUATION REQUIREMENTS 25 CREDITS

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

### GRADES 9-12 GRADUATION CREDIT REQUIREMENTS\*

Christian Studies	4 Credits**	Christian Studies 9, 10, 11, 12
English Language Arts	4 Credits◇	English 9, 10, 11 and 12◇◇
Mathematics	4 Credits◇	Algebra 1, Geometry, Algebra 2, and one additional
Science	3 Credits◇	including at least one lab science
Social Studies	3 Credits◇	including World History or Geography, US History, and Gov't/Economics
P.E./Health	1 Credit◇	(½ credit of PE; ½ credit of Health
Fine Arts	1 Credit◇	this credit can be considered one of the required 5 elective credits
Electives	5 Credits◇	World Languages are considered electives

- \* Some requirements can be adjusted for transfer students.
- \*\* Requirements unique to the Upper School.
- ◇ Requirements common to other Ohio high schools and set by the Ohio Department of Education.
- ◇◇ Either English 11 or English 12 may be replaced by a CCP English course, but not both. Students who take more than one CCP English course will still earn elective HS credit for their CCP course, as well as the requisite college credit.

## INCOMPLETES

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

## PE WAIVER

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

## GRADUATION CREDITS EARNED IN 7/8 GRADE OR HOME SCHOOL

Students successfully completing French I, Spanish I, Algebra I, and/or Geometry courses during 7/8th grade at the Upper School will be granted one graduation credit for each course completed. The credit will count toward Worthington Christian School graduation credit requirements. The final course credit and grade will appear on the Worthington Christian School transcript and will be calculated into the Upper School grade point average (GPA). Should a student wish or need to retake French I, Spanish I, Algebra I and/or Geometry the retake grade earned, whatever it is, will replace the grade earned in 8<sup>th</sup> grade on the transcript. The student may not opt for the higher of the two grades. The Upper School would accept high school level courses taken at other middle schools if the high school fed by that middle school accepts the courses.

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

## GPA

Grade point average can be calculated by adding the grade points earned and then dividing this total by the number of credits for which the grades were given. When calculating, be certain to count the entire point value of the grade for a one-credit course. For  $\frac{1}{2}$ -credit courses, calculate using  $\frac{1}{2}$  of the grade's point value. For example, an A in Spanish is worth 4.00 in your GPA calculations, since it is a one-credit course. An A in Ceramics is worth 2.00 in your GPA calculations since it is a  $\frac{1}{2}$ -credit

course. **A course is not counted as part of GPA until the entire course is completed.**

### **GRADE REPORTS AND FACTS-SIS**

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

### **THE UPPER SCHOOL LATE WORK POLICY**

Faculty will be guided by the policy explained below.

- Teachers will check in homework the day it is collected. All assignments turned in on time receive a "P"<sup>8</sup> ("P" is for "pending," indicating the assignment is in and ready for grading). All missing assignments will receive an "M"<sup>9</sup> ("M" is for "missing"). Even if a student is absent, the assignment will still be marked as "M." That status will be changed to "P" when the student returns and turns in the work. A zero notification will automatically be sent out the night that the "M" is entered. Parents who know their student was absent should not get upset! Parents who know their student was at school should be concerned!
- When a student is absent, the Handbook guidelines apply. One day for makeup is allowed for each class day missed, without penalty. Long term assignments are due the first day back from an absence. Being absent does not automatically grant an extension on long-term assignments. If work is not submitted within the allowable time frame it is considered late.
- If a student is absent unexcused for a class period, that teacher reserves the right to issue an academic penalty for any assignment or assessment due/issued that day.
- All late work not turned in **after the 7<sup>th</sup> calendar day at 3:30 pm will receive a 0 and cannot be made up.** The only exception would be a student with an extended absence where a plan has been established.

## **SCHEDULES AND COURSES**

### **SCHEDULE CHANGES**

Students in grades 9-12 have greater scheduling flexibility. Please refer to the Academic Guide for information relative to schedule changes protocols. An add/drop form is available from the registrar and must be completed. Schedule changes must be made in consultation with the academic counselor and must have written approval from a parent. There will be a charge associated with some schedule changes.

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<sup>8</sup> *Pending* will show as a "O" in FACTS-SIS, with "pending" status, and will not impact the current course grade reflected on FACTS-SIS.

<sup>9</sup> *Missing* will show as an "O" in FACTS-SIS and is factored into the current course grade reflected in FACTS-SIS. It shows the mathematical impact of not turning in the assignment.

Students who are part of the intervention program must have any schedule change approved by the Intervention Coordinator.

### **FAILING A REQUIRED COURSE**

It is expected that all students, at all levels, pass all courses. All courses required for graduation must be passed. If a student fails a required course, it must be repeated, in accordance with the Upper School policy. Students at any level who fail a required course must re-take that course during the summer through Sevenstar Academy (see next section). Students who fail the credit recovery course face the possibility of not being retained by the Upper School. The student must earn at least a C in the repeated course. The course grade earned in the recovery course will be the final grade, regardless of if the grade is less or greater than the first grade. **The Upper School reserves the right to not retain a student who has failed two one-credit courses (or the equivalent) in an academic year.**

### **FAILING AN ELECTIVE COURSE**

A failed elective course may be repeated, but only with the teacher's permission. If a student failed because of disruptive behavior and inadequate effort, the teacher is under no obligation to grant permission. The student must earn at least a C in the repeated elective course and the F will be removed from the transcript and replaced with a D-.

### **CREDIT RECOVERY AND OTHER COURSES TAKEN OUTSIDE OF WC**

WC is partnered with Sevenstar Academy ([www.sevenstar.org](http://www.sevenstar.org)) for online coursework. This partnership offers students flexibility for credit recovery and alternative credit options, and courses are designed with a Christian worldview. Sevenstar Academy is an important partner for WC and is the only WC approved option for coursework taken outside of the school. Students who fail a required course must make up the credit through Sevenstar (see "Failing a Required Course" above). WC will not accept credit recovery courses from other providers, including local school districts. This is unrelated to College Credit Plus, which serves a statewide function to provide college credit to students.

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

1. Credit recovery classes must be started no later than the first Monday in June and be completed by the beginning of school in August. Some courses will require the entire summer to complete. **When a credit recovery course is successfully completed, a D- will replace the F in the student's academic record.** Students who fail a credit recovery course will likely not be retained by the Upper School. A senior who fails a required course may not participate in commencement but may receive a WC diploma upon timely recovery of the credit.
2. Some credit recovery summer classes require more time to complete than the summer. In those cases, the student's progress will be monitored by Worthington Christian throughout the summer, and their enrollment may be held and/or forfeited if they are not keeping a pace that will finish the course on time.

3. While the school will notify families whose students have failed an Upper School non-College Credit Plus course, it is the responsibility of the family to schedule credit recovery courses through their student's school building and make financial arrangements for the course. Students will not be automatically enrolled, nor families billed through Worthington Christian. Currently, courses through Sevenstar range from \$400-600.
4. Sevenstar courses do not replace and may not be substituted for classes offered at WC.
5. From time to time, there may be an extenuating circumstance that warrant a student to be granted permission to complete a required course through Sevenstar. The Upper School administration reserves the right to approve/deny these types of requests. The grade earned in the course will be entered into the student's academic record.
6. EXCEPTION: Even though Sevenstar courses do not replace WC courses, students who have completed both their freshman year of high school and Algebra I MAY take Geometry as a summer course through Sevenstar. This allows students to get on track to take Calculus as a senior. This option requires a record of exemplary work in Algebra I and a recommendation from the current Algebra I teacher.
7. Courses not available at WC and taken through Sevenstar for elective credit will be granted elective status at Worthington Christian and be entered into the student's academic record, providing they received prior authorization from the building administration.
8. **Credit recovery or other course work will not be accepted from providers other than Sevenstar.** Physical Education is the lone exception. PE requirements may be completed through the student's local school district.
9. While a motivated student is welcome to take any courses offered by Sevenstar (or any other provider) **only courses NOT offered by WC and taken through Sevenstar will appear on the student transcript.**

### **COLLEGE CREDIT PLUS**

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

who are not self-motivated or who have struggled with working independently not take CCP courses.

### **RETAKE A COURSE FOR A BETTER GRADE**

No course may be repeated without administrative approval. If a course is repeated, the **new** grade will automatically be the grade recorded on student transcripts.

### **DROPPING OR WITHDRAWING FROM A COURSE**

Please refer to the Academic Guide for information relative to schedule changes protocols. All requests must go through the academic advisor and/or registrar. If a student wants to drop a course, it will be written on the transcript as a W/P (withdraw, passing) or W/F (withdraw, failing). A student who chooses to replace a course they dropped with a new one is responsible for getting themselves caught up in the course they are enrolling in. When a student drops a course and adds a new one, it is possible that it will affect their grade depending on the amount of content missed and what needs to be made up. Students should remember that a dropped course cannot be made up online (see [Credit Recovery](#) under the Schedules and Courses section of this Handbook) and dropping a course necessary for graduation could have unforeseen consequences down the road. Dropping a course may affect athletic eligibility if the student is not passing at least five one-credit courses or their equivalent. At some levels, the student will not be allowed to drop a course. There will be a \$10 charge added to the student's FACTS account for all schedule changes.

### **COURSE FEES AND FINANCIAL OBLIGATIONS**

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

### **LATE ARRIVAL/EARLY RELEASE**

Seniors who are on track to graduate have the choice of applying for late arrival and/or early release. All seniors must attend WC for a minimum of 5 instructional periods. Juniors who are on track to graduate have the choice of applying for late arrival OR early release. All juniors must be scheduled for at least 7 periods, and at least 6 must be instructional periods. Any 1 credit or 1/2 credit class is an instructional period; study halls and teacher assistant periods do not count. College Credit Plus classes do count as instructional periods.

Students are expected to take part in all required school activities. **Late arrival/early release students are still required to attend chapel, assembly, house, and family activities** (exceptions can be made for those who are taking CCP courses off campus). There is no discount on tuition for late arrival/early release students. All students with a service or accommodation plan must also obtain approval from the intervention coordinator to receive late arrival/early release.

Students may lose their late arrival/early release privileges if they...

- are on academic watch or disciplinary probation.
- disregard chapel, assembly, house, and family attendance requirements.
- do not keep passing grades.

- have a consistently low Community Life Grade.

Late arrival/early release request forms will be available to turn in after the start of the school year. The form requires signatures from both the student, parent, and intervention coordinator (if applicable) before it can be submitted for approval by an administrator. The schedules of some students may not be able to accommodate late arrival/early release. ([Appendix 3: Late Arrival/Early Release Request Form](#))

## **ACADEMIC MONITORING**

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

- The period of monitoring will be for the duration of the next grading period.
- The academic counselor will notify the student's parents about the monitoring via e-mail. The student and his/her parents may be asked to meet with the academic counselor at the beginning of the next grading period to develop a plan for academic improvement. Part of the plan may include the student's removal from participation in co-curricular activities, including athletics.

Repeated placement on academic monitoring is an indication that the Upper School may not be meeting the student's academic needs. If a student is on academic monitoring for two consecutive grading periods, a conference with the academic counselor, principal, and parents will be held to discuss alternative educational options that might improve the student's chances for academic success.

## **TESTING AND EXAMS**

### **MID-TERMS AND FINAL EXAMS**

Mid-term and final exams, or equivalent projects, are required in most one credit (year-long) courses that contribute credits toward graduation. The mid-term is worth 10% of the student's final grade and the final exam is worth 10% of the student's final grade. Final exams or their equivalents are also given for ½ credit (one semester) courses that contribute credits toward graduation and are worth 15% of the final grade. If an exam is missed because of an excused absence, the student must arrange to make up that exam at a time that is convenient for the teacher. Any student exempting any exam for any reason is responsible to verify the exemption before the exam is given. Mid-term or final exams will not be given before the normally scheduled exam days. An unexcused absence from a mid-term or final exam cannot be made up and will result in an F (0%) for the exam. If for some non-medical or non-emergency reason a student must take an exam after the end of the regularly scheduled exam days, then there will be a \$100 proctoring fee per exam.

### **SENIOR EXAM EXEMPTIONS**

A senior whose grade average of both grading periods in the second semester is 87% or above in any given course may be excused from the final exam held during the exam days in the spring semester. This exemption does not apply to cumulative course projects. The exemption applies only to courses taken during the spring semester. It is the senior's responsibility to verify the exemption with each teacher before the exam

days begin. If a senior is not eligible for exemption and skips the exam, that senior will receive an F (0%) for the exam.

## **OHIO TESTS**

WC will comply with state testing requirements.

## **GRADUATION AND COLLEGE**

### **COLLEGE INFORMATION SERVICES**

The Upper School Academic Counselor is available to assist students and parents with the college application process. Check the WC web page for information about college guidance. Every student is given a NAVIANCE account to assist in planning for college. This tool can be used to search for scholarships, learn about colleges, and much more. Also visit [www.worthingtonchristian.com](http://www.worthingtonchristian.com) -- click on "Academics," the "High School" then "College Counseling." There is also a "College Counseling" section on the Upper School Announcement page.

### **COLLEGE TESTING - PSAT, SAT, AND ACT**

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

### **TRANSCRIPT REQUESTS**

For all transcript request, complete the form linked on the Worthington Christian Website.

[Transcript Request](#)

### **THE WC DIPLOMA**

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

### **GRADUATION AND COMMENCEMENT**

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

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

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

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

### **SENIOR SKIP, SENIOR TAG, AND SENIOR PRANK**

Worthington Christian does not recognize a senior skip day. Instead of “Senior Skip,” WC has “Senior Trip” where the students miss seven full days of class. Senior Tag is dangerous, and while the school cannot stop it, Senior Tag is discouraged off campus and forbidden on or around campus or at any school event. Senior pranking of any sort is prohibited and can result in suspension or other severe discipline.

## **COUNSELING/DISCIPLESHIP**

In addition to educational, college and career counseling, students also have access to biblical counseling. Students are encouraged to seek help with problems or unhealthy or ungodly patterns in their lives by seeking counsel that will lead to help and healing. In the truest sense of the word, biblical counseling is better called discipleship, as it involves helping the student understand how the Spirit of God, through the Word of God, can bring change and healing. The Upper School’s licensed mental health counselors are equipped to help students in a manner consistent with Biblical presuppositions. Students desiring or requiring long-term counseling should seek it from a licensed mental health care provider or their local church. If the presenting problem warrants, or a student so desires, the school counselor will help connect students with qualified persons who are able to provide extended counseling.

### **Kristin MacCaughey, MA, LPCC-S**

Mental Health, grades 9-12 (Lead Counselor)

[Kristin.Maccaughey@worthingtonchristian.com](mailto:Kristin.Maccaughey@worthingtonchristian.com)

### **Janelle Dethloff, MSW, LISW-S**

Mental Health, grades 4-8

[Janelle.Dethloff@worthingtonchristian.com](mailto:Janelle.Dethloff@worthingtonchristian.com)

### **Cynthia Durbin, MA, LPSC**

School Counseling/College & Career, grades 7-12

[Cynthia.Durbin@worthingtonchristian.com](mailto:Cynthia.Durbin@worthingtonchristian.com)

## **CHILD MALTREATMENT, MANDATORY REPORTING, SEXUAL HARRASSMENT, 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](#).

## **AWARDS, ATHLETICS, AND CO-CURRICULAR ACTIVITIES**

### **NATIONAL HONOR SOCIETY**

The Worthington Christian School - Upper School Chapter of the National Honor Society (NHS) is committed to supporting the noble ideals of NHS at the Upper School and will gladly welcome into its membership students who exemplify these ideals. Any junior who has transferred into the Upper School and has an official transcript from an accredited high school is eligible for membership.

### **SENIOR AWARDS**

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

### **GRADUATION HONORS**

Seniors earning a cumulative GPA of:

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

## **ATHLETIC AND CO-CURRICULAR PROGRAMS AND ELIGIBILITY<sup>10</sup>**

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

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

While the athletic program at the Upper School holds a place of considerable importance in our program, it is not to be considered an end in itself. Alongside the

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<sup>10</sup> Eligibility requirements also apply to the participation in co-curricular dramatic and musical productions.

physical benefits a student may gain in athletics, there are the mental and spiritual benefits that can be derived from self-discipline, demanding work, and the establishment and achievement of goals. Paul instructed believers in their spiritual walk by using many examples from sporting competition. He also brings physical activity into perspective by telling Timothy, "Bodily exercise profits a little, but godliness is profitable for all things" (I Timothy 4:8). It is therefore essential that Upper School athletes maintain a high standard of personal conduct as well as acceptable academic achievement. The following standards for athletic eligibility are established to encourage this balance.

### **BOTH OHSAA AND WC ELIGIBILITY REQUIREMENTS MUST BE MET**

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

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

### **ATHLETIC WAIVER**

Students who meet OHSAA standards but fail to meet Worthington Christian standards may apply for a waiver to participate. An applicant must have passed five (5) one-credit courses, or the equivalent, in the previous grading period to be eligible for a waiver. Such a waiver request is made in writing to the principal, who has the sole authority to grant or deny the request (waiver requests may be picked up in the

office.) Factors contributing to denial of a waiver could include, but are not limited to, any of the following:

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

The development of students into well-rounded, self-disciplined citizens of the Kingdom of God is the goal of Christian education. Student athletes who neglect the matters delineated above should not expect a waiver to be granted simply because they are gifted athletes or because there is a “big game.” The Warriors would rather accept honest defeat than win at the expense of neglecting the weightier matters that should shape the lives of student athletes who are citizens of the Kingdom of God.

Student-athletes, parents, coaches, and other students must understand that if two student athletes fail the same course, one may request and be granted a waiver, while the other might request one and be denied. Reasons for granting or denying a waiver will be provided to the student athlete and his or her parents. Coaches will also be informed. Reasons will not be discussed with any other parties outside of the school administration. The Upper School recognizes that some of our Warrior athletes face special challenges. A student athlete may work extremely hard and very consistently and still not pass a course. The goal of this eligibility policy is to recognize, encourage and reward hard work, discipline and consistently trying one’s best. Sometimes hard work is not enough to earn a passing grade, but it is enough to earn the privilege of representing the Warriors on an athletic team. ([Appendix 4: Request for Student-Athlete Waiver](#))

### **GAME DAY ELIGIBILITY**

To be eligible to compete on any given game day or to practice on any given day, a student must be in attendance for at least half of that academic day unless prior arrangements have been made by the coach, the athletic office, or the attendance office. All early releases from school for athletic competition must be approved by the athletic director and principal in advance and should appear in FACTS-SIS. Student suspension or disciplinary actions can and will affect the eligibility of the student athlete, as specified in the Athletic Handbook.

### **PLAYING ON NON-UPPER SCHOOL TEAMS**

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

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

The Worthington Christian School computer network 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 WCSGuest 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 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, cyber bullying, etc.). Because the school's computer resources are limited, other policies have also been instituted to preserve those resources. Compliance with this "Acceptable Use Policy" will guarantee each student continued and 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. It will be construed as making provisions to cheat and will be treated as a violation of the Honor Code.

### **ILLEGAL ACTIONS**

The following are printed here as a reminder of those things which are tolerated neither by WC nor the government. Help each other avoid these things. Illegal actions include:

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

2. **Vandalism:** In this case, vandalism refers to deliberate attempts to damage hardware, software, or information residing on the school network or any other computer system. Attempts to violate the integrity of private accounts, files or programs, the deliberate infecting of the network with a "virus," attempts at "hacking" into any of the computers using any method, or other such actions will not be tolerated. It is understood that any attempt to "hack into" any part of 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.

Students are prohibited from using devices to capture, record, or transmit the words (audio) and/or images (pictures/video) of any student, staff member or other person in the school without express prior notice and explicit consent for the capture, recording or transmission of such words or images.

4. **Theft:** 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 prohibited. The illegal copying or storing of any software is not permitted.
5. **Harassment:** Students may not use the school network for harassing others, either within the WC community or on the broader internet. Foul and abusive language attempts to "fill" electronic mailboxes, the posting of obscene images or texts and flagrant insinuations are not an acceptable use of the school network. Any information posted or sent via school equipment should be suitable for printing in any of our school publications.
6. **Inappropriate Access:** Students 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 0% protection from inappropriate materials. Therefore, students must exercise responsibility and integrity when using online services. As a general guideline, if you would not want a teacher or parent to see what you are seeing it should be considered "inappropriate."
7. **Copyright Infringement:** Students are reminded to respect all copyrights for materials that are accessed on the internet from the school network. Students should not download or copy major portions of website 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 website materials and receives explicit permission to use the materials. Websites 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, chain letters, texts, pyramid schemes, forwarding or replying to "contests," "fast cash" schemes, mass cross-postings, and uninvited mass mailings are all highly

wasteful of network resources and are not allowed on any part of the school network.

### **PRESERVATION RESOURCES (RESTRICTIONS AND RATIONALE)**

1. Because storage locations and bandwidth across lines which connect our network both internally and externally are limited, neither programs nor information may be stored on the system without the permission of the system administrator. Students are not allowed to stream or download and save media files from Internet sites due to issues with network performance, storage constraints, and copyright infringement issues.
2. Each student is permitted reasonable space to store personal files on their school OneDrive. 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 to regain storage 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 social networking sites) while logged on to any part of WCSNET. Students may not access their personal home computers or the computers belonging to friends through any part of 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. The following hierarchy will prevail in governing access to the Internet.
  - Class work, assigned and supervised by a faculty member
  - Class work, specifically assigned but individually conducted
  - Training (use of such programs as typing tutors, etc.)
  - Personal discovery ("surfing the net")

### **FACTS-SIS INTRODUCTION**

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

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

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

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

## **Technical Requirements to access FACTS-SIS**

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

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

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

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

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

## **How do I find the FACTS-SIS link?**

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

## **WITHDRAWAL AND TRANSFERS**

### **WITHDRAWAL AND TRANSFERS**

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.

## **APPENDIX 1: BULLYING PREVENTION AND RESPONSE**

### **DEFINITION AND BIBLICAL PERSPECTIVE**

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

Scripture explicitly forbids such acts<sup>11</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 of protecting those who deserve protection<sup>12</sup>, to warn the offender and others of the dangers and sinfulness of such actions<sup>13</sup>, and to bring reconciliation, when possible<sup>14</sup>. Christ calls the school and parents to partner as peacemakers<sup>15</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:

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<sup>11</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>12</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>13</sup> 1 Timothy 5:20-21, “But those elders who are sinning you are to reprove before everyone, so that the others may take warning. <sup>21</sup>I charge you, in the sight of God and Christ Jesus and the elect angels, to keep these instructions without partiality, and to do nothing out of favoritism.”

<sup>14</sup> Matthew 5:23-24, “Therefore, if you are offering your gift at the altar and there remember that your brother or sister has something against you, <sup>24</sup>leave your gift there in front of the altar. First go and be reconciled to them; then come and offer your gift.”

<sup>15</sup> Matthew 5:9, “Blessed are the peacemakers, for they will be called the sons of God.”

- 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:

- Assembly
- Elementary Bible classes
- Character education class
- House system
- 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. The 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 the 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 decide 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>16</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.

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<sup>16</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."

4. Notification sent to affected parties.
  - a. This may be done in person or via phone or electronic communication, appropriateness depending on the outcome of the determination.
  - b. All parties directly involved shall receive notification. Outside of those parties, the results shall remain confidential, as with all disciplinary cases, unless there is compelling reason to share the determination with other people.
5. Consequences administered.
  - a. In a case of determined bullying that fits the definition, the consequences shall be determined by the building administrator in a manner consistent with the school handbook.
  - b. The typical discipline for bullying shall be a minimum of a one-day suspension. If the offense is particularly egregious or repeated, a longer suspension or expulsion of the offending student may be warranted. If there are mitigating circumstances, a lighter consequence may be warranted.
6. Reconciliation sought.
  - a. Discipline administered by the school is always done as part of the discipleship process, with the hope of forming the person into the likeness of Christ and bringing repentance and reconciliation to those involved.<sup>17</sup>At the same time, care will be given to assuring the safety of the offended party throughout the process.
  - b. The offending person will be given the opportunity to seek reconciliation with the student who was bullied. This shall be done only with appropriate guidance and supervision.
  - c. While the goal is always restoration of a relationship, in instances where that does not occur or where such restoration seems insincere or forced, the primary concern will be with the protection of the offended student.
7. Ongoing support for the offended and offending student.
  - a. Check-in counseling as needed.
  - b. Partner with respective churches to provide support and assistance.

Rev. 7/15/21

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<sup>17</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.”

## **APPENDIX 2: SCHOOL-OWNED TECHNOLOGY USER POLICY**

Students at the upper school have access to school-issued Chromebooks to help support their learning. Students using these devices must abide by the policies listed in this section.

- Any issued device is the property of Worthington Christian School.
- Chromebooks are to be used for instructional purposes.
- The device and its charger must be returned to Worthington Christian School when a student withdraws from the school system, at the end of the school year, or immediately upon a request.
- Students will make available for inspection by any school administrator or teacher any messages or files sent or received on their WC issued device.
- Students will report to school personnel any incidents of inappropriate communications transmitted in any form using WC owned technology.
- Students will not deface the device (permanently personalize, add stickers, remove WCS labels, etc.).
- Students should bring their device to school when needed for a class or when requested by a teacher.
- Students will adhere to the terms written in the student handbook each time the device is used, including when it is not on school property.

### **Lost, Stolen, or Damaged Devices**

Damaged devices should be submitted to the office. A replacement may be issued to a student while the device is being inspected for possible repair. Any student with a damaged device deemed beyond repair by our IT department will be charged a fee\* via their FACTS account.

Lost or stolen devices will be treated the same as damaged devices. A student will be charged a fee\* to replace the lost/stolen device. Please notify the office of any device that is lost or stolen. A replacement may be issued with permission from the office.

### **Office-loaned Devices**

Students are expected to bring their devices to school when needed. However, the office has a limited number of Chromebooks and chargers that students may borrow. The office supply should not be abused – i.e., students consistently forgetting to bring their device to school, students choosing to leave their device at home, so they don't have to carry it all day, etc. The office has the right to refuse any student who is perceived as abusing the system.

Office devices are only to be loaned out for the day and should be returned before the last bell of the school day. If a student does not return their borrowed Chromebook/charger before the end of the week, it will be treated as a lost/stolen device and a fee\* will be applied to the student's FACTS account.

\*Replacement fee = \$300 for a Chromebook, \$25 for a Chromebook charge

### APPENDIX 3: LATE ARRIVAL/EARLY RELEASE REQUEST

Seniors who are on track to graduate have the choice of applying for late arrival and/or early release. All seniors must attend WC for a minimum of 5 instructional periods.

Juniors who are on track to graduate have the choice of applying for late arrival **OR** early release. All juniors must be scheduled for at least 7 periods, and at least 6 must be instructional periods.

Any 1 credit or ½ credit class is an instructional period; study halls and teacher assistant periods do not count. College Credit Plus classes do count as instructional periods.

Students are expected to take part in all required school activities (i.e. field trips, etc.) **Late arrival/early release students are still required to attend chapel, assembly, house, and family activities** (exceptions are made for those who are taking CCP courses off campus). There is no discount on tuition for late arrival/early dismissal students. All students with a services or accommodation plan must also have this form signed by the intervention coordinator. The schedules of some students may not be able to accommodate late arrival/early release.

Students may lose their late arrival/early release privileges if they...

- are on academic watch or disciplinary probation.
- disregard chapel, assembly, house, and family attendance requirements.
- do not keep passing grades.
- have a consistently low Community Life Grade.

\*Parents, please see the back of this form for further approval regarding block day study halls.

Late Arrival  
Period Arriving: \_\_\_\_\_

Early Release  
Period Leaving: \_\_\_\_\_

By signing below, you acknowledge that both you and your student have read the description above and agree to its provisions. Please return the signed request form to the Upper School office.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Intervention Coordinator Signature: \_\_\_\_\_  
(if applicable)

*Portion below to be completed by the office.*

Request (circle one):                      Approved                      Denied

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*ATTENTION PARENTS:

You may find that on Wednesday or Thursday (our block days), your junior or senior has a study hall for the first or last period of the day. As a parent, you can approve ahead of time that your student may skip this study hall on that particular block day for the rest of the semester.

If we do NOT have a parent signature on this portion of the form, **you will have to call the office to give approval every time your student wants to skip this study hall on that particular block day.**

Please remember that students are still required to attend chapel, assembly, house, and family activities on block days.

My student, \_\_\_\_\_, has my approval to miss \_\_\_\_\_ period

study hall every Wednesday / Thursday.  
(circle one)

\_\_\_\_\_  
Parent Signature

# APPENDIX 4: REQUEST FOR STUDENT-ATHLETE WAIVER

(To be completed by the athlete and his/her parent(s) and returned to building principal)

Name of student athlete: \_\_\_\_\_ Date: \_\_\_\_\_  
Class Failed: \_\_\_\_\_  
Academic Year: \_\_\_\_\_  
Quarter: \_\_\_\_\_  
Teacher: \_\_\_\_\_

Five classes passed per OHSAA eligibility rules (please print the name of the class and the teacher):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

In your opinion, what factors contributed to the grade you received? *Circle any that apply:*

**Late Work**  
**Work not turned in at all**  
**Frequent absences**  
**Failure to seek special help**  
**Other (please explain):**

**Inattentive in class**  
**Bad attitude about the class**  
**Deficient performance on tests**  
**Course content is challenging**

In a few sentences, please explain why you feel that you should be granted a waiver, allowing you to regain your eligibility?

Have you met with the teacher of the course you are failing? YES / NO

By signing this request, you are stating that all information is correct and that you understand that no one is automatically entitled to a waiver, and that waivers are granted at the sole discretion of the building principal. The athletic director will then review the waiver request to be certain there are no other eligibility issues.

\_\_\_\_\_  
Signature of student-athlete Date

\_\_\_\_\_  
Signature of parent Date

**For administrative use only**

Waiver granted \_\_\_\_ Waiver denied \_\_\_\_ Date \_\_\_\_\_

Reviewed by athletic director for other eligibility issues \_\_\_\_ No issues \_\_\_\_

Revised July 2023

# APPENDIX 5: EXTENDED ABSENCE PRE-VERIFICATION FORM

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_

Reason: \_\_\_\_\_

Please check which of the following reasons your absence falls under:

Excused:

- Injury/surgery/recovery
- Serious illness in the family
- Death of a relative
- College visit
- Out-of-state enrichment activities or extracurricular activities
- Unexcused (vacation, wedding, traveling, etc.)

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

*\*Please keep in mind, that even if your extended absence is "approved," it does not mean it will be entered into your attendance record as "excused." **It is up to the administration's discretion on what the absence is classified as.** Please see the next page regarding which absences are excused vs. unexcused.*

-----  
*For administrative use only*

- Approved
- Denied

Principal Signature: \_\_\_\_\_

# APPENDIX 6: WC ATTENDANCE FLOWCHART

## WC ATTENDANCE FLOWCHART

All absences and tardies should be called in to the office  
**ATTENDANCE HOTLINE: 614-410-4343**  
 Documentation should be emailed/turned in to the office

Excused ■

Unexcused ■

*\*All excused absences will be marked as "unexcused" until proper documentation is submitted to the office.*

