

WEATHERFORD CHRISTIAN SCHOOL



EXCELLENCE IN CHRISTIAN EDUCATION

FAMILY HANDBOOK

2026-2027

Table of Contents

I. GENERAL INFORMATION

[Board of Directors - board@wcslions.org](#)

[Administration](#)

[School Information](#)

II. Foundational Statements

[Mission Statement](#)

[Statement of Faith](#)

[Vision](#)

[Objectives](#)

[Marriage and Human Sexuality Policy](#)

[School Philosophy](#)

[Accreditation and Affiliations](#)

[Non-discriminatory Policy](#)

[A Christian Education](#)

[A Partnership with Parents](#)

[A Preparation for College](#)

[A Preparation for Life](#)

[The Needs of the Whole Person](#)

[Philosophy of Discipline](#)

[Biblical Principles to Guide Student Behavior](#)

[Responsibilities of those Involved](#)

[Problem Resolution](#)

[Philosophy of Uniform Dress](#)

[Summary of WCS' Educational Philosophy](#)

III. Policies and Procedures

[1.0 Attendance](#)

[2.0 Academics \(Secondary\)](#)

[3.0 Academic Integrity and Plagiarism](#)

[4.0 Athletics](#)

[5.0 Automobile Policy - Secondary](#)

[6.0 Before and After School](#)

[Elementary](#)

[Secondary](#)

[7.0 Campus Visitors/Security](#)

[8.0 Care of Personal Property](#)

[9.0 Cell Phone Usage](#)

[Elementary](#)

[Secondary](#)

[10.0 Chapel](#)
[11.0 Class Placement](#)
[12.0 College Prep](#)
[13.0 Community Service](#)
[14.0 Communication](#)
[15.0 Conduct](#)
[16.0 Elementary Discipline Plan](#)
[17.0 Secondary Discipline Plan](#)
[18.0 Dress Code.](#)
 [Addendum 1: Elementary Uniform Guidelines](#)
 [Addendum 2: Secondary Uniform Guidelines](#)
[19.0 Drills](#)
[20.0 Drop Off and Pick Up](#)
[21.0 Dropping a Course](#)
[22.0 Extracurricular Eligibility](#)
 [Elementary](#)
 [Secondary](#)
[23.0 Fundraising Policy](#)
[24.0 Field Trips and Transportation](#)
[25.0 GPA](#)
[26.0 Grading Policy](#)
 [Elementary](#)
 [Secondary](#)
[27.0 Homework](#)
 [Elementary](#)
 [Secondary](#)
[28.0 Honor Roll & Perfect Attendance](#)
[29.0 Student Council \(Secondary\)](#)
[30.0 National Honor Society \(Secondary\)](#)
[31.0 Lockers](#)
[32.0 Lunch](#)
[33.0 Parent/Teacher Conferences](#)
[34.0 Parties \(Elementary\)](#)
[35.0 Playground Safety Rules \(Elementary\)](#)
[36.0 School Closing](#)
[37.0 School Property](#)
[38.0 Student Health](#)
[39.0 Student Printing](#)
[40.0 Technology Network Usage](#)
[41.0 Textbooks](#)

[42.0 Transcripts](#)

[43.0 Transportation](#)

[44.0 Visitors](#)

[45.0 Financial Policy](#)

[Addendum 1: Elementary Uniform Guidelines](#)

[Addendum 2: Secondary Uniform Guidelines](#)

[Addendum 3: Acceptable Use Policy Access to Computer Network System](#)

[Addendum 4: Pre-Approval Absence Request Form](#)

[Addendum 5: Policy Regarding Epinephrine Auto-Injector Use](#)

Welcome

Dear WCS Families,

Welcome to the 2026–2027 school year! We are so grateful to have your family as part of the Weatherford Christian School community.

This handbook has been thoughtfully updated to reflect our mission and the heart behind our daily life together. Every policy and procedure within these pages was shaped by the prayerful feedback of our students, staff, and administration. Because we are always looking for ways to better serve our families, you will find a few meaningful updates this year. Even if you have been with us for a long time, we encourage you to look through it to see what's new.

We hope this guide serves as a helpful resource for your family, answering questions about the rhythm of our school day and our shared expectations. We invite you to sit down with your child and discuss these pages together. If anything is unclear, or if you simply want to chat more about our vision, please don't hesitate to reach out to the school office—our doors are always open.

When you initially register or re-register your student(s) for the upcoming school year, you are agreeing to the handbook.

We are truly excited for the year ahead. We stand on the promise that God blesses His children as we love Him and walk together in His purpose. Let's make this a wonderful year!

Many blessings,

Dr. Beth Riley

Head of School

I. GENERAL INFORMATION

This section contains foundational information, philosophy, and policies that apply uniformly to all students, parents, and guardians enrolled at WCS.

Board of Directors - board@wcslions.org

- Mr. Alan Crawford
- Mr. Layne Fields
- Mrs. Judy Flanagan
- Dr. Jeff Foland, Chairman
- Mr. Troy Garvin
- Mrs. Kali Jones

Administration

• Dr. Beth Riley	Head of School	beth.riley@wcslions.org
• Mrs. Amy Butler	Elementary Principal	amy.butler@wcslions.org
• Mr. Michael Campbell	Secondary Principal	michael.campbell@wcslions.org
• Mr. Kyle Fields	Athletic Director	kyle.fields@wcslions.org
• Mrs. Tracy Garvin	Director of Admissions	tracy.garvin@wcslions.org
• Mrs. Julie Harbour	Director of Marketing	julie.harbour@wcslions.org
• Mrs. Tina Harper	Dean of Academics	tina.harper@wcslions.org
• Mrs. Kristin Schorsten	Director of Events	kristin.schorsten@wcslions.org
• Mrs. Jessica Pennington	Director of Human Resources	jessica.pennington@wcslions.org
• Mrs. Khristina Tanner	Director of Finance	khristina.tanner@wcslions.org

School Information

Established:	2001
Accreditation:	National Christian School Association (NCSA) Cognia NCA CASI NWAC SACS, CASI
School Colors:	Navy Blue and Gold
School Mascot:	Lion
Address:	2300 Ranger Hwy, Weatherford, Texas 76088
Phone/Fax:	817-341-0000 (phone) 817-341-0005 (fax)
Website:	www.wcslions.org

II. Foundational Statements

Mission Statement

Weatherford Christian School exists to provide a Christ-centered educational environment

where children are equipped for lives of Christian leadership and service.

Statement of Faith

- We believe the Bible to be the inspired and only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).
- We believe there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone we are saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
- We are created in God's image, but because we sin, we become separated from God and in need of salvation (Isaiah 59:2). Regeneration by the Holy Spirit is absolutely essential for salvation through the repentance from sin and the acceptance of Jesus Christ as Lord and Savior. We receive the gift of salvation by accepting God's invitation to enter into a covenant relationship with Jesus, placing our trust and faith in Him. Those who receive Christ will want to follow His example by being immersed in water, which reflects the death, burial, and resurrection of Jesus (John 3:5-8, 16; 5:24; 14:6; Acts 2:21, 37-39; Romans 3:10-11, 23; 6:3-4, 23; 1 Corinthians 15:1-4; Ephesians 1:6-7, 2:1-10; Titus 3:3-8).
- We believe in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

Vision

At WCS our goal is to glorify God in everything that we do as we work to accomplish our mission. This means that we emphasize the spiritual development of our students and put God at the center of everything that we do. With that as our goal, we have an obligation to strive for excellence in academics, citizenship, athletics, community service, and every other aspect of the educational process.

Objectives

- To instill in each child a belief in God as the Creator and the Bible as His inspired and infallible word.
- To lead each child to recognition of Jesus Christ as the son of God and the only way to salvation.
- To equip each child with the academic knowledge and skills necessary to be successful in a technological world.
- To equip each child with a moral foundation that will prepare them to stand against the evil influences of this world and to live a lifestyle that exemplifies Christian principles.
- To equip each child with the social skills that will enable them to successfully interact with others and demonstrate an understanding of the value of others and self.
- To provide opportunities for each child to reach their maximum potential with respect to academic achievement, spiritual growth, and physical development.
- To encourage each child to develop self-discipline, responsibility, self-sufficiency, and good citizenship.
- To encourage each child to develop pride in our American heritage and encourage a sense of patriotism through loyalty and service to one's country, community, congregation, school and family.
- To instill in each child respect for God, parents, authority, nature, property, others and self.
- To work in partnership with the home and church as we educate and nurture the development of each child.

Marriage and Human Sexuality Policy

As a Christian institution, we believe that the Weatherford Christian School (WCS) community deserves a transparent and clearly articulated response as explained by our God's living Word, the Bible. The heartbeat of this policy is grounded in the love and truth of Christian scripture.

Weatherford Christian School is committed to unashamedly uphold the Biblical teachings that God created marriage between one man and one woman as a holy, sacred institution. We also uphold the sanctity of our sexuality as designed and assigned by God. As our culture continues down a path of messaging confusion and deception to our children and young adults, our desire is to teach our students the truth of God's Word, model Jesus in how we love and respect each other, and offer direction and compassion to any student that is struggling with reconciling the false message of our culture with the wisdom and truth of the Bible.

While we are very specific in our policy language about our convictions regarding Biblical authority on these current matters, we want to be very clear that we realize that there are students that will need a safe place at WCS to seek guidance on these issues. Students are allowed, and encouraged, to discuss all questions and concerns they have regarding matters of sexuality, or any other facet of their lives, with teachers and administrators at Weatherford Christian. Such discussions will be carried out in discretion, and in conjunction with a student's family unit, as appropriate per age and situation. We are also committed to use wisdom in ensuring that WCS does not become a context for students to promote and advocate sinful living and lifestyles that are contrary to our Biblical worldview. We vow to treat each student with love, respect, and compassion while at the same time honoring Christ in our campus culture and values.

- We believe that all matters of faith and conduct must be evaluated on the basis of the Bible, the Word of God, which is our inspired, infallible guide. (2 Timothy 3:16–17). Since the Bible speaks to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters.
- We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth.

Our Religious Beliefs - Based on Holy Scripture and the constant moral teaching of the universal Church, we believe:

- Marriage — Weatherford Christian School (WCS) defines marriage as the permanent, exclusive, comprehensive, and conjugal “one flesh” union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28; Genesis 2:18-24; Matthew 19:4-9; Mark 10:5-9; Ephesians 5:31-33)
- Sexual Immorality — WCS believes that sexual acts outside marriage are prohibited as sinful. Consequently, WCS students, faculty, administration, trustees, and staff must resist and refrain from any and all sexual acts outside marriage — including but not limited to co-habitation, adultery, fornication, incest, zoophilia, pornography, prostitution, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, sologamy, or same-sex sexual acts. (Exodus 20:14; Leviticus 18:7-23; Leviticus 20:10-21; Deuteronomy 5:18; Matthew 15:19; Matthew 5:27-28; Matthew 15:19; Romans 1:26-27; 1 Corinthians 6:9-13; 1 Thessalonians 4:3; Hebrews 13:4; Galatians 5:19; Ephesians 4:17-19; Colossians 3:5)
- Sexual Identity — WCS believes that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. Consequently, WCS students, faculty, administration, trustees, and staff must affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their created predominant biological sex — including but not limited to elective sex-reassignment, transvestite, transgender, or non-binary “genderqueer” acts or conduct. (Genesis 1:26-28; Romans 1:26-32; 1 Corinthians 6:9-11)

- Sexual Orientation — WCS believes that God created and ordered human sexuality for the permanent, exclusive, comprehensive, and conjugal “one flesh” union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. Consequently, WCS students, faculty, administration, trustees, and staff must affirm the sexual complementarity of man and woman and resist the temptations to same-sex sexual attractions and refrain from any and all same-sex sexual acts or conduct, which are intrinsically disordered. (Genesis 1:27; Genesis 2:24; Matthew 19:4-6; Mark 10:5-9; Romans 1:26-27; 1 Corinthians 6:9-11; Ephesians 5:25-27; Revelation 19:7-9; Revelation 21:2)
- Sexual Redemption — WCS believes that all have sinned and fall short of the glory of God and therefore redemption, forgiveness, and spiritual cleansing is available for all sins. Consequently, WCS students, faculty, administration, trustees, and staff must welcome and treat with respect, compassion, and sensitivity all who experience same-sex attractions or confess sexually immoral acts but are committed to resisting sexual temptation, refraining from sexual immorality, and conforming their behavior to the WCS Statement on Marriage and Human Sexuality. (Matthew 11:28-30; Romans 3:23; Ephesians 2:1-10; 1 Corinthians 10:13; Hebrews 2:17-18; Hebrews 4:14-16; 1 John 1:9)
- Celibacy — WCS believes that Holy Scripture grants two life-enhancing options for human sexual behavior: (1) the conjugal “one flesh” marital union of one man and one woman, and (2) celibacy. Either is a gift from God, given as He wills for His glory and the good of those who receive and rejoice in His gift to them. Celibacy and faithful singleness is to be celebrated and affirmed within WCS. (Genesis 1:27-28; 2:18, 21-24; Isaiah 54:1; 56:3-5; Matthew 19:4-6; Mark 10:5-8; Hebrews 13:4; 1 Corinthians 7:1-8; Matthew 19:12; Corinthians 12:12-131; Romans 12:10; 1 Timothy 5:1-2)

School Philosophy

Weatherford Christian School (WCS) is founded on the belief that in the beginning God created the heavens and the earth. Man was created in God’s image with an inherent need to worship God as the Creator. Man has a sinful nature, which separates him from God, therefore; God sent His son, Jesus Christ to redeem man through the blood he shed on the cross for those sins. Jesus conquered death and lives today at the right hand of God. The Holy Bible is the inspired Word of God and teaches man how he should live his life in relation to God’s creation.

WCS teaches from the perspective of a Biblical Christian worldview. There are absolutes and there is an unchanging standard for right and wrong, which is the Word of God. Truth is discovered, it is not decided, and all truth claims are subject to God’s Truth.

God created the husband and wife and told them to go forth, be fruitful and multiply and fill the earth. God’s design is for the husband and wife to create a family and raise their children to know and worship Him. God expects them to educate their children, preparing them to go into the world and live happy, productive Christian lives for all to see.

WCS believes that only when we have received a well-rounded education can we truly live an emotionally stable and happy life, in harmony with those around us. A well-rounded education is more than just reading, writing and arithmetic; it includes the knowledge that we exist to serve God and reflect Him in our daily lives. In light of today's society, our children need support in three areas to mature into faithful, self-supporting and productive Christians: a healthy home environment, an active church life, and a Christ centered school. This "three stranded cord" is difficult to break and will serve our children well throughout their lives.

WCS completes this "three stranded cord" by becoming an extension of both the family and the church. WCS educates its students both academically and spiritually, in a safe Christ-centered learning environment. WCS teaches its students to be self-disciplined and have a strong sense of responsibility for what goes on in their presence. WCS promotes mental and emotional maturity of its children by teaching them how to serve both God and man within their community. WCS will graduate confident children – children who possess the knowledge and skills desired by colleges and universities across America. WCS will ultimately teach its children to please and honor God in whatever they do and wherever they go ... for as long as they live.

Accreditation and Affiliations

Weatherford Christian School is accredited by Cognia, also known as AdvancED, and National Christian Schools Association (NCSA). Weatherford Christian School is affiliated with Texas Association of Nonpublic Schools (TANS); the Texas Association of Private and Parochial Schools (TAPPS) for Athletics; and Association of Christian Schools International (ACSI).

Non-discriminatory Policy

Weatherford Christian School admits students of any race, color, and national or ethnic origin. Also, as required by Title IX of the Education Amendments of 1972, Weatherford Christian School does not discriminate on the basis of sex in its educational program or activities or employment except where necessitated by specific religious tenets held by the institution and its controlling body. Weatherford Christian School reserves the right to refuse enrollment to any student for any reason not prohibited by law and determined by the school to be in the best interest of the school.

A Christian Education

There are three distinguishing characteristics of an education that is Christian:

Internalization, Integration and Inculcation:

Internalization refers to the morality, integrity, character and spiritual condition of the people involved in the school and particularly of the administration and faculty. For WCS to describe itself as "Christian," it must be staffed with people who themselves are distinctively "Christian." By this we mean, people:

- Who are beyond question Born-Again Believers,
- Who know that their personal lives and the daily quality of their relationship with the Lord, Jesus Christ will affect students for generations to come, and
- Who study and use the Scriptures as their guide for life, their source for wisdom and strength, and the standard by which all things must be judged.

In short, these must be people who have internalized the Word of God and have allowed the grace of God to produce a living curriculum within them that is evident to all. Integration is the blending of biblical principles and scripture with traditional subject matter areas. It is one of the primary tools with which distinctively Christian people create a truly Christian, truly biblical, Christian school.

Integration begins with the recognition that all truth is God's truth. There is no secular truth for weekdays and a separate spiritual truth for Sundays. Within all disciplines, subject areas and activities of the school, there are elements that can point students in the direction of their Savior and Creator. The task of the Christian schoolteacher is to help students discover those elements by integrating applicable scriptures and scriptural principles with what they are learning in math, science, literature and indeed all subjects and activities of the school. In order for students to develop a Christian worldview (and in order for an education to be considered Christian) all subjects must be taught, not only by Christians, but also from an integrated Christian frame of reference.

Inculcation is the discipleship process whereby the values and beliefs of one generation are continually placed before, and directly taught to, the next generation. An education that purports to name the name of Christ must disciple students by directly involving them with the Word of God, with whom the Word of God calls them to "be" and what it calls them to "do."

Through integration, we want students to discover the hand and heart of God throughout the universe of creation and thought. Through inculcation we endeavor to create a foundation and elicit a response. The foundation is a thorough knowledge of the Bible; the response is a lifestyle consistent with that knowledge.

The school's endeavors seize many opportunities and forms: Bible class, chapel, community service, Christian service, short-term missions, staff relationships and peer relationships. All of these venues provide students with the opportunity to acquire knowledge of the Bible and to make decisions that shape who they are in Christ and their place in His church.

A Partnership with Parents

An internalized, integrated and inculcated Christian education is attainable only when the school is working in partnership with the families of the students enrolled. Partnership with parents implies a shared commitment to the success and life of the school beyond that which impacts our own child or classroom. It implies going the extra mile, giving the benefit of the doubt and mutual respect, allocating resources, giving access and opening up communication.

This sense of “We’re in this thing together” on the part of the families, the School Board, the faculty and the administration is how partnership finds its greatest expression within our school.

Two important components of partnership with parents are Responsibility and Consistency.

Responsibility

Before God created governments, churches or any other institution, He created the family. Parents are charged with the primary responsibility of the comprehensive wellbeing of their children. Parents delegate only a portion of that responsibility to a school. WCS accepts the responsibility to educate any one child when, on the basis of informed consent, that child is enrolled as a student. Informed consent can only exist when parents thoroughly examine the totality of WCS prior to enrollment and have obtained a clear understanding of what WCS expects and provides. Conversely, partnership can only be said to exist when WCS is attempting, in good faith, to carry out its responsibility, creating an accountable environment wherein the mission statement can become a reality for every student entrusted to our care.

Consistency

Partnership between WCS and the family implies some degree of consistency among what is taught at WCS, what is taught in the family’s church, and what is actually practiced at home. Consistency (shared standards, beliefs and practices) among the family, the church and the school, is an empowered factor in the life of a child. Therefore, it is critical that school families have regular Christian fellowship outside of the school activities for support, encouragement and spiritual maturity.

Parents will often consider enrolling their child in a Christian school for reasons that are important to them, but have no relation to the school’s mission (why it exists). The greater the degree of consistency, however, the greater the likelihood that the child will experience WCS as a positive and empowering environment.

Without consistency, there is no partnership. Parents must examine not only WCS, but also their own beliefs, expectations and standards of right and wrong to determine if WCS is the right school for their family. For its part, WCS must do its best to represent the school in a realistic and informative fashion, and to the degree possible, assess the level of consistency held by families who wish to enroll.

A Preparation for College

One strength of the Christian school system in America is its diversity. Each Christian school has a peculiar mission, culture, environment, academic standard and population that sets it apart from all the others and makes it the school of choice for particular families. The phrase “college prep” is often used as a descriptor for the academic standard of many private and/or Christian school environments. Unless “college prep” is defined in the context of a particular school’s mission, it may often be misunderstood.

We believe the academic mission of WCS is to work in partnership with families whose children are college bound in the context of our overall mission of Christian education. Our guiding assumption is that every student that walks through our doors is ultimately college-bound, and it is our job to provide those students with the opportunity to be well prepared to gain entrance and be successful at the college of their choice. Not all of our students will go to highly-competitive universities but, for those who can, we want the education they receive at WCS to be an enabling and empowering factor, i.e. high standards for instruction and achievement.

Success in college involves innate ability, but to a greater degree, it involves:

- Basic academic tools
- Advanced academic options
- Work ethic
- Motivation
- Ability to think
- Self-discipline
- Ability to acquire knowledge independently
- A love of learning

WCS will provide all students, at all grade levels, with developmentally appropriate opportunities to acquire the knowledge and values necessary for success throughout their school years up to and including college. Students who apply themselves to all that we ask of them and who avail themselves of all that we provide for them, will indeed be well-prepared to make the transition from WCS to university-level achievement.

Philosophy of Discipline

WCS is a Christian educational setting in which God's Word is the source and norm for all of our policies and regulations. As children of God we are, at the same time, both sinners and saints. WCS is a laboratory of learning and Christian growth where students (1) are daily encouraged and mentored to live lives which demonstrate Christ as their Savior and Lord and (2) can live in the assurance of God's love, mercy, and forgiveness with people. Within that environment, it is understood that when a student enrolls at WCS, he/she accepts and agrees to abide by the rules and standards that have been adopted both at school and in the community.

Therefore, good conduct is expected of all students at WCS. Our student body prides itself on good sportsmanship, good scholarship, and good manners. Every effort should be made to live as Christian citizens both on and off campus. Although we recognize that we have no direct control over the students when they are away from school, any major violation of unacceptable behavior for WCS students may still be considered grounds for disciplinary action. The testimony of your conduct when out in the public reflects upon Christians in general and students at WCS in particular.

WCS includes admission of students from different religious and personal persuasions. It is the intent of the School Board, administrators, and faculty to maintain an atmosphere where exemplary Christian behavior and quality academic studies are developed. Students at WCS are encouraged and expected to exhibit behaviors contributing to the growth of such an atmosphere.

Discipline is more effective when internalized by the individual and exhibited by his/her personal conduct. Ultimately, each person must assume such responsibility if he/she is to mature into a useful and productive citizen. Every opportunity will be given for the development of self-discipline. Where discipline is required by faculty or school administrators, it will be administered with the intent that maximum educational value be attained. WCS seeks to maintain a strong academic environment and requires that students engaging in disruptive activities or violating school regulations must be disciplined.

Biblical Principles to Guide Student Behavior

"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity." I Timothy 4:12

With all the questions regarding human conduct, we must go to the Bible, God's inspired Word, for valid answers. The message from God must be heard. He has given us the Bible, a book which contains principles by which He wishes to guide our lives. He has given us the Bible for our well-being, so that we may avoid many of the traps Satan has set for us in this world.

- **Obedience:** Acts 5:29 "We are to obey God..."; Ephesians 6:1-2 "Obey your parents...honor your father and mother"; Hebrews 13:17 "Everyone must submit himself to the governing authorities..."; Christians must obey God, parents, elders and those in authority.
- **Modesty:** In I Timothy 2:9 and I Timothy 3:2, God commands His children to be "modest" and "orderly". "Modesty" means "well arranged, seemingly; living with decorum, a well-ordered life." Therefore, the Christian will have propriety in dress, speech, appearance, and conduct and will be acceptable, appropriate, well-ordered and not calling attention to self.
- **Love:** Mark 12:13-31 states Christians are to love the Lord above all and their neighbors as themselves. I Cor. 13:5-6 "Love is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth."
- **Glorifying God:** I Cor. 10:31 "...do it all for the glory of God." Whatsoever Christians do will be to the glory of God, not causing others to stumble (I Cor. 8:9, Rom 14:21), and not dishonoring themselves (I Cor. 11:14). I Thess. 5:22 "Avoid every kind of evil." Phil 4:8 "Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure,

whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”

Student Expectations

Respect, Dignity & Kindness - The administration, faculty, and staff of WCS are committed to providing an exemplary, Christ-centered education in a safe environment. The guiding principles for conduct at WCS is found in the words of Christ in the gospel of Mark 12: “Love your neighbor as yourself.” It is our expectation that members of the WCS community treat each other with respect, dignity, and kindness. We do not expect all will be perfect, but rather our students to be people in active pursuit of integrity and growth, in dynamic relationships with the living God and with others in community. Administrators, faculty, and staff are eager to serve alongside WCS students and offer support, accountability, and when necessary, loving discipline, in order to help the child grow. We affirm our commitment to serve with the student’s best in mind. Administrators will work with parents during the discipline process. Students who are unable to meet school conduct standards will be unable to remain at WCS.

Any discussion of discipline must begin with self-discipline: In Galatians 5, Paul teaches regarding the Spirit-controlled life; James 3 teaches regarding how we speak, emphasizing the importance of self-control. The school’s educational process is based upon the personal integrity of students and their willingness to practice self-control. It is crucial that friendships at our school include the willingness to confront each other in love, and thus be encouraging of each other’s growth in this way.

Responsibilities of those Involved

Establishing and maintaining a disciplined environment at WCS is a responsibility of students, parents, teachers, and administrators. The following sections describe the process and procedure when a behavior problem exists.

Student Responsibility

- Students are expected to perform to the best of their abilities in all areas.
- Students are to show respect for all people in the school. This includes other students, teachers, administrators, cooks, custodians, secretaries, volunteers, parents, and visitors.
- Students are to respect property and materials. This includes school property, as well as the care of their personal possessions and the possessions of others.
- Students are to present a Christian witness of themselves and their school at all times, whether at school or in the community.

Teacher Responsibility

Teachers are to show respect for students as part of God's creation. They are to be caring and understanding of the student's needs.

- Teachers are to serve as role models for students.
- Teachers must create a disciplined environment that is reasonable, fair and consistent.
- Teachers have been placed in a role of authority and they must exercise that authority. They cannot act like a friend with the students or abdicate their responsibility of authority if the child is to learn to respect authority.
- Teachers are expected to establish and maintain Christian discipline in the classroom, hallway, cafeteria, athletic field, and at school activities both on and off school grounds.

Administrative Responsibility

- Enforcement of discipline must include a balance of both law (rules) and gospel (forgiveness).
- The principal is responsible for establishing and maintaining a well-disciplined environment in the school.

Parent Responsibility

- The responsibility of educating a student is two-fold: part belongs to the home and part belongs to the school. The teaching of responsibility and respect begins in the home. When a student enters school, this process becomes a shared responsibility. Christian values should be reinforced both in the home and at school.
- Understand that your student will typically tell you of an incident from their perspective rather than as an objective reporter would. Seek facts, not interpretations and inferences, by asking your child questions in a calm and even tone. Then, call or approach your child's teacher as soon as possible. Begin the conversation by asking what happened and listening carefully to the teacher's perspective. If your child was accurate, the situation can be dealt with appropriately.

Parent Expectations

As a child's first teacher, a parent has tremendous impact and influence in shaping the child's academic performance and behavioral conduct. Parents teach their children best by their own examples of reverence, responsibility, and respect. We expect all parents and guardians at our school to model appropriate behavior and to be good examples to our school community. In order to show cooperation and support, all parents shall:

- Support the mission and vision of the school.
- Understand that teachers are dedicated professionals who often make sacrifices to follow God's calling to teach in a private Christian school.
- Be respectful to staff, students, and other members of the school community at all times.
- Be respectful of all staff and their time with family. Do not call or text staff on their

personal cell phones during the day, after school hours, evenings or weekends unless it is an emergency. Questions regarding homework, dress code, and school supplies are not an emergency and do not warrant a call after school hours.

- Show respect for the teacher, or any other adult in authority, in front of the child(ren) at all times.
- Follow the school protocol for handling complaints by first seeking a resolution with the staff member involved in a positive and professional manner. Subsequent consequences can be scheduled with administrative personnel if necessary only after the proper chain of command has been followed.
- Speak to the teacher or adult in charge before accepting a child's version of an incident/issue.
- Do not participate in gossip, including on social media, make an effort to stop rumors, going through the proper channels when issues arise.
- Speak truthfully, and in love, in all circumstances. WE encourage parents to fight the urge to attempt to "cover" for their child instead of providing an opportunity for truth, justice, and teaching opportunities to be addressed.
- Hold their child(ren) responsible and accountable for following all school rules, completing all homework assignments, and coming to school every day on time, dressed appropriately and prepared with necessary supplies.
- Not tolerate vulgar or sarcastic language from their child(ren), not violent or aggressive speech or behavior, setting a good example in their own speech and behavior.

Parents can help to reinforce Christian values, responsibilities, and conduct. In order to accomplish these objectives, the parent:

- Recognizes that WCS seeks to work in partnership with parents and the church in the development of the student.
- Teaches respect for the law, for authority, for the rights of others and for private and public property.
- Shares an active interest in the child's school work and personal development.
- Understand their child's limitations and be careful not to push the child beyond their limits with your expectations or aspirations. Sometimes students make bad decisions because the pressure to excel is higher than their ability to meet the expectations.
- Contact the teacher, if the child is experiencing difficulty in a class. Early intervention will help alleviate issues.
- Arranges for the child's regular school attendance and complies with regulations and procedures.
- Works with WCS in carrying out recommendations, which both school and parents feel are in the best interest of the child.
- Cooperates with the school in carrying out disciplinary action if necessary.

Leadership Expectations

WCS feels that the school is responsible for enabling students to become strong leaders, both spiritually and academically. WCS is dedicated to God and will put forth every effort to help students grow to their full potential. WCS will strive to develop strong leaders by giving students opportunities throughout the year to take leadership roles in both community and school. Examples of these opportunities include Praise and Worship, Student Council, National Honor Society, and various community service opportunities.

Problem Resolution - Based on Matthew 18 principles

- **Step One:** Student contacts teacher. The student should present the conflict/issue to the teacher as soon as possible. It is always best for students to become their own advocates. It is expected that the majority of concerns will be resolved at this first meeting.
- **Step Two:** Parent contacts teacher. If needed, the parent should contact the teacher directly. The parent should contact the teacher via email or phone call to set an appointment to meet with the teacher.
- **Step Three:** Parent contacts Principal. If there is still not a satisfactory resolution, the student or parent may contact the school principal. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of differing perceptions and experiences can lead to more productive relationships and clearer understandings in the future. Retaliation of any kind against a student and/or parent for utilizing this procedure is strictly prohibited.
- **Step Four:** Parent contacts the Head of School. If there is still not a satisfactory resolution, the parent may contact the head of school. The head of school will meet with the principal, teacher, and parent to discuss the concern. The head of school will make a final decision based on the investigation of the matter.
- **Step Five:** Parent contacts the Chairman of the School Board. If there is still not a satisfactory resolution, the parent may contact the Chairman of the School Board. The Chairman of the School Board will appoint a standing Appeals Review Committee if needed. The Committee will consist of three to five board members and will act on behalf of the Board in regard to appeals or complaints. The Committee will not have authority to establish or revise policy. New policy and/or changes to existing policy will require full Board approval. (Individual Board members may not participate in the resolution process until a complaint is properly presented before the Board or the Appeals Review Committee.) The Committee shall render its decision in writing. The decision shall be reported to the Board at the next regularly scheduled meeting.

Exclusions

No procedure or step in this policy shall have the effect of requiring a person alleging harassment or discrimination to present the matter to a person who is the subject of the complaint.

If the complaint involves alleged discrimination or harassment by a teacher, the student/parent shall discuss the matter with the principal, who will attempt to resolve the matter.

The Board and/or the Appeals Review Committee may determine, at its discretion, that certain issues do not call for Board action. In such cases the final step in the appeal/complaint process will be meeting with the administrator.

If at any time a parent/guardian or family member of a student does not abide by a respectful approach to conflict resolution and uses the threat of legal recourse, conversations between the school and the concerned party will cease. Communication between the two parties will then be conducted between WCS legal counsel and the concerned party.

Philosophy of Uniform Dress

The Uniform Dress Philosophy of WCS will reflect the school's identity as a Christian educational community by providing a standard, which will help students balance expressions of individuality with biblical guidance. A dress policy based on biblical principles does not mean that there is one set of clothing that is "Christian" and another that isn't (i.e., there is nothing "spiritual" about a collar). There are, however, some fundamentally sound reasons for providing students with guidelines for dress. A biblical approach to dress must be purposeful and designed to complement other educational and character-building efforts.

For instance, in spiritual matters we find numerous disciplines which, in and of themselves, do not create a mature believer, but which do provide a framework for growth to occur. Engaging in daily devotions, participation in weekly worship services, and involvement in discipleship groups will not yield godly character if practiced with an improper attitude, but they can (and do) provide the setting for godliness to develop. At WCS, students are required to memorize Scripture, take Bible courses, and attend chapel because we believe these disciplines help in the development of spiritual maturity in our students. Similarly, while certain clothing does not by itself "create" a responsible, humble student, a dress code can present opportunities for personal growth and development of Christian character, especially when applied in an atmosphere which seeks to integrate all aspects of life from a biblical perspective.

There are two primary elements at the heart of the dress policy issue: the nature of the WCS community and the role of fashion in today's culture. Each is defined in terms of the influences exerted by both Christian and secular worldviews in these areas and both are important in the formulation of our school dress policy.

Weatherford Christian School is defined by two cultural components: education and the family/community. As Christians, our view of education acknowledges that, as fallen human beings, our children require boundaries and standards within which the learning process takes place. This stands in stark contrast to the secular view that children, if taught a process of

inquiry alone, will naturally set their own moral standards (moral relativism), and, consequently, make wise choices.

Our view of the family and community acknowledges that we have been created by God for relationships, and there is a need for each individual to govern his personal behavior for the benefit of others (Romans 14:13-15). While recognizing the uniqueness of individuals created in the image of God, we acknowledge that our identities are also formed by our roles as members of families, churches, and other institutions, including schools. This contrasts with the secular worldview that autonomous human beings have no responsibility to others, except as they may choose to associate with them, and that their freedom as individuals supersedes any obligation to the group. The position we have historically assumed is that WCS is a Christian educational community; therefore, as members of that community, our obligations to one another are both necessary and beneficial.

Fashion in today's society is influenced by the cultural components of popular culture. As Christians, our view of popular culture acknowledges the need to inspire and challenge students to reach for God's standards of truth, beauty and excellence (Philippians 4:8). In contrast, today's secular culture encourages any activity designed to autonomously satisfy emotional or sensual desires without regard to thoughtful analysis, long-term consequences, or impact on others. In large part, fashion today is a reflection of that secular culture. The driving force behind the majority of the fashion industry then becomes rejection of societal standards and expectations in favor of the ultimate goal of personal expression.

In summary, if the foundation of our view of Christian education is based on the need for standards, and the foundation of the fashion industry routinely rejects most standards, then it is logical for difficulties to arise when students attempt to choose garments for school that, by their very design, fall outside traditionally accepted parameters. Basic definitions (such as "What is a shoe?") are rendered meaningless in this environment.

Confusion and conflict arise when there is no standard established, with students, their parents, and the school at odds over specific articles of clothing on a daily basis. Therefore, a uniform dress code should be established to permit focus on the educational process and avoid daily conflict over dress.

Summary of WCS' Educational Philosophy

In the book of Daniel, we can see the account of the three captive Hebrew young people. These young people are described as being widely read in literature and science, quick to comprehend and able to learn. They are also described as wise. These young people had received an excellent education in the context of honoring Jehovah. When it was demanded of them that they worship the god of the prevailing culture, no compromise could be found in their hearts. They remained true to the God of their fathers. In the end, they assumed leadership roles in the midst of a society that did not understand them, but needed what they had to offer.

We believe our graduates must ultimately take their place as Christian leaders in an increasingly secular world, whatever their chosen profession or field of expertise. It is our aim that WCS students will exhibit the virtues of wisdom, courage, compassion, honesty, self-discipline, responsibility, friendship, hard work, perseverance, loyalty and faith to our culture in the same way Daniel and his companions did to their captors.

WCS does not represent a guarantee. We represent an opportunity. We provide an education that is truly Christian in a school that works in partnership with Christian families. We prepare children and young people for college by providing a high standard for both instruction and achievement. We prepare them to fulfill God's call in all aspects of their lives by recognizing and addressing the needs of the whole person.

In the end, WCS recognizes that "unless the Lord builds the house, the workers labor in vain." Despite our best efforts and those of the Christian families who partner with us, the only way our mission and philosophy can be fulfilled in the lives of our students is by the grace and love and blessing of our Lord, Jesus Christ. May His countenance continue to shine upon Weatherford Christian School in the future, as it has in the past.

III. Policies and Procedures

1.0 Attendance

Attendance is very important at WCS. Students should be present and on time, each and every day, in order to get the most out of their education. Students arriving late are disruptive to the other students and the teacher. In order to learn the importance of punctuality, students must arrive on time ready for class to begin.

Elementary School begins promptly at 7:45 AM. Students arriving after 7:45 AM must go directly to the office and obtain a written admission slip to class. Students will not be allowed into any classroom prior to 7:45 AM. Please do not bring your child to the teacher's classroom unless prior arrangements have been made. A designated area for before school care will be attended from 7:30 AM to 7:45 AM. Students must not arrive before 7:30 AM. Students arriving before 7:45 AM must go directly to before-school care. At 7:45 AM, the elementary students in before school care will be escorted to their classrooms.

The accepted standard is for WCS students to be present 90% of the time.

1.1 Excused Absences

- Legitimate days of illness – excessive days, or five consecutive days of illness may require a physician's statement
- Death of a family member
- Hazardous weather conditions – students are expected to attend school when school is in session

- Medical or dental appointments
- Other causes acceptable by administration

Pre-Approval absences may be given for family or church activities. Written notification and approval must be made with the school administrator five days in advance. A copy of the form is available on the school website, or may be obtained through the school office, it is the parent's responsibility to obtain and submit the form. Elementary students will be counted absent if they miss more than half the day.

1.2 Unexcused Absences

An unexcused absence is one that is neither approved nor excused, as defined above.

1.3 Reporting Absences

If the absence is for a medical or dental appointment the student is to bring a note from the medical or dental office showing the time and date of the appointment. A parental note will excuse an absence due to illness for no more than five consecutive dates; after the fifth day, the student's absence must be excused with a doctor's note, without an appropriate note the absence will be considered unexcused.

- It is requested that parents notify the office by email the morning of a child's absence.
- Make-up work may be requested at this time and picked up in the office after 3:00 p.m., or accessed through FACTS or Google Classroom.
- Once notification is received, an excused absence will be given for a child's doctor or dental appointment, child's illness or the death of a family member.
- The school administrator will determine the status of all other absences. If a child is to be absent due to reasons other than an illness, prior arrangements and approval must be made with the school administrator in advance.
- Students will have one class period for each day absent to make up work. If a student misses the day of a previously announced test or quiz, he/she should be prepared to take the test or quiz on the day they return to class.

1.4 Permission to Leave School Early

- Send a note with your student for early dismissal. Have the student go to the office in the morning before school for an early dismissal pass from office staff to leave class early.
- High office traffic the morning of an email may not result in the student being called out on time for their appointment.
- If your student is not a driver, they must be signed out by a parent, guardian, or approved pickup contact in order to leave school early.
- A student driver may be signed out with a parent note or call at the time of dismissal. We will not accept a text for dismissal.
- All students, even those over the age of 18 must have parent permission to sign out.
- Students will not be allowed to sign out for lunch, or go pick up lunch, even with parent permission. Parents can bring lunch for their students and leave it in the cooler outside the

lunchroom, or the lunch room has emergency supplies for students. Please make sure your students have lunch.

1.5 Student Pick-Up

For the elementary children's safety, a written request must be sent notifying the teacher if someone else will be picking up a child from school. A child will only be released to those named on the FACTS Account unless prior arrangements have been made. The FACTS Account must be kept up to date at all times. Students needing to leave school during school hours must sign out in the office. Early release will not be allowed between 2:30 - 3:15 p.m.

1.6 Tardiness

For secondary students, every third tardy will lead to a strike.

1.7 Secondary Absences

If a secondary student is absent (excused or unexcused) more than 10% of each class per semester, they may be placed on Academic Probation and could lose credit for the course unless they attend Saturday School for the absence recovery. In order to receive credit for a class, students may not be absent from a class more than 10% of the total days per semester (10 or more absences). If absences exceed this number, credit will be denied. The student's family may choose to make up lost class time by means of Saturday School, or may appeal the absences to the WCS Attendance Committee. Saturday School information is available in the secondary office. The parents of students who have excessive absences may be contacted for a conference to alleviate this problem.

School-sponsored extracurricular events are not counted as absences for team members. Any student's progress adversely affected by the absence through a school year could be ineligible for promotion to the next grade. The student and parent will be notified if a potential problem exists to get the most out of their education.

E-mail notices are automatically sent to secondary parents at four (4), seven (7) and nine (9) absences for each class period in high school. Please check FACTS to see a list of absences.

2.0 Academics (Secondary)

2.1 High School Graduation Requirements

- The graduating senior must be enrolled in Weatherford Christian School at the time of graduation.
- Students who transfer as seniors must be able to earn 28 credits and maintain a full schedule of seven periods of instruction.
- Financial obligations must be satisfied and cleared by the business office prior to the issuing of a cap and gown.

- Passing grades must have been earned in all classes taken during the senior year. If a student fails a class, he/she will not be allowed to participate in commencement exercises. Students may, upon prior approval by the Principal, take the necessary courses at another school to complete Weatherford Christian School's curriculum requirements for graduation during the summer following the senior year. Transfer grades and credits can be sent back to Weatherford Christian School for completion of the requirements necessary for receiving a Weatherford Christian School diploma.
- A student must complete the whole school year beginning from the time of his/her acceptance to graduation. If a senior chooses to leave Weatherford Christian School and enter another school, he/she automatically forfeits all rights to participate in graduation exercises.
- If a case arises where the parents/guardians move from the area and the student is in good standing and desires to graduate from Weatherford Christian School but cannot remain in the area, if he/she qualifies, he/she may return and participate in the graduation ceremonies.
- A total of 28 credits are required to graduate. There are separate requirements below for students who transfer during their junior or senior year. Graduation Requirements for Incoming Upperclassmen. Upperclassmen are defined as juniors and seniors.

2.2 All transfer students will abide by all current graduation requirements:

- Students entering as upperclassmen who will not meet the 28-credit requirement will be required to take seven classes if they are a senior and eight (including Junior Service) for a junior. One of the classes can be athletics. This is required even if taking fewer classes would allow the student to meet the 28 credit minimum.
- All students will be required to graduate with four credits in science, English, mathematics, and history.
- All students will be required to graduate with one credit of technology.
- All students will be required to graduate with one credit of Fine Arts.
- All students will be required to graduate with two credits of a foreign language.
- All transfer juniors will be required to graduate with a minimum of 28 credits.
- All transfer seniors will be required to graduate with a minimum of 28 credits.
- All transfer seniors must be accepted and enrolled by the end of the first full week of classes.
- A transfer senior must be able to meet the minimum requirement within our seven class periods.
- All transfer students will be required to take one Bible course during each year of attendance.

2.3 Academic Probation

A student is in danger of not passing two or more classes or not meeting graduation

requirements. Academic probation includes a plan for improvement. If goals are not met, the student may not be allowed to continue enrollment due to the improbability of academic success at WCS, or the student may be required to repeat a grade.

2.5 Dual Credit Courses

A student must be enrolled at Weatherford Christian School in order to participate in a dual credit course through Weatherford Christian School. If a student withdraws from Weatherford Christian School, the student is automatically withdrawn from the dual credit course and loses all money, fees, and any credit not completed for the semester at the time of withdrawal.

A student that drops a college class will be responsible to make-up the credit. If a student drops a college course, he/she will not be permitted to take a dual enrollment course the following semester.

Dual Credit Courses will adhere to the same attendance policies (1.6 Excessive Absences) as all other classes.

A student that fails a dual credit course will not be permitted to take a dual enrollment course the following semester.

2.6 Registration Criteria for Pre-AP, AP, and Dual Credit Class

In order to request a Pre-AP, AP or Dual Credit Class, a student must:

- Earn a minimum semester average of 85 in previous course
- Get a teacher recommendation verifying diligent study habits, thorough completion of work and understanding of material
- Dual Credit courses must be paid in full prior to the beginning of the class.

2.7 Principal's List

This highest distinction is extended to those students who earn a 3.8 GPA or better for the semester with not more than 1 grade below an A, and no N's or U's on their report card and no strikes.

2.8 Honor Roll

This distinction is awarded to those students who earn a 3.2 GPA for the semester with all A's and B's, and no N's or U's on their report card.

2.9 Academic Probation

Students are placed on academic probation for any of the following:

- Grade point average below 2.0
- More than one F for quarter grade
- Administrative decision

2.10 Semester Exam Exemptions

Exemptions from the First and Second Semester Exams, for students in grades 6-12, will be considered under the following guidelines. Students with an average of:

- **A** - must have **4** or fewer excused absences **and** two or fewer strikes for the semester. Must not have received a Level 2 Strike. Students must also be up to date with their service hours.
- **B** - must have **2** or fewer excused absences **and** one strike for the semester. Must not have received a Level 2 Strike. Students must also be up to date with their service hours.

Students in grades 6th - 11th may opt out of 2 exams each semester, but students may not choose to be exempt from the same exams both semesters. For example, if a student meets the exemption requirements and chooses to be exempt from history in the Fall Semester, the student must take the history exam in the spring semester.

12th grade students may opt out of 2 exams in the Fall semester if they meet exemption requirements. Seniors may be exempt from all Spring Semester exams if they meet the exemption requirements.

3.0 Academic Integrity and Plagiarism

WCS expects all students to practice the highest standards of honesty in their schoolwork. The value of academic integrity is far greater than any grade received for work. To do what is morally right, to speak the truth, and to display one's academic ability honestly define integrity. Cheating, in any form, contradicts the moral and spiritual values of WCS.

Cheating on any written work will result in a zero for all involved parties and documentation by discipline slip. These grade and citizenship penalties will affect the course involved. Individual classroom teachers may further define cheating for specific assignments. Teachers may establish and require students to sign academic integrity statements/pledges in regard to daily work, notebooks, compositions, tests, projects, etc.

The root of plagiarism is two-fold: dishonesty and laziness. Neither of these are Christ-like qualities, nor do they have a place at WCS. WCS adheres to the Modern Language Association's definition of plagiarism: "The false assumption of ownership, the wrongful act of taking the product of another person's mind, and presenting it as one's own...the use of another person's ideas or expressions without acknowledging the source...is intellectual theft" (Modern Language Association of America).

3.1 Cheating

Cheating includes, but not limited to:

- Copying from another student's test paper, homework assignments, lab report, other

- report, or computer files and listings.
- Collaborating with or seeking aid from another student during an academic exercise without the permission of the person in charge of the exercise. Unless otherwise specified, ALL students' work should be completed independently.
- Using, in any academic exercise or setting, material and/or devices not authorized by the person in charge of the test.
- Knowingly using, buying, selling, stealing, transporting or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release.

3.2 Collusion

Collusion is the unauthorized collaboration with another in preparing work offered for credit.

In addition to the disciplinary consequences for plagiarism, the following grade-related consequences will apply:

- Ignorance is no defense - Since we teach students what plagiarism is, a student will not be able to use an "I didn't know..." defense.
- Intent is irrelevant - Teachers will not have to determine whether instances of plagiarism are intentional or not- "I didn't mean to..." defense.
- Any confirmed instance of plagiarism at the High School level will result in a grade of ZERO for any homework or assigned classwork, quiz, essay/report or test.
- Any confirmed instance of plagiarism in an Advanced Placement (AP) or Dual Credit course could result in the student losing AP or Dual Credit for the course.
- Any confirmed instance of plagiarism at the Middle School level will result in a grade of 50% of the original grade ("earned" credit) for any homework, assigned classwork, quiz, essay/report or test.

3.3 AI

Definition of AI:

Large language models are sophisticated artificial intelligence models created primarily to process and produce text that resembles that of humans. These models can comprehend language structures, grammar, context, and semantic linkages since they have been trained on enormous amounts of text data.

Responsible Use of AI Tools:

- Acknowledging Sources: When utilizing AI tools for research or writing assistance, it is essential to properly attribute and cite the sources generated by the AI. Treat the AI-generated content as any other external source and provide appropriate citations and references.
- Understanding Limitations: AI tools can be useful for generating ideas, suggesting content, or improving grammar, but it should not replace your own critical thinking and analytical skills. Understand the limitations of AI tools and always review and verify the generated content for accuracy and relevance.

4.0 Athletics

For information on Athletics, please see Weatherford Christian School Athletic Handbook.

5.0 Automobile Policy (Secondary)

Driving and parking a vehicle at Weatherford Christian School is a privilege that can be temporarily or permanently taken away by administration if the school's policies regarding automobiles are not followed. Students having a legal driver's license may drive their vehicles to school and park them on campus as long as they abide by the following rules:

- All student vehicles must have their car registered at the Secondary Office and are required to have a student sticker on their car.
- Park in designated spaces as soon as arriving on campus. Students are not to park in fire lanes, reserved, visitor, or numbered spaces.
- Drive appropriately (slowly, carefully, defensively) only on paved or gravel surfaces.
- Once parked, go directly to the buildings. Permission from the office is required before leaving the building during school to go to the parking lot.
- Unlicensed drivers are not permitted to drive automobiles on campus.
- Parking violations, leaving the building without permission to go to the parking lot, and on-campus driving violations are classified as Level I strikes. More serious moving violations may carry greater consequences, including loss of on-campus driving privileges, in addition to the consequences listed under Discipline Plan.

Students that drive automobiles to school are to park them in the designated student parking lot. Other than lunch (seniors only) or leaving at the end of the school day, students may not return to their cars or leave the building without a pass. Failure to comply with the automobile policies may result in the loss of driving privileges and or/strike. Driving on the WCS campus is a privilege and can be taken away for unsafe driving practices. The student parking lot and student cars may not be used as places to "hang out". **All vehicles on campus are subject to search at any time at the discretion of the administration.**

6.0 Before and After School

We are first and foremost concerned with the safety of our students. Please review the following guidelines and make the necessary transportation arrangements.

Elementary

The school will be open and supervision provided beginning at 6:45 a.m. to 7:30 a.m. for a nominal fee. After-school care (ASC) is available from 3:30 p.m. to 6:00 p.m. at a nominal fee.

- ASC will begin the first day of the school year.
- ASC fee is **\$15 a day** and is due upon invoice receipt.
- **ASC will not be available on school holidays, early dismissal days, or the last day of school.**

The ASC program will use positive discipline to ensure cooperation and enjoyment by all children. If a child is unable to respond to positive, encouraging corrections parents will be notified via a Discipline Form. The process of discipline is as follows:

- **1st Offense:** a “warning” will be issued.
- **2nd Offense:** the child will be suspended from ASC the following ASC day. (If the 2nd offense occurs on a Friday or a holiday, the child will be suspended the next ASC session).
- **3rd Offense:** the child will be suspended from ASC for 5 days beginning the session immediately following the incident. (If a 3rd offense occurs on a Friday or a holiday, the child will be suspended the next 5 days ASC is in session).
- **4th Offense:** the child will be dropped from the program.

Pick up time is promptly at 6:00 p.m. and parents are required to show an ID for the first few weeks of ASC. This protects the safety of our students.

If any person other than the parent or authorized persons on the child’s FACTS account is sent to pick up the child, then they will be asked to show a valid ID and will not be allowed without a phone call/email from the parent. If an emergency arises and a note/email cannot be sent please call the school office.

A \$2.00 per minute late fee will be charged after 6:00 p.m. All late fees will need to be made payable to WCS and are due no later than 1 week following the late pick up or the student will be removed from the program.

AFTER THE THIRD LATE PICK UP OR ONE LATE PICK UP TOTALING OR EXCEEDING 30 MINUTES THE STUDENT CAN BE AUTOMATICALLY REMOVED FROM THE PROGRAM.

If a student has not been picked up by 6:05 p.m. the ASC staff member in charge of late pick up will begin to call all numbers given on the student's information sheet. **If a family member has not been successfully contacted by 6:30 p.m. the ASC staff will contact the school Principal, Head of School, and the Parker County Sheriff’s Department. At this point the Sheriff’s officer and ASC staff member will remain with the child until the parent has picked them up.**

Secondary

High School and Middle School students are dismissed at the end of 8th period. The classrooms and locker areas are to be cleared within 30 minutes. No supervision will be given to students who are still on campus after 4:00 p.m., unless they are involved in an extracurricular activity

under the supervision of WCS staff. Students may be asked to leave the campus if they are not behaving in an appropriate manner.

Classes begin at 7:55 a.m. Middle school students should arrive no earlier than 7:30 a.m. and report to the cafeteria.

7.0 Campus Visitors/Security

WCS strives to maintain a safe environment for all students. During school hours, all visitors are approved at the discretion of the WCS administration and must check/sign in at one of the Main Offices to receive a visitor's badge to be worn while on campus. All visitors must show an ID that will be scanned through the WCS Raptor system in order to receive an ID badge that must be worn the entire time a visitor is on campus. If a visitor is seen not wearing an ID badge obtained through the Raptor system, they will be escorted to one of the main offices by any WCS employee who has found the visitor not in compliance with this safety measure.

Approved visitors could include parents, youth pastors, and WCS graduates in good standing. WCS Alumni and former students in good standing are required to sign in and may only visit during lunch. Appropriate attire is required.

The students may not order from any outside vendors.

7.1 Closed Campus Policy

WCS offers a closed campus for the protection and security of our students and staff. Students must sign out in the Secondary Office before leaving the WCS campus.

8.0 Care of Personal Property

WCS is not responsible for lost or stolen personal property items. We regret that we have any students here that would take things that do not belong to them, but such is the world in which we live. We encourage students to bring only the required items with them to school and to keep money and valuable possessions under their personal supervision at all times.

9.0 Cell Phone Usage

Elementary

Cell phones and other electronic devices such as smart watches, etc., can be distracting and disruptive to the learning environment. Any electronic devices that must be brought to school need to be turned off and are to be kept in the student's locker during school hours. If an electronic device is seen, it will be sent to the office. There is a \$25 fine to retrieve the item. Necessary communication between parent and student needs to be handled through the office staff. Students may not keep personal cell phones or smart watches on their person. WCS is not responsible for phones brought to school that are lost or stolen while at school.

Students must not get in the habit of calling parents to bring things to them at school. They need to learn to accept responsibility for bringing all items, such as homework, lunch, glasses, P.E. clothes, and notes, with them in the morning.

Please keep your children informed of after school activities before bringing them to school, so they will know what to expect at the end of the school day.

Secondary

Every student will be assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

DAILY PROCESS

As students **arrive at school**, they will:

- 1) Turn their phone off.
- 2) Place their phone, earbuds, smart watch inside their pouch and secure it
- 3) Store their pouch in their backpack or locker for the day.

At the end of the day, students will unlock their pouch, remove their phone and put their pouch in their backpack. Students must bring their pouch to school with them each day.

Students arriving late or leaving early will pouch/unpouch their phones in the Secondary office.

9.1 Violations

- Possession of a cell phone by a student is a privilege. This privilege may be forfeited by any student that fails to abide by the terms as stated in this policy, or otherwise engages in misuse of this privilege
- Cell phones are not permitted during a student's scheduled class times, chapel, lunch, small groups, or any school gatherings during the school day including, but not limited to, pep rallies. During these times, phones should remain out of sight and in their Yondr pouches.
- Students are expected to place their cell phones in their assigned Yondr Pouches during school hours.
- Students may not use cell phones on school property or at a school sponsored event to access and/or view internet websites that are otherwise blocked to students at school, or to take part in any activity that is prohibited in the WCS Acceptable Use Policy (See Addendum 3).
- The use of cell phones that contain built-in cameras is strictly prohibited **at all times** in locker rooms, bathrooms, and/or locations where privacy-violating pictures might be obtained.
- If a student is found in violation of this policy, possible disciplinary action may result with or without confiscation of the cell phone. A fine will be assessed and must be paid before the phone will be released to the student. Additional disciplinary actions could include, but may not be limited to a strike.

- The student is solely responsible for the care of his/her phone. WCS is not responsible for preventing theft, damage, loss, or vandalism.
- Parents/guardians are advised that the best way to contact their child during the school day is by calling the secondary office.
- The principal may refer the matter to law enforcement if there is a violation that involves illegal activity (i.e. pornography).

9.2 Damaged pouches

If a student damages their pouch or is caught using their phone, the administration will collect the student's pouch/phone and parents will be notified.

Repercussions for damaged pouches or unauthorized phone use will include:

- 1st offense - strike and \$25 fine
- 2nd offense - strike, \$50 fine, and the phone is left in principal's office for three school days.
- 3rd offense - strike, \$75 fine, and phone left in the office for 20 school days.
- \$40 fee for a replacement pouch

Failure to turn in the phone to the secondary office on subsequent days will result in punishment being doubled (i.e. 3 school days will become 6 school days).

Examples of pouch damage include:

- Bent pin
- Ripped fabric
- Deep scratches on the lock exterior + green ring
- Intentional pen marks on the inside of the pouch
- Pin and button not fully recessing due to pin damage

9.3 Forgotten Pouches

If a student forgets their pouch, their phone will be collected and kept in the secondary office for the remainder of the day. The student may pick the phone up at the end of the day. If a student consistently forgets their pouch, it is considered lost.

9.4 Rules for Confiscating Cell Phones

The following is the procedure that will be followed after a phone has been taken up because it has been used in a way that violates this policy and/or WCS Acceptable Use Policy:

- The phone will be taken up by the staff member. Strike will be written and fine assessed.
- The phone, along with the strike, will be taken to the office, where it will stay for the remainder of the school day. The student may pay the fine and retrieve the phone at the end of the school day.
- If privilege is lost for additional school days, the phone must be turned in to the secondary office, placed in an envelope/basket before the tardy bell rings for 1st period. Phone may be retrieved at the end of the school day.

- The principal and/or Head of School will determine if any additional consequences need to be given.

9.5 Sexting

In keeping with the school's responsibility to provide a safe learning environment for all students, WCS has established the following policy regarding the issue of "sexting". Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy. A violation will result in school discipline and possible notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

10.0 Chapel

Every student at WCS is required to attend Chapel. Chapel is a time of worshiping our Lord, and all students are expected to participate with an attitude of love and respect. Please do not schedule doctor/dental appointments during chapel time, if possible. Chapel is a vital part of Weatherford Christian School's emphasis on the spiritual development of each student. (Refer to Addendum 1 for Dress Code Guidelines.) Parents and guests are always welcome to attend.

11.0 Class Placement

While the school values parental input about the needs, interests, and abilities of children, grade or class placement will remain within the discretion of the school.

12.0 College Prep

High School students are encouraged to visit colleges they are interested in attending. They will be allowed one visit in the fall semester and another in the spring semester. Seniors will be allowed 2 college visits for the year. Prior approval and documentation of the visit are necessary. (See the appropriate form in the back of the handbook or on the website.) When a WCS staff member coordinates and opens a trip to a college for the senior/junior class, students will not be counted absent. The trip will require prior approval and will not be counted as a college visit, but as a school-related trip. WCS-sponsored college visits are a privilege. Therefore, students with excessive absences, low averages, or discipline problems may be denied approval.

To encourage students to be college-ready, Juniors are strongly encouraged to take at least one SAT and/or ACT. All juniors will be required to take the PSAT in October of the school year. Eighth Graders, freshmen, and sophomores will be given the PSAT in April.

13.0 Community Service

WCS requires each secondary student to complete a minimum of 15 hours of community

service for each year enrolled in high school. The WCS Community Service Program provides students with opportunities to learn through volunteering. Its purpose is to involve students in the community so they gain a deeper understanding for the needs of others and become part of a caring society. Students acquire leadership skills, build self-confidence, develop independence, and feel a sense of personal satisfaction by participating in the events/activities offered. It is designed to help students learn servant leadership in the way of Christ. In community service, we look for opportunities to help those less fortunate than ourselves without the expectation of recognition or compensation in any form. Through community service efforts, we seek to help others and exemplify a Christ-like heart of a servant as described in Luke 14. We hope that students will develop a love for serving others and that the 15 hours per year is merely the floor and not the ceiling of a student's benevolence.

13.1 Opportunities to volunteer through our program:

WCS Special Events

WCS-sponsored events are planned and implemented for our students with the specific goal of serving our community or raising funds to donate to a non-profit.

Examples of Service Opportunities at School

- Day of Service
- Fall Fest
- Bible Buddies
- Bible Class Field Trips
- Senior Buddies, etc.

WCS Service Organizations

WCS has several organizations that consistently provide opportunities for service through their clubs. The WCS Interact Club (Rotary for High School), Student Council, etc.

Examples of Service Opportunities in the Community:

- Center of Hope
- Hope Chest
- Meals on Wheels
- Homeless shelters
- Habitat for Humanity
- Retirement/Nursing homes
- Special Olympics
- Local hospitals
- Public Library or other civic opportunities
- Animal shelters

The examples provided in these guidelines for Community Service are not intended to be comprehensive. If a student questions whether any community service activity would receive credit, he or she is encouraged to contact the high school principal or administrative assistant

prior to fulfilling the service hours. The secondary principal is the final authority on matters pertaining to community service.

Self-Arranged Service (Activities Outside of WCS Community Service Program)

Students who choose to serve through another organization (Church, 4-H, etc.) should speak with the Secondary Principal prior to volunteering so that they understand what types of activities will be counted as community service hours at WCS. Activities that are not coordinated by WCS will be counted toward service hours as long as certain guidelines are met. There is no guarantee that activities done without prior approval will be counted.

Examples of Service Opportunities at Church:

- Youth Mission Trips
- Community Work Days for the elderly
- Assisting with VBS/Bible Class Teacher

13.2 Specific Guidelines for Community Service:

- The student cannot be paid for the service provided; any compensation for a service automatically disqualifies the service for credit.
- Any service performed for an individual must have prior approval from the principal.
- Credit for service provided will be given on a minute-for-minute basis (i.e., 1.5 hours of service equals 1.5 hours of credit).
- Transportation to and from service projects will not be considered in the total hours served.
- Service hours will only be accepted during the course of the school year. The school year (for purposes of community service) will be defined as June 1 - May 31.

13.3 Procedure for Completing Community Service

- Choose an activity that falls under the guidelines for acceptable community service or seek approval.
- Submit the service hours in FACTS with completed details and verifiable contact information
- Students doing extended or overnight service (mission trips, camp counselors, etc.) will need an additional letter from the organization supervisor stating the number of service hours earned. Only hours where the student was "actively involved" in service will be counted in these cases.

13.4 Recognition (Secondary)

Community service volunteering is not required to graduate; however, those students who participate in community service can earn recognition for sharing their time and talents. Seniors who accumulate at least 150 volunteer hours earn green cords, which are worn during

the commencement ceremony at the end of their senior year. The service hours will be listed on the high school transcript.

14.0 Communication

Communication between parent and teacher is vital to the progress of the student and will be set up as follows:

- Meet Your Teacher will be scheduled prior to the beginning of each school year. At this time, the students are invited to come and meet their teacher. Supplies may be brought to the school at that time.
- Grade Level Meetings will be scheduled for the first few weeks of school. This will be a time for WCS Administration to welcome the parents and share with the philosophy of WCS, as well as highlights of the grade level. The teachers will also share their classroom procedures and their educational philosophies.
- Report Cards will be issued every nine weeks via email for grades 1-5.
- Parents are always welcome to schedule a conference with the teacher at any time during the school year.
- The Lion's Tale newsletter will be sent out every Friday with all the weekly announcements.
- School notes will be sent via email. It is the parents' responsibility to notify the office of changes in email addresses or internet service interruptions. If you do not have an email address, please notify the office and notes will be sent home with the student.

15.0 Conduct

WCS admits students of different religious and personal persuasions. It is the intent of the Board of Trustees, administrators, and faculty to maintain an atmosphere where exemplary Christian behavior and quality academic studies are developed. Students are encouraged and expected to exhibit those behaviors that contribute to the growth of such an atmosphere. All new WCS students are automatically placed on probation for one semester after enrolling.

For learning outcomes to be impacted, it is imperative that the WCS discipline plan be initiated in the classroom. The teacher-student relationship is key to an education program. Effective classroom management is vital to the academic success of WCS.

While it is impossible to briefly write all regulations of proper behavior, the following outlines some basic expectations. In short, students at WCS are expected to be ladies and gentlemen who reflect Christ-like behavior that influences their community for good. WCS reserves the right to address and punish any inappropriate behavior. "It is necessary to submit to the authorities, not only because of possible punishments, but also because of conscience." ~ Romans 13:5

15.1 Respect for Property

Students are expected to respect the property of the school and others. Damage of someone else's property will result in restitution by the responsible party. Intentional acts of vandalism are subject to student dismissal.

15.2 School Representation

A significant portion of the influence of Weatherford Christian Schools depends on the conduct of the students. Student conduct reflects on the school both on and off the campus. As a result, a student must be aware of his or her representation of WCS as long as he or she is enrolled. Any time a student is representing WCS in an activity, the student is asked to behave in a way that will bring honor and respect to our school. Recognizing that WCS students represent our school at all times, WCS administration reserves the right to impose consequences on students for inappropriate off-campus behavior even if the conduct was not related in any way to school activity. WCS students are always expected to set a Christian example in attitude and behavior. As in Matthew 5, we are all to be the light of the world, and as stated in 2 Corinthians 6:3, we are not to be the stumbling blocks in anyone's path.

15.3 Classroom Behavior

Students are required to do all assignments given to them by teachers. They should not disrupt the classroom or disturb other students. Since different subjects require different forms of behavior (for example: P.E., science lab, or history lecture), each teacher is free to set up individual classroom rules that students must follow. In addition, students are required to come to classes prepared to study; that is, they should bring a textbook, paper, pen or pencil, and any other materials required by the teacher. Students must take the responsibility of accepting each teacher's classroom procedures and requirements. Students must respect the rights of others. Students not performing their duties, disrupting the class, or being disrespectful or disobedient to a teacher either will be disciplined by the teacher or, if the problem is serious, will be sent to an administrator.

15.4 Food and Drinks

No food or drinks are permitted in the chapel. Following the standards previously set by the administration, individual teachers may determine if food or drinks are permitted in their classrooms during class time.

15.5 Respect for Others

As a Christian community, WCS seeks to promote a safe environment where all involved may participate in educational and extracurricular activities without compromising their health, safety, and welfare. Therefore, WCS prohibits bullying, physical or verbal assault, hazing, abuse, or harassment, and regards such acts as serious discipline offenses. These rules pertain regardless of the medium, in direct personal interactions, in any electronic or voice communication, and on blogs, social networking sites, web forums or other online sites. In addition, WCS will not tolerate retaliation against any person who reports improper behavior, provides information during an investigation, or witnesses or has reliable information about

misconduct. Any person knowingly in the presence of these rule violations adds support by his/her presence and may also be held accountable. Examples of prohibited behavior include but are not limited to:

Bullying

Weatherford Christian School believes that all students have a right to a safe and healthy school environment. The school has an obligation to promote mutual respect, tolerance, and acceptance.

WCS encourages conduct that adheres to biblical principles of love for one another, wholesome speech, self-discipline, and Christlikeness. "Be devoted to one another in love. Honor one another above yourselves", Romans 12:10. In the event students fail to show appropriate love to another, and actual bullying occurs, students are asked to take the following steps:

Weatherford Christian School will not tolerate behavior that infringes on the safety or emotional well-being of any student. A student shall not intimidate, harass, create reasonable fear, or bully another student through words or actions. Such behavior includes but is not limited to: relational aggression such as gossip, rumors, verbal assaults, teasing, name-calling, or manipulation of friendships - whether in person or through electronic communication and social media; direct physical contact, such as hitting, shoving, pushing, punching or damaging another student's property.

Weatherford Christian School expects students and/or staff to immediately report incidents of bullying to the principal ~~or by using the Stop It App to maintain anonymity~~. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly and thoroughly investigated. This policy applies to students on school grounds or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur, Weatherford Christian School will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build a safe and healthy learning environment. Teachers are encouraged to discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or staff member.
- Students can rely on teachers and staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

- If the complainant student or the parent of the student feels that an appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. Weatherford Christian School prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of the investigation confidential.
- Teachers and staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

WCS recognizes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. WCS finds that bullying, like other disruptive or violent behavior, is conduct that disrupts the student's ability to learn in a safe environment.

Hazing

This is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a person for the purpose of initiation or membership in or affiliation with any student group, organization, or team. "Endanger the physical health" shall include, but not be limited to, any brutality of a physical nature or other forced physical activity that could adversely affect the physical health or safety of the individual. "Endanger the mental health" shall include any activity that would subject an individual to extreme mental stress such as forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity even if a student willingly participates.

Sexual Harassment

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature, including sexual assault or exploitation, when submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or participation in a program or activity; submission to or rejection of such conduct by an individual is used as the basis for employment or educational decision affecting the individual; or such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits the individual's work or educational performance or one's ability to participate in or benefit from WCS's educational program or activity.

Sexual harassment of an individual student, a staff member or a group of students includes, but is not limited to: letters, notes, telephone calls, e-mail, distribution or display of materials of a sexual nature; deliberate touching, leaning over, cornering or pinching; sexually suggestive looks or gestures; pressure for sexual favors; pressure for dates; or sexual teasing, jokes, remarks or questions.

Discriminatory Harassment

Discriminatory harassment is verbal or physical conduct or other detrimental action based upon sex, religion, race, color, national origin when such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits the individual's work or educational performance or one's ability to participate in or benefit from WCS's educational program or activity or creates a working or learning environment that a reasonable person would find intimidating, hostile, or offensive.

15.6 Reporting Misconduct

Students: Any student who feels that he or she or any other student has been the victim of such misconduct or retaliation is strongly encouraged to report the matter promptly to the principal or Head of School if the principal is not available. A student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action, up to and including dismissal.

Parents/Guardians: WCS urges the parents or guardians of a student who is the target of bullying or of a student who has witnessed or otherwise has relevant information about misconduct or retaliation to promptly notify the principal or Head of School if the principal is not available.

Faculty and Staff: All administrators, teachers, and staff - every person who is employed by the School in any capacity - must immediately report any single action of misconduct that the person has witnessed or otherwise become aware of to the principal or Head of School if the principal is not available. An employee who knowingly makes a false accusation or who fails immediately to report an instance of misconduct to which he/she is aware shall be subject to disciplinary action, up to and including dismissal.

Because information must be shared in order to conduct effective investigations, WCS cannot promise strict confidentiality. However, WCS will normally release information concerning complaints only on a legitimate need-to-know basis.

15.7 Harmful Items

Items are not to be brought to school that may be hazardous or might interfere with the educational atmosphere. This is not limited to but includes laser lights, fireworks, weapons of

any kind, knives, lighters, matches, guns in vehicles, etc.

15.8 Drugs, Alcohol, and Tobacco

WCS does not condone the use of drugs, alcohol, vaping and tobacco. Moreover, WCS is committed to the health and safety of all members of the school community and will take action to safeguard their well-being. We seek to enroll and support families who insist on a strictly chemical-free lifestyle for their children. We take steps to promote student welfare by: a) teaching the dangers of substance abuse; b) counseling students involved in substance abuse; and c) disciplining those who endanger themselves and others through substance abuse. The following are examples of the most common ways in which a student's use of chemicals will be handled by the school. This list should not be taken to be all-inclusive, nor does it limit the possibilities of ways the school might choose to react in an effort to diminish the use of mood-altering chemicals.

- If a student or parent voluntarily seeks help for use of alcohol/drugs before he/she has been implicated by school personnel or arrested, he/she will be referred for appropriate help. If the student makes satisfactory progress in the help program, the student will not be dismissed for this incident.
- The school reserves the right to require any student to submit to a drug test. The test will be performed by a school-approved laboratory and may include a complete chemical dependency assessment. All findings and recommendations must be made available to the school. Failure to fully cooperate will result in dismissal.
- If a student is observed on campus or while attending any school activity, on or off-campus, in possession of, or under the influence of alcohol/drugs, he/she will be suspended from school and subject to expulsion. The student's school history and behavioral record will bear weight relative to a decision. If a student should be expelled for drug use or abuse, the student may apply for readmission the next school year. For any legal violations occurring on campus or while attending any school activity, on or off-campus, WCS may choose to refer the matter to the authorities for prosecution under federal, state, and local laws and cooperate with the authorities in the investigation.

15.9 Vaping Policy

1st Offense

- A parent picks up the student and takes them directly to get drug tested. The student may not return back to the school until the school receives the drug test results.
- Three days ISS - 7:55 a.m. - 3:30 p.m.
 1. A parent will deliver and pick up the student from ISS each day.
 2. Parents will pay for the cost of an ISS substitute. (In handbook)

2nd Offense

- The student will be dismissed from WCS

15.10 Serious Conduct Violations

Additionally, the following are considered serious conduct violations:

- Using profane, obscene, indecent, immoral, crass, or offensive language and/or gestures to others.
- Weatherford Christian School is a Christ-centered community. We seek to promote and maintain an environment that will effectively train and encourage our students to bring glory to Jesus Christ at all times. When students are admitted to Weatherford Christian School, they become identified not only with the school but also, more importantly, with the name of Christ. It is expected that students will conduct themselves in ways that will honor Christ and that will reflect favorably on the school at all times. All students and parents/guardians understand that Weatherford Christian School reserves the right to discipline, suspend, or expel any student based upon conduct which occurs either on or off campus, whether at school-sponsored events or otherwise.
- Weatherford Christian School expects each student to maintain Christian standards of courtesy, kindness, morality and honesty. Students are expected to refrain from profanity, indecent language, gambling, cheating, sexual immorality, stealing, the use of any kind of tobacco, drugs, alcohol or pornographic materials, and from participation in the occult or any unlawful, violent or destructive acts. In addition to these general guidelines, students are to comply with the specific standards set forth in this Weatherford Christian School Parent and Student Handbook.
- Students are expected to abide by these standards throughout the calendar year, whether at school, at home or elsewhere (including all forms of social media). This is a joint agreement between the student, the parents/guardians, and the school. All parties agree that both the school and the parents/guardians will enforce these standards of conduct while the student is associated with Weatherford Christian School both during the school term and otherwise.

Above all, teaching self-discipline is the goal. Where discipline is required by faculty or school administrators, such shall be administered with the intent that maximum educational value be attained. In this way, administrators show students a vision of what they could be and then help them achieve it.

For learning outcomes to be impacted, it is imperative that discipline begins in the classroom. Because the teacher-student relationship is the key to our educational program, teachers must command respect from their students. Effective classroom management is vital to the academic success of WCS.

Disciplinary consequences will be administered in a firm, fair, and consistent manner. When making decisions in regard to disciplinary situations, the school administration will make every effort to administer disciplinary action as consistently as possible, while recognizing that each student and each specific incident must be assessed on an individual basis with attention given to background, attitude, and repetition.

Students attending WCS are expected to display Christian behavior on and off campus, so the following also apply to school-sponsored trips or events.

Students in violation of school rules may be given strikes at which point parents will be notified through FACTS. If a student receives a strike, he/she will be in regular uniform dress on Friday.

16.0 Elementary Discipline Plan

Student expectations are outlined in the acronym **ROAR**:

- **R**espect
- **O**wnership
- **A**ttitude
- **R**esponsibility

Level 1:

- Talking in class without permission
- Minor disruptive behavior
- Inappropriate verbal or physical teasing of another student
- Deliberate inattention in class
- Failing to follow directions or classroom procedures
- Being unprepared for class
- Not completing homework/assignments on time
- Chewing gum
- Eating in any area other than those designated for that purpose and in those areas only during specified times. Food and drinks brought to school for lunch must be stored in backpacks or cubbies for one day only. Water in clear, plastic bottles is allowed in class. Sodas, flavored waters, juices, etc. are not allowed.
- Running in buildings or at inappropriate times
- Littering on campus
- Minor vandalism
- Violation of Uniform Code
- Bringing Non-Approved Items to School: Toys and electronic devices are not allowed on school grounds without specific permission. This includes, but is not limited to: video cameras, cameras, laser pointers, video games, computer software, sports equipment, and music playing devices of any sort (iPods, MP3 players, etc.) Calculators may be used with teacher permission.

Level 2:

- Actions or attitudes which are spiritually detrimental to the school. (Depending on the nature of this offense, it may be handled as a Level 1 offense.)
- Verbal and/or physical abuse of others, acts of unkindness or cruelty, including threats to other students, harassment, or slander (Depending on the nature of the offense, it may be handled as a Level 1 offense.)
- Failing to show respect to students, faculty, staff, or other adults who may be on campus
- The use of inappropriate language
- Leaving the classroom without permission of school personnel
- Failure to abide by school rules and regulations at extracurricular activities such as field trips, sporting events, etc.
- Habitual violation of Level 1 offenses

Level 3:

- Academic dishonesty, cheating or plagiarism (including sharing homework)
- Deliberate deception or lying
- Deliberate rudeness or disrespect of students, faculty, staff or other adults who may be on campus
- The use of profane, abusive, or inappropriate language or gestures
- Verbal and/or physical abuse of others, acts of unkindness or cruelty, including sexual harassment or activity, fighting and threats to other students or faculty, verbal or written.
- Engaging in threats or other acts of intimidation that interferes with another student's desires to participate in the education process
- Stealing
- Vandalism/destruction of property
- Any use or possession of tobacco, drugs, alcohol or weapons
- Cutting class or other forms of truancy
- Failure to comply to school wide computer use policies
- Habitual non-conformity to school rules
- Any other acts of serious misconduct that disrupts the school environment in the classroom, school and/or school functions
- Chronic or repeated disciplinary infraction of Level 1 or Level 2 offenses

16.1 Discipline Consequences:

Level 1: Offenses are handled by the teacher by using oral correction, teacher/student conferences, parent contacts by email, note or telephone call, or any other appropriate in class disciplinary action. Each teacher has worked to establish fair and effective discipline policies. These policies are covered in detail at the beginning of school. Teachers are free to request input and assistance from the administration at whatever level of infraction the teacher feels is inappropriate.

Level 2: Offenses will result in a phone call or note to the parent to allow the parents the

opportunity to work together with the teacher to reach an appropriate solution to the problem. Teachers may choose to use any of the Level 1 classroom discipline procedures to correct Level 2 offenses. Level 2 offenses may also result in a referral to the Elementary office. This referral will serve to impress upon the student the seriousness of the offense and will allow the administration the opportunity to assist the teacher in finding an effective solution.

Level 3: Offenses will result in an automatic referral to the Elementary Principal and a probable parent conference with the teacher and administrator. At this level, discipline may include suspension or expulsion. In addition, a student may be placed on Disciplinary Probation.

16.2 Suspensions

In-school suspension may be assigned by the Elementary Principal for continued disruptive behaviors. It may be all or part of the school day. Students complete classroom assignments at a monitored desk. The student will be under the direct supervision of a substitute teacher (at the family's expense). Further guidelines at ISS will be given when it is assigned. Any student suspended for a second time in a school year is automatically placed on Disciplinary Probation for the rest of the year.

16.3 Disciplinary Probation

If a student is placed on Disciplinary Probation, the student's parents and the Elementary Principal will be required to conference regarding the student's conduct. A plan of action will be drawn up to define the expected conduct and to provide compelling motivation and assistance for the student to change his/her behavior. The length of the probationary period will be specified in writing for parents.

Disciplinary actions are not carried from one year to the next unless a student has been suspended twice in the school year and are therefore on Disciplinary Probation. If the student ends the year on Disciplinary Probation, a contract addendum may be added to the re-enrollment contract specifying the conditions under which the student may maintain enrollment.

16.4 Expulsion

The school may ask for the withdrawal of any student whose conduct is detrimental to the reputation of the Lord Jesus Christ or His school. When the Elementary Principal determines that a student should be separated from WCS, he/she will present that recommendation and the supporting evidence to the WCS's Head of School in confidence. The Head of School will consider this and any other evidence bearing on the issue. He/she will consider the school's written policies and Biblical standards. Final decision and expulsion rests with the Head of School.

17.0 Secondary Discipline Plan

17.1 Level One Offenses

Level One offenses include, but are not limited to, the following:

- Failure to Follow Classroom Rules
- Disrupting Class
- Tardiness
- Dress Code Violations
- Failure to have access card
- Parking Infractions
- Inappropriate Display of Affection
- Inappropriate Language, Written or Spoken
- Offenses Determined to be Detrimental to the Operation of a Christian School

17.2 Level Two Offenses

Level Two offenses require a more immediate action and may not have a warning before the consequence. The offenses are cumulative for the nine weeks. Also, when it is evident that students have not corrected their behavior in "Level One" (continuing to receive strikes for the same behaviors) they will be moved to "Level Two". The student will not be eligible for exam exemptions for that semester.

Level Two offenses include, but are not limited to, the following:

- Disrespect or intentional disobedience to faculty or staff
- Bullying
- Academic Dishonesty (including Plagiarism)
- Leaving class, building or school grounds without permission
- Reckless use of an automobile
- Inappropriate material on campus
- Unauthorized or inappropriate use of school equipment
- Offenses determined to be detrimental to the operation of a christian School

17.3 Suspension or Expulsion Offenses

When it has become evident that detention assignments are not deterring student misbehavior or a student commits a Level Three offense, suspension and disciplinary probation will be assigned. The number of suspension days will vary and be determined by the severity of the action and the past behavior of the student.

Level Three offenses include, but are not limited to, the following:

- Multiple level two offenses of the same behavior
- Fighting or Assault
- Disrespect or intentional disobedience to faculty or staff

- Involved in or causing others to be involved in verbal or physical abuse
- Stealing (suspension plus restitution)
- Vandalism (suspension plus restitution)
- Possession of pornography, sexting or other sexually-related materials
- Skipping school
- Possession or use of tobacco*
- Possession of weapons*
- Offenses determined to be detrimental to the operation of a Christian school

*May be upgraded to Level Four Offenses at the discretion of administration, depending on the severity of the action.

17.4 Mandatory Expulsion Offenses

Level Four offense the student will be expelled or dismissed from WCS.

Level Four offenses include but are not limited to the following:

- Serious violations of the Law
- Possession of weapons that present clear danger to others, or that present or imply a threat to others
- Possession or use of alcohol, drugs, or drug paraphernalia
- Behavior that is blatantly immoral, threatening, or violent
- Pregnancy or responsibility for a pregnancy
- Offenses determined to be detrimental to the operation of a Christian School

If a level four offense occurs, the proper authorities may also be notified.

17.5 Discipline Consequences

Detention

Detention will be served for one hour, either in the morning before school or immediately after school. The timing will be based on faculty availability. Students need to arrive in dress code and on time. Students who are tardy to detention, disruptive, refuse to work or place their head on their desk will be assigned additional detentions. This is not a study hall. Students will not be allowed to work on homework during morning detention.

Disciplinary Probation

Disciplinary probation will be assessed for a period of time set by the Head of School for any actions deemed worthy of probation. Students on probation will be closely monitored and specific changes in behavior will be expected. While on probation, if another Level Three offense is committed or if administration determines that necessary behavior changes have not occurred a recommendation for suspension or expulsion may be given. Any student with a level three offense will be reevaluated prior to re-admittance the following semester.

Discipline (Per Nine Weeks):

- 1st Strike: counseling by administrator, email to parents
- 2nd Strike: counseling by administrator, 1 Day of Morning Detention given and email to parents with a \$15 Detention Fee.
- 3rd Strike: counseling by administrator, 1 Day of Morning Detention given, email to parents, \$30 Detention Fee.
- 4th Strike: Saturday Detention given, email to parents, \$60 Detention Fee. The student will not be eligible for exam exemptions for that semester.
- 5th Strike: 1 Day of ISS given, \$75 fee will be charged to family's account
- 6th Strike: 2 Days of ISS given, \$150 fee will be charged to family's account, student will be placed on probation for the remainder of the semester.

Saturday Detention:

- Students arriving late are not allowed to serve but will be charged \$50
- Normal classroom rules apply. For example, no talking, nor putting heads down, etc
- If a student is absent due to illness on the day detention has been assigned, he/she must present a note signed from his/her parent and he/she will automatically be reassigned. Parents should also email/call the principal as soon as possible to notify of the absence
- Saturday Detention will be assigned for the next available Saturday with a choice of the next two available Saturdays.

In-School Suspension (ISS):

A conference will be scheduled with the parents, student, and administration. The student will not be allowed to return to class or participate in any school event until this conference has been held, the suspension completed, the student has expressed repentance, and, if necessary, an apology to any injured party has been issued. The student will not be eligible to participate in any extracurricular activities on the day of ISS. The student will remain on campus under the supervision of WCS substitute and the family will pay the \$100 sub pay for the day of the suspension. However, all missed work must be returned in a timely manner or that work will result in a zero as well.

Expulsion:

The Head of School will determine the duration of the expulsion. If the student is given the opportunity to be considered for re-enrollment, they must express genuine repentance, have demonstrated exemplary behavior since the expulsion, and meet any other conditions specified by the head of school. Students and parents must be interviewed by the administration and go through the admission process as a new student.

Students who are expelled are not eligible for tuition refunds. Expulsion is not covered under

the tuition refund policy.

Conduct Grades:

Conduct or citizenship grades reflect a student's attitude, sense of responsibility, and self-discipline in the classroom. The teacher assigns conduct grades. A student's current behavior may exclude them from participation in extracurricular activities. At the discretion of the administrator, students may be placed on behavior probation if they consistently receive an N or a U in conduct.

Conduct grades shall reflect the E-S-N-U grading system:

- **Excellent** - student's behavior and attitude continuously exceed the teacher's expectations.
- **Satisfactory** - student's behavior and attitude continuously meet the teacher's expectations.
- **Needs Improvement** - student's behavior and attitude do not continuously meet teacher's expectations. Two "Ns" will result in the student being ineligible to participate in extracurricular activities.
- **Unsatisfactory** - student's behavior and attitude consistently and repeatedly fail to meet teacher's expectations. Receiving one "U" will result in the student being ineligible to participate in extracurricular activities.

18.0 Dress Code

Weatherford Christian School's uniform selections and dress code are based upon the following goals and principles. You can click here for the [Elementary](#) and [Secondary](#) Guidelines.

- **A Proper Sense of Pride** – As individuals uniquely created in God's own image, students should take pride in their appearance, fostering a "dress for success" mentality pleasing to God and man.
- **Uniformity** – Uniformity removes the potential for a wide variety of clothing-related distractions, helping students maintain right relationships and a grasp of the true purposes of school. Uniformity also significantly decreases the opportunity for a "haves and have-nots" environment to develop within the school.
- **Modesty** – More than the length of a skirt or the cut of a blouse, modesty is ultimately an issue of the heart. All members of the WCS family, including parents, are asked to avoid immodesty both in terms of underdressing (too short, low-cut, tight, transparent, etc.) as well as overdressing ("look at me" apparel, accessories, or jewelry).

WCS administration and school board members consider uniform requirements and uniform providers in light of financial practicality.

The dress code will be followed as listed in the Uniform Guidelines (See Addendum 1).

- Attire should be neat and modest in appearance at all times
- Jeans may be worn on Friday with a WCS spirit t-shirt, if a donation of canned food for Center of Hope has been brought. Jeans must have no holes, not ragged, or badly faded.

18.1 Young Men

- Hair is to be maintained so that it is not extreme. Hair should be neat and well groomed.
- No stripes, designs or letters cut in hair.
- Hair should be no longer in the back than the bottom of the collar, nor be longer than the bottom of the ear on the sides. Hair should not fall below the eyebrows. Hair may not be put up in pony tails or man bun.
- Hair color and any highlights must be of a natural hair color.
- All shirts must be tucked (not rolled) into pants or shorts.
- Black or brown leather belts must be worn with shirts that are required to be tucked into pants or shorts (3rd - 12th).
- All undershirts must be white or gray.
- Tears, rips, and embellishments in jeans do not meet the WCS dress code.
- Visible body piercing and tattoos are not permitted while representing WCS.
- All pants must be worn at the natural waistline.
- Hats, toboggans, headgear, hoods, bandanas, and sunglasses are not allowed.
- No earrings, clips, studs, spacers, wire or anything in a piercing may be worn to school or school-sponsored activities.

18.2 Young Women

- Hair color and any highlights must be of a natural hair color.
- Length of dress or skirt must be no shorter than 4 inches above the top of the floor when the student is in kneeling position. This includes both the front and back of the skirt.
- Modesty shorts (navy blue or black) should be worn underneath all skirts.
- All shirts and blouses are to be tucked (not rolled) into shorts, pants, and skirts.
- A black leather, brown leather or matching plaid belt must be worn with shorts and pants with belt loops (3rd - 12th grade).
- Tears, rips, and embellishments in jeans do not meet the WCS dress code.
- Accessories should be neutral or school colors that coordinate with the uniform.
- Visible body piercing and tattoos are not permitted while representing WCS.

Administration reserves the right to make judgments concerning the dress code as deemed necessary.

19.0 Drills

Students, teachers and other employees shall participate in drills of emergency procedures for intruders, tornados and fire. Parents and visitors who are on campus during drills or emergency procedures must follow the instructions of campus personnel for safety purposes. When the alarm is sounded, students must follow the direction of the teachers quickly and in an orderly fashion. Instructions for these drills will be posted in each classroom and discussed by each teacher. Safety is of utmost importance to WCS.

20.0 Drop Off and Pick Up

Students must be picked up at their designated release time and location. For a safe and efficient drop-off and pick-up of students, all parents/guardians must follow the directions provided by school staff. A speed limit of 15 mph will be in effect for all vehicles on campus at all times.

20.1 Drop Off

If you wish to watch or accompany your child to the classroom, park in the designated parking spaces. DO NOT park and leave your vehicle in the drop off lanes. Please be considerate of those behind you.

21.2 Pick up

If you need to get out of your car to drop something at the office or talk to your child's teacher, please park in a designated parking spot. If your child is to ride home with someone other than his/her usual ride, please contact the office or send a note to the teacher. Students will not be allowed to ride home with other students or adults without parent or guardian permission.

21.0 Dropping a Course

Secondary Student schedules will not be changed after the completion of the third week of each semester. A student desiring to drop a course must fill out a course withdrawal form and it must be signed by a parent. A student that drops a college class will be responsible to make-up the credit. If a student drops a college course, he/she will not be permitted to take a dual enrollment course the following semester.

22.0 Extracurricular Eligibility

Elementary

Eligibility to participate in extracurricular activities will be based on nine-week report card grades. Students failing one or more classes at the end of the grading period will be ineligible for three weeks. They may practice, but may not participate in competitions during this time. If, after three weeks, the student is passing all classes on their progress report they will become eligible. Otherwise, students remain ineligible until the conclusion of the nine-week grading period. In order for a student to participate in any extracurricular event, they must be in attendance for at least one half of a school day on the day of a contest or practice.

Secondary

If a student is deemed ineligible due to grades, they are still required to fulfill their commitment to the team and finish out the season.

Grade checks will be done following the sixth week and at the end of each quarter. If an athlete is determined to be ineligible at the end of the Six-Week or Quarter grade check (a grade below 70% in one or more classes), the athlete will be ineligible for a three-week period. In order to be reinstated, the student must have a numeric average of 70, or higher, in the class that the student failed at the end of the grade check. If the student is still failing the subject at the three-week mark, he or she will remain ineligible for the next three weeks when grades will be checked again. Grades will continue to be checked each three weeks until the grading period is over. Grades will be checked on Monday at 8:00 am. If passing the subject that the student failed during the previous grading period, the student may gain eligibility back at 8:00 a.m. the morning of the three-week grade check date. Please refer to the Athletic Eligibility Dates form located in your Rank One parent portal for specific dates that these grade checks will take place.

If a student has been determined to be ineligible, he or she will not be able to participate in games/performances in any manner. Ineligible athletes will travel to evening games but cannot play. Ineligible students may participate in practice, but are not allowed to participate in games in any manner.

If an athlete is deemed ineligible due to grades, they are still required to fulfill their commitment to the team and finish out the season.

If an athlete serves in-school suspension or is suspended from WCS they are not eligible to practice or play with the team during the time of suspension. After the suspension is resolved, they may return to the team. Some makeup work from the coach may be required at that time.

23.0 Field Trips and Transportation

Field trips are part of the student's education at WCS. Field trips will have an educational purpose and a learning goal for the students. Written information will be sent home prior to the scheduled field trip notifying the parent of the date, purpose of the field trip, cost (if any), and appropriate uniform.

Parents are responsible for making other arrangements for child care when their children will not be attending field trips and must notify the school.

Parental participation on field trips is encouraged. However, siblings will not be permitted to attend with sponsoring parents. All parents volunteering to drive on a scheduled field trip must submit a form with driving record, insurance information, and complete a background check. This form can be picked up in the office.

While traveling on the school bus or in a private vehicle, students must remain in their seat belts at all times. Students attending a field trip will follow all school rules. Students not exhibiting proper behavior may lose the privilege of attending the next field trip scheduled for their class.

Teachers will inform students of the required uniform prior to a field trip. Students not complying with the uniform guidelines will not be allowed to attend the field trip.

24.0 GPA (Secondary)

WCS will report a **Grade Point Average** score on transcripts for the benefit of colleges, but our class ranking will be based on the students numerical averages.

For designated "Honors" and Dual Enrollment classes offered at WCS, students will be awarded an additional eight (8) points and for designated AP courses an additional ten (10) points will be awarded. These averages do not appear as weighted averages on report cards or transcripts. Any coursework transferred in for high school credit toward a WCS diploma will not be included in my WCS High School GPA and will not be used in class ranking.

The Valedictorian and Salutatorian are determined by averaging all Bible, History, Math, Science, ELA, and Foreign Language numerical grades in courses taken at WCS beginning in the 9th grade year. These are averaged to the 1,000th place, if necessary. If the averages remain the same, there will be co-valedictorians and no salutatorian. New students must be enrolled at WCS by the first day of school their junior year to be considered for valedictorian or salutatorian.

Due to the selective admissions practices, highly competitive program and class size, WCS does not rank its students academically, other than for valedictorian and salutatorian. An explanation of this policy is included with transcripts sent to colleges for admission purposes.

25.0 Grading Policy

Elementary

WCS grading scale is as follows: WCS citizenship grades are as follows: 90-100 = A / Excellent E = Exemplary 80-89 = B / Above Average S = Satisfactory 70-79 = C / Average N = Needs Improvement 0-69 = F / Failure U = Unsatisfactory

Report Cards will be issued at the end of each nine-week grading period. Any student receiving a grade average of 70, or below, will be placed on Academic Warning. The student will have the following nine weeks to bring up his/her grade. If at that time the required grade is not met, the student will be placed on Academic Probation. Nine additional weeks will be allowed for grade improvement. After that time period, the student faces possible dismissal from WCS.

Parents are encouraged to schedule a conference with the teacher if their child is having trouble with a subject.

Students must pass all classes in order to be promoted to the next grade level. Students leaving a grade level with a 70 average will be placed on Academic Probation for the first nine weeks of the next grade level. If at that time the student's grade average has not improved, the school administrator and classroom teacher will meet with the parents and student to discuss the student's future with WCS.

WCS is very proud of the students who excel in their classes and feel that they should be rewarded for their efforts. At the end of the school year, students who have excelled will receive recognition for their achievements as follows:

- A honor roll for the entire school year
- A/B honor roll for the entire school year
- Perfect attendance for the entire school year

The hope and prayer of WCS is for the students to receive an excellent education and that they will put forth their best effort to excel in their classes. WCS is dedicated to making this happen and believes that parents must participate in this effort.

Secondary

WCS grading scale is as follows: WCS citizenship grades are as follows: 90-100 = A / Excellent E = Exemplary 80-89 = B / Above Average S = Satisfactory 70-79 = C / Average N = Needs Improvement 0-69 = F / Failure U = Unsatisfactory

Students in grades 7 & 8 will receive credit yearly. The semester final exam or final paper/project will count 1/7 of the semester grade. To calculate the yearly average, add the two semester grades and divide by two (2). Middle school students taking Algebra I will receive high school credit and therefore its semester finals will count.

Students in grades 9-12 will receive credits and grade points by semester average. Each semester of work completed satisfactorily will count ½ unit or credit. These units will be recorded on report cards and transcripts by semester. Semester finals count 1/5 of the semester grade. Each semester of work failed (F) in a required course must be repeated/recovered. In the event that a student fails the first semester, full credit will be awarded if the second semester is high enough that the average of both semesters is 70% or above. However, this method is not used if a student fails the second semester.

When it becomes necessary to acquire credits outside WCS, prior approval must be sought through a WCS Secondary Principal and Dean of Academics. This should only happen when a student needs credit recovery or wishes to supplement the current WCS curriculum. These

credits should not be taken to replace a WCS class offered. Furthermore, credit by exam (CBE) will only be accepted for credit recovery.

Progress Reports will be emailed to parents every Sunday evening. Report Cards will be issued at the end of each nine-week grading period. Any student receiving a grade average of 70, or below, will be placed on Academic Warning. The student will have the following nine weeks to bring up his/her grade. If at that time the required grade is not met, the student will be placed on Academic Probation. Nine additional weeks will be allowed for grade improvement. After that time period, the student faces possible dismissal from WCS. Parents are encouraged to schedule a conference with the teacher if their child is having trouble with a subject.

Students must pass all classes in order to be promoted to the next grade level. Students leaving a grade level with a 70 average will be placed on Academic Probation for that subject for the first nine weeks of the next grade level. If at that time the student's grade average has not improved, the school administrator and class teacher will meet with the parents and student to discuss the student's future with WCS.

If a student's grade is incomplete at the end of the nine-weeks, there is a two week limit from the last day of the grading period to remove the incomplete. If the work is not completed within that period, the teacher will determine a grade to be recorded. The same rule will apply with unit averages. No incomplete grades will be recorded at the end of the school year. The teacher will determine a final grade before grades are recorded and sent to parents/guardians.

26.0 Homework

Elementary

At Weatherford Christian School, we have determined that homework is not necessarily a fact of life that must be accepted without question, but rather an activity that must be regularly examined for its effectiveness.

We recognized that homework is an important factor in the development of responsible students. However, we also understand and appreciate the importance of time spent at home with family and in extra-curricular activities, as well as the need to get adequate rest.

Parents/Guardians should provide a suitable place for homework to be completed, one without distractions, and should monitor their children's work to assure that assignments are completed in a timely fashion. Parents/Guardians are expected to support and encourage their children in the completion of homework, but to refrain from doing homework for the children. In addition, parents/guardians should direct any questions regarding homework assignments to their children's teachers.

In our efforts to be better stewards of our time and assist students in the stewardship of their time, we commit to using class time as efficiently as possible to maximize learning and academic growth. Homework will not consist of “busy” work, but rather solid academic review and practice which are meaningful and purposeful. We pray that all Weatherford Christian families will be blessed by the additional time for rich social experiences, outdoor recreation, Bible study, family time, community service and creative play.

All homework assignments must be completed and returned by the assigned date. **Students who do not return assignments on time will not receive full credit. Late assignments will be handled at the discretion of the teacher.** Being held responsible for homework assignments is a very important learning skill for students. Parents are requested to reinforce this responsibility at home and ensure their children understand that incomplete assignments will not be tolerated.

Homework times will vary with each student and with school projects and other activities. There will be times that workloads will be longer or shorter. We try not to overload students with extra assignments on Sunday or Wednesday evenings as we want them all involved in Bible classes & youth groups at local churches.

Secondary

Homework enhances a High School student’s preparation for college, improving a student’s mastery of a subject. It should be meaningful and assigned with a specific learning objective in mind. Homework is an integral part of educational growth. Material covered in class is reinforced to ensure the student understands what is being taught. All parents and students are encouraged to check FACTS on a weekly basis to keep up with homework and grades.

From long-term assignments requiring pacing and managing one’s time to Pre-Advanced Placement and Advanced Placement courses calling for more time and effort on the student’s part, many factors affect homework on the High School level. Additionally, a student’s potential involvement in several extra-curricular activities necessitates excellent time-management skills. It is in the student’s best interest for future success to develop such skills. If a student struggles with time-management issues, homework on any given night may require additional time. The student who keeps up with his/her work on a daily basis is the most successful. Faculty will supervise the student's progress on long-term projects.

On average, homework can vary from just a few minutes to approximately 1 1/2 - 2 hours per night depending on a student’s level of ability and course selection. On the night before a major test or in preparation for the completion of a major project, a student may spend more time.

In most cases, students will not have more than two major tests or projects due on one day with the possible exception of an occasional three (excluding nine-week and semester exams). Dates of tests and project due dates for all classes will be monitored. Quizzes may be given on any day, but they should be short in duration and based on previously discussed material.

Homework will not be assigned to be completed exclusively during a holiday and due the first day back from a holiday.

Parents/Guardians should also encourage their children to read for enjoyment because a great deal of student success in High School and at the university level is linked to reading.

All homework assignments must be completed and returned by the assigned date. **Students who do not return assignments on time will receive a zero for the assignment.** Being held responsible for homework assignments is a very important learning skill for students. Parents are requested to reinforce this responsibility at home and ensure their children understand that incomplete assignments will not be tolerated.

26.1 Missed Assignments

- Students are responsible for initiating and completing all work done during an unplanned excused absence within a timetable of one day of make-up for each day of absence. The teacher is responsible to provide the assignment to the student. In the event that a student is absent from a class on the day that a major project is due or a scheduled test is administered, and he/she reports to school later in the same day, the project or test must be completed that same day or a grade of a zero will be entered. This also applies to work missed because of school-sponsored activities.
- Students participating in extracurricular activities that miss class due to participation will not be allowed extra time to complete their assignments and are responsible for any assignments made during their absence. Assignments, tests, etc., are expected to be due upon the student's return to class.

27.0 Honor Roll & Perfect Attendance

WCS is very proud of the students who excel in their classes and feel that they should be rewarded for their efforts. Students who have excelled may receive recognition for their achievements as follows:

- Remaining on the A honor roll for the entire school year
- Remaining on the A/B honor roll for the entire school year
- Having perfect attendance for the entire school year

28.0 Student Council (Secondary)

28.1 Elected Student Leaders

Students who are candidates for or appointed to student leadership positions shall meet the following criteria:

- Must be enrolled in Weatherford Christian School for the semester in which they will serve and must not have been on any kind of disciplinary probation.
- Maintain an academic average of 80 in all subjects based on an average of all grades up

to the time of election or appointment.

- Have no grade of less than 70 for the previous nine-week grading period.
- Have no "N" or "U" in citizenship.

After election/appointment, a student will be placed on academic probation and not allowed to participate in his/her selected duties for the next grading period if:

- He/she fails to maintain an average of 80 for any grading period.
- He/she earns a grade of 69 or lower.
- A student will be removed from academic probation and allowed to return to his/her position at the end of the subsequent grading period if he/she achieves the required standard.
- A student will be dismissed from the elected or appointed office if:
 - He/she is placed on academic probation twice in one school year.
 - He/she receives a "U" in citizenship.
 - He/she does not abide by the Weatherford Christian School Parent and Student Handbook.

28.2 Student Council Mission

The Student Council, whose mission is to serve and lead the school in service, always seeks to promote a deeper spiritual awareness and maturity in Jesus Christ.

- The Weatherford Christian School Student Council is composed of students in grades 6-12. Officers and representatives are chosen by vote in the fall and serve one school year. Officers for the student council include a president, vice-president, secretary, and treasurer. All grades select two class representatives.
- Student Council represents the best that Weatherford Christian has to offer and members are held to high standards. Members must maintain a 90.0 GPA, complete 15 service hours a year, and must not receive more than 2 strikes in a grading period.
- WCS student council acts as a voice for the student body. Students' suggestions are discussed at council meetings; ideas deemed appropriate and helpful may be recommended to WCS administration.
- Members of the council are instrumental in helping organize and conduct several student body activities and service projects each year. The student council sponsors and administrator are responsible for assisting council members in these roles.

29.0 National Honor Society (Secondary)

Membership into the National Honor Society is offered to those students in the 10th through 12th grade who create enthusiasm for scholarship, promote worthy leadership, develop character, stimulate a desire to render service, and encourage exemplary citizenship. Grade averages are evaluated at the end of the 9th grade year and admission is allowed as early as the fall of the student's 10th grade year. Students who successfully meet the scholarship requirement will be offered an information packet to complete. Membership is **never** considered on the basis of scholarship alone. In addition to scholarship, students must submit documented service hours to the office (12 hours for each high school grade completed), complete the service requirement outlined in the information packet, and complete the leadership requirement also

outlined in the information packet. Candidates must also submit a complete application with all required signatures and letter of recommendation. Once all information is returned to the NHS adviser, the faculty will complete an evaluation and the behavior records will be reviewed. Students must have 110-120 points to be eligible for induction based on the following point values:

- Scholarship (Grades) 20 points
- Service Hours Submitted to Office 20 points
- NHS Service Requirement Fulfilled 20 points
- Completed Application with Letter of Recommendation 20 points
- *Behavior Records 20 points
- **Faculty Evaluation 20 points

*Behavior records are given the following point values: 0 strikes = 20 points; 1-2 strikes = 15 points; 3-4 strikes = 10 points. No points will be received in this category for students receiving more than 4 strikes in a given year. This includes strikes given for morning tardiness.

**Faculty Evaluation – Each faculty member is given a four-point evaluation to complete on each student and then those evaluations are averaged together. Those evaluations are given the following point values: 3.5-4.0 = 20 points; 3.0-3.5 = 15 points; 2.5-3.0 = 10 points. No points will be received in this category for students receiving less than a 2.5 faculty evaluation average.

A student will not be admitted to the National Honor Society if, in the current school year, he/she:

- Has been referred to the office for a cheating offense that was upheld.
- Has been referred to the office for skipping school.
- Has more than five office referrals of any kind.
- Has an “N” or “U” in citizenship.
- Has any offense that results in suspension from school.
- Has any serious character/behavior issue in or out of school.

Members will be expected to continue to demonstrate the qualities of scholarship, leadership, character, service, and citizenship. Student records are reviewed at the end of each semester. Grades, office referrals, and other documented disciplinary concerns of current members will be considered. Students failing to meet NHS standards will be placed on a nine-week probation period. Members who resign or are dismissed for failing to maintain the NHS standards to which they were initially selected are **never** again eligible for membership or its benefits. Students who are denied induction in one year can be considered again the next year.

29.1 National Junior Honor Society

Selection for the National Junior Honor Society occurs each spring and is open for 7th-9th grade students who have attended Weatherford Christian School for at least three semesters. Membership requirements include, but not limited to: scholarship (must have at least a 90.0% average), character (based on teacher evaluations and limited strikes), leadership (helpfulness

to other students/teachers), and service (at least five hours of community service per semester). Students who qualify academically will receive a letter in the spring encouraging them to fill out an information packet. Completed packets, returned by the deadline, will be reviewed by the Faculty Advisory Committee and selections will be made by that committee.

30.0 Lockers

Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. Anything brought to school or bought for school use must fit inside a closed student locker. Any backpack or item left out of the locker after school hours will be confiscated and a discipline slip will document this infraction. Students should not write or place stickers on lockers. The school reserves the right to inspect all lockers at any time with or without the presence of students.

31.0 Lunch

Students are welcome to bring lunch from home or participate in lunches offered by local vendors. Lunch must be paid for in advance through the parent's FACTS account.

Parents are always welcome to join their children for lunch, but must remember to sign in through the Raptor System in the campus office or gym entrance, upon arrival.

Parents/guardians may take their children out to lunch by checking them out at the office and ensuring they return on time. Any children late to class will receive a tardy pass.

Students may not receive food deliveries (for example, Door Dash) from any outside source.

32.0 Parent/Teacher Conferences

Elementary conferences between parents and teachers are important for good communication. There will be one conference held during the first semester with each student's parents. An additional conference will be scheduled in the spring with the parents of students who scored below the 50th percentile on NWEA testing. Other conferences are welcome and may be scheduled with the teacher.

33.0 Parties (Elementary)

A limited number of class parties will be held throughout the year. Please see your child's teacher for an opportunity to help. Invitations to private parties should not be passed out on campus unless all of the boys, all of the girls, or all students in your child's class receives one. Too many feelings are hurt needlessly when children are excluded.

Parents/guardians may take their children out to lunch by checking them out at the office and ensuring they return on time. Any children late to class will receive a tardy pass.

34.0 Playground Safety Rules (Elementary)

Safety rules are to be followed at all times on the playground:

- Fighting will not be tolerated under any circumstances.
- Students will not be allowed to leave the playground area without the teacher's consent. Students in grades PreK thru 5th must be accompanied by a teacher when returning to the building. Students leaving the play area without permission will lose recess privileges for the remainder of the week. (Please explain to your children the importance of this safety rule and that they are to remain in the presence of their teachers.)
- Students must always remember to be courteous and respectful to teachers and fellow students.
- WCS does not accept responsibility for children in the play area after school hours. Please remain with your children if they are in the play area.

35.0 School Closing

In case of inclement weather, Channels 4, 5, and 8 will broadcast closing information. WCS will also share closing information through a school wide email, the school website, and WCS Facebook page.

Only designated school officials will post information concerning WCS school closures. Parents are requested to not post any information regarding closures of WCS on their personal social media sites until WCS has made an official public announcement on one or more of the above-mentioned outlets.

WCS will not necessarily follow the protocol of WISD as has been done in the past. WCS has different circumstances to take into consideration when a school closure scenario is posed. WCS administration will take into account the vast number of communities that WCS families live in when making a decision concerning weather related closures.

36.0 School Property

Students are held responsible for taking care of school property to the best of their ability. Students will not be allowed to write or draw on desks or any other school property.

Students must respect the privacy of others and never take things from the desk, locker or

cubby of fellow students. If the staff or administration deems necessary, the right is reserved to search a student's desk, locker or cubby.

37.0 Student Health

37.1 Immunization Policy

Section 97.63 of the Texas Administrative Code - Every child in the state shall be vaccinated against vaccine-preventable diseases caused by infectious agents. Please click on this link <http://www.dshs.state.tx.us/immunize/school/default.shtm> for the current Texas Minimum Vaccine Requirements for students PreK - 12th grade.

According to the Texas Department of Health, all schools (public and private) are required to maintain records of the immunization status of each student admitted. Parents/guardians are responsible for ensuring that their child receives all required immunizations in a timely manner. Compliance must be met within 30 days from the start of school, or the student will not be allowed to attend until compliance is met.

Each child's immunization record must be kept current while the child remains in school. The Texas Department of Health monitors each school to ensure compliance with this legislation.

37.2 Medication and Illness

Minor illnesses will be treated and first aid administered by the teacher or trained staff member. Children with a fever above 100 degrees will not be allowed to remain in class. Any child with a rash (including ringworm) or eye infection that could be contagious will be required to leave school. A child can return when the infection or rash is gone, or with a signed note from the doctor stating that the child is not contagious. If a child is diagnosed with an illness that could affect others, please call the office or notify the teacher, so appropriate action may be taken.

Serious injuries will require local emergency care. If a parent cannot be reached, a school official will transport the child. A signed authorization form must be completed and necessary changes updated to be kept on file.

Students requiring medication during the school day must bring the medication in its original container with dosage instructions to the school nurse. Students are not allowed to keep medication in their possession during school hours. Any student requiring medication must have a medication release form completed, signed, and on file with the school nurse.

Please remember, **do not send a child to school if he/she has had a fever, vomited or had diarrhea within 24 hours.** If during school hours, a child vomits, has diarrhea, develops a fever of over 100 degrees, has an unknown rash or symptoms indicating a communicable

disease, sustains an injury requiring a doctor or develops conditions preventing normal function, arrangements must be made to have the child picked up from school. **A child must be free of fever without the use of medication 24 hours before returning to school.**

The school is not allowed to give any type of medication (prescription or over-the-counter) to students without a written order from a physician and written consent from the parent. If it is necessary that a medication be given during school hours the following requirements must be met:

- Medication will not be administered in school or during school-sponsored activities without a **Medication Authorization Form** being signed by the physician and parent(s) or guardian. A physician's order for medication on their own letterhead with the parent portion of the Medication Authorization Form will also be acceptable.
- Prescription medication must be brought to school in the current original container with the pharmacy label intact. The label must have the student's name, name of medication, dosage and time to be given. If the medication is not properly labeled, it will not be given.
- Over-the-counter medications must be in an unopened original container. Student's name must be written on the box/bottle. The dosage and frequency to be given must be consistent with the label instructions.
- Medications will not be accepted in baggies or envelopes.
- Medication must be brought to the school by the parent or guardian, not with the student.
- Students may self-carry emergency medications with proper forms signed by physician and parent/guardian.

38.0 Technology Network Usage

Weatherford Christian recognizes the popularity of social networking sites. Students using and/or participating in any online Internet communities will be held responsible for information transferred between themselves and others and all other information posted. This responsibility extends to, but not limited to all social media, personal homepages, instant messages, chat rooms, and other postings on the Internet. Students should take extreme caution when posting on such sites. All postings should positively represent the person posting. Students are representatives of Weatherford Christian School and must recognize that all postings should be a positive reflection on the school, the employees and other students, and their families. What is posted in the form of words and pictures should represent a person who is in subjection to Jesus Christ as their Lord. These guidelines apply during the school year as well as when school is not in session including summer break.

Students are not to use electronic devices to take pictures or videos of teachers, other staff or students and posting them on social media websites. Students who post such media will be subject to disciplinary action up to dismissal.

All students are provided access to chromebooks in their classrooms. Using chromebooks is a privilege, and students are expected to abide by certain rules of conduct. Students and parents are asked to review the Acceptance Use of Technology Policy (Refer to Addendum 2). WCS has taken available precautions to restrict access to controversial and inappropriate materials. However, it is impossible to totally prevent access to such material. Students who purposely or accidentally see such materials or damage equipment deliberately will be disciplined.

40.0 Textbooks

All textbooks are the property of Weatherford Christian School and should be treated with respect. Students are responsible for textbooks issued to them. If there are any damages to a textbook when it is issued, the student must make the teacher aware of this immediately. Books should not be abused or misplaced. If a book is damaged or lost, the cost of replacing the book will be assessed to the student. All textbooks must be returned to the school at the end of the year and assessed before transcripts or grades will be released.

Students will be responsible for taking care of library books as well. If a book is damaged, it should be reported as soon as possible. Fees will be assessed for books returned in damaged condition or that have been misplaced.

41.0 Transportation

While WCS sponsors a variety of activities, the school cannot always assume transportation responsibilities for every student. Therefore, a student may be required to provide his/her own transportation or to find transportation from another student or student's parents. In these cases, WCS cannot assume primary responsibility or liability for any injuries or damage sustained while riding in a private automobile. Primary responsibility rests with the owner and driver of the vehicle. We strongly encourage parents to always be aware and involved in arranging safe transportation for their student(s) to and from any WCS activities.

42.0 Visitors

Visitors are welcome at Weatherford Christian School. On campus visitors should:

- report to the office and obtain a visitor's badge by showing proper ID that will be run through the WCS Raptor System,
- obtain a visitor's badge that must be worn at all times while on campus,
- not cause disruption of regular activities in halls or classrooms, and
- get permission from individual classroom teachers for classroom visits to avoid disruption of class.

In keeping with our closed campus policy, only WCS alumni, immediate family members, and school-aged children active in the admissions process who have been invited by WCS administration may eat lunch with WCS students after checking in through the office.

43.0 Financial Policy

At Weatherford Christian School (WCS), we finalize our commitment to our faculty, staff, and vendors each spring before the academic year begins. These contractual obligations are made based on the trust and financial commitment we receive from our families.

By registering your student, you are confirming a financial commitment to the school for the entire academic year.

Tuition and Fees: Non-Refundable Commitment

General Policy: Tuition is considered a non-refundable commitment.

Exceptions for Prorated Refunds: We understand that life sometimes brings unexpected changes. A prorated tuition refund may be granted only in the following, specific circumstances:

- **Relocation:** The student moves a distance that physically prevents them from attending WCS.
- **School Determination:** The school determines that the student is unable to meet the academic or developmental demands of WCS, through no fault of the student.
- **Medical Hardship:** The student is unable to attend due to a prolonged illness, serious injury, or death.

Please Note: If you qualify under one of these exceptions, tuition will be refunded based on a prorated schedule. **Registration fees and special activity fees are non-refundable.**

Important Details on Financial Obligations

- **Full Obligation:** Whether your student is dismissed, expelled, or withdraws early, the financial commitment remains the responsibility of the parent or guardian. Tuition is based on an annual contract and **will not be prorated** for early withdrawal.
- **TEFA Funds:** If you are a recipient of the Texas Education Freedom Account (TEFA), all tuition and fees must be settled in full, regardless of the funding source. Awarded TEFA funds must first be applied to application, registration, and tuition fees before covering any other expenses.

Timely Payment and Access to Records

We require all families to meet their financial obligations in a timely manner, as this supports the uninterrupted operation of our school.

- **Delinquency Policy:** If your tuition account is **60 days (two months) overdue**, your child cannot attend classes and will need to remain home until the balance is brought current.
- **HOLD on Student Records:** To ensure the financial continuity of our school, **official student records will not be released** until the full financial obligation has been settled. This hold applies to all records necessary for transfer or future educational planning, including **cumulative files, transcripts, testing results, and academic recommendations**.
- **Addressing Hardship:** If you are facing a **newly acquired hardship** that impacts your ability to make timely payments, please contact the **Director of Admissions** immediately. We are happy to meet with you to explore a short-term payment plan, but we are unable to extend long-term credit.

Final Settlement: All financial obligations must be completely settled by **June 30th** of the current school year. Families with outstanding balances will require approval from the Head of School before students may return in the fall. Unsettled balances may ultimately be sent to collections.

43.1 Withdrawal Procedure

Parents/guardians wishing to withdraw their child from WCS before the end of the school year must fill out a withdrawal form three days prior to the planned withdrawal date. This time period allows the teacher and office to prepare the file for transfer to another school, and to give notice of any fees outstanding or books due. Grades will not be released until all fees and books have been collected.

Addendum 1: Elementary Uniform Guidelines

WCS UNIFORM GUIDELINES

ALL UNIFORM PIECES **MUST** BE PURCHASED FROM FLYNN O'HARA
All tops must have the WCS monogram and be tucked in at all times.

GIRLS – PRE-K THRU 5TH GRADE (MONDAY AND WEDNESDAY) Short or Long Sleeve Polo Shirt (Red or Navy) with 2-Pleat Skort (Khaki or Navy) OR Short or Long Sleeve Jersey Knit Dress (Red or Navy) Shoes: Tennis Shoes/Sneakers (No Lights) Socks: Solid Navy, Solid White, Solid Black. No logos on socks (unless WCS logo). Optional: Poly/Spandex Navy Leggings	BOYS – PRE-K THRU 5TH GRADE (MONDAY AND WEDNESDAY) Short or Long Sleeve Polo Shirt (Red or Navy) with Classic or Twill Pants (Khaki or Navy) OR Twill Walking Shorts (Khaki or Navy) Shoes: Tennis Shoes/Sneakers (No Lights) Socks: Solid Navy, Solid White, Solid Black. No logos on socks (unless WCS logo). Belt: Black or Brown Leather. If pants have belt loops, belts MUST be worn (with the exception of pre-K through 2nd grade).
GIRLS – PRE-K THRU 5TH GRADE (TUESDAY AND THURSDAY - CHAPEL) Light Blue Oxford Short or Long Sleeve Shirt with WCS Plaid Jumper or Pleated Skort/Skirt Shoes: Tennis Shoes/Sneakers (No Lights) Socks: Solid Navy, Solid White, Solid Black. No logos on socks (unless WCS logo). Optional: Flynn O'Hara Poly/Spandex Navy Leggings <i>Pre-K students are not required to wear the Chapel uniform -- it is OPTIONAL.</i>	BOYS – PRE-K THRU 5TH GRADE (TUESDAY AND THURSDAY - CHAPEL) Light Blue Oxford Short or Long Sleeve Shirt with Classic/Twill Pants or Walking Shorts (Navy) Shoes: Tennis Shoes/Sneakers (No Lights) Socks: Solid Navy, Solid White, Solid Black. No logos on socks (unless WCS logo). Belt: Black or Brown Leather. If pants have belt loops, belts MUST be worn (with the exception of pre-K through 2nd grade). Optional: WCS Plaid Tie
SPIRIT DAY EACH FRIDAY <i>With a canned good for Center of Hope:</i> WCS Spirit T-shirts/Sweatshirts (purchased from Spirit Store or school provided) with Denim Pants or Denim Shorts OR with Khaki or Navy uniform shorts or pants. <i>Without a canned good for Center of Hope:</i> Regular Non-Chapel Uniform applies. OUTERWEAR (Jackets): Solid navy jacket and approved items from the WCS Spirit Store or Navy Fleece full zip from Flynn O'Hara may be worn. No other outerwear will be allowed INSIDE of the school. (Pullovers): Navy or Gray Quarter zip pullovers from Flynn O'Hara with WCS logo; White or Navy sweatshirt with WCS letters, Navy sweatshirt with WCS logo, and Navy Quarter zip pullover with WCS logo (all available through the Spirit Store). All may be worn over uniform all days and on Spirit Day.	

Addendum 2: Secondary Uniform Guidelines

WCS UNIFORM GUIDELINES

ALL UNIFORM PIECES **MUST** BE PURCHASED FROM FLYNN O'HARA
All tops must have the WCS monogram and be tucked in at all times.

GIRLS – 6TH THRU 12TH GRADE (MONDAY, WEDNESDAY AND THURSDAY) Short or Long Sleeve Polo Shirt (Red or Navy) with 2-Pleat Skort (Khaki or Navy) OR Short or Long Sleeve Jersey Knit Dress (Red or Navy) Shoes: Close toe shoes, no slippers Socks: Solid Navy, Solid White, Solid Black. No logos on socks (unless WCS logo) Optional: Poly/Spandex Navy Leggings	BOYS – 6TH THRU 12TH GRADE (MONDAY, WEDNESDAY AND THURSDAY) Short or Long Sleeve Polo Shirt (Red or Navy) with Classic or Twill Pants (Khaki or Navy) OR Twill Walking Shorts (Khaki or Navy) Shoes: Close toe shoes, no slippers Socks: Solid Navy, Solid White, Solid Black. No logos on socks (unless WCS logo) Belt: Black or Brown Leather. If pants have belt loops, belts MUST be worn
GIRLS – 6TH THRU 12TH GRADE (TUESDAY - CHAPEL) Light Blue Oxford Short or Long Sleeve Shirt with WCS Plaid Pleated Skort/Skirt Shoes: No open toe shoes Socks: Solid Navy, Solid White, Solid Black. No logos on socks (unless WCS logo) Optional: Flynn O'Hara Poly/Spandex Navy Leggings	BOYS – 6TH THRU 12TH GRADE (TUESDAY - CHAPEL) Light Blue Oxford Short or Long Sleeve Shirt with Classic/Twill Pants (NO shorts) MS (Navy) HS (Khaki) Shoes: No open toe shoes Socks: Solid Navy, Solid White, Solid Black. No logos on socks (unless WCS logo) Belt: Black or Brown Leather. If pants have belt loops, belts MUST be worn. Optional: WCS Plaid Tie
OUTERWEAR (Jackets): Solid navy jacket and approved items from the WCS Spirit Store or Navy Fleece full zip from Flynn O'Hara may be worn. No other outerwear will be allowed INSIDE of the school. (Pullovers): Navy or Gray Quarter zip pullovers from Flynn O'Hara with WCS logo; White or Navy sweatshirt with WCS letters, Navy sweatshirt with WCS logo, and Navy Quarter zip pullover with WCS logo (all available through the Spirit Store). All may be worn over uniform all days and on Spirit Day.	SPIRIT DAY EACH FRIDAY With a canned good for Center of Hope: WCS Spirit T-shirts/Sweatshirts (purchased from Spirit Store or school provided) with Denim Pants OR with Khaki or Navy uniform shorts or pants. Without a canned good for Center of Hope: Regular Non-Chapel Uniform applies. P.E. CLOTHING (Flynn O'Hara with WCS Logo) 6th - 12th: Gray Short Sleeve Tee & Navy Gym Shorts Athletic Sweats (6th - 12th): Gray Crewneck Sweatshirt and Sweatpants

Addendum 3: Acceptable Use Policy Access to Computer Network System

General Access

Access to Weatherford Christian School's computer network system (LAN's and WAN's), including the Internet, shall be made available to students, employees, volunteers, and community members exclusively for instructional and administrative purposes.

Access to Weatherford Christian School's computer network system is a privilege, not a right. Students utilizing the computer network system must first have the permission of a parent or guardian and must be supervised by a member of the Weatherford Christian School professional staff or an assigned adult volunteer. No students shall be given access without written consent of their parent or guardian.

All users shall be required to acknowledge in writing the receipt and understanding of the acceptable use of the computer network system. All users utilizing the computer network system are responsible for good behavior online just as they are in a classroom or other area of the school. Noncompliance with acceptable use may result in suspension or termination of privileges and other disciplinary action consistent with school policies. Violations of law may result in criminal prosecution as well as disciplinary action by the school.

Weatherford Christian School will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the school's computer network systems.

Privacy/Confidentiality

Users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in his/her directory. All data residing on the school's equipment is the property of Weatherford Christian School. The school's professional staff, may at any time, review the subject, content, and appropriateness of electronic communications or other computer files. Any violations of school policy, rules, or acceptable use will be reported to school administrators and data may be removed if warranted.

Disclaimer of Liability

Weatherford Christian School's computer network system is connected to the Internet and as such, users may have access to information ranging from different cultures, science-related issues, music, politics, and many university library catalogs. These are just some of the areas users may be able to explore through the computer network. The school will provide filtering software to help filter objectionable material on the Internet. However, it is impossible to

restrict access to all information and the school is not responsible for materials acquired on the network. In addition, the school will not be responsible for ensuring the accuracy or usability of any information found on the Internet. Also, Weatherford Christian School shall not be held liable for users' inappropriate use of electronic communication or violations of copyright restrictions, users' mistakes, negligence, or costs incurred by users.

Acceptable Use

Weatherford Christian School's computer network system will be used only for administrative and educational purposes consistent with the school's mission and goals. Commercial use of the school's computer network system is strictly prohibited.

Copyrighted software or data may not be placed or installed on any system connected to the school's computer network without permission from the holder of the copyright. Only the owner(s) or individuals the owner specifically authorized in writing may upload or install copyrighted material to the system. A copy of all software and licensing information will be kept in inventory. Any software found on the systems not in inventory will be removed and reported to school administrators.

On-Line Conduct

- The network account holder is responsible for ALL activity within their account.
- The system may not be used for illegal purposes or in support of illegal purposes.
- Users who are assigned a specific network account should only use that account.
- Never share passwords or accounts with the exception of the generic accounts used in the computer lab.
- Users should not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
- Users are expected to be polite to other network users.
- Users are expected to use appropriate language at all times; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are strictly prohibited.
- Users pretending to be someone else when sending or receiving messages is strictly prohibited.
- Transmitting obscene or offensive messages, pictures or materials is strictly prohibited.
- Use of IRC/"Chat" services is prohibited unless specifically regulated by a teacher as part of a learning project.
- STUDENTS are prohibited from revealing identifying information about themselves or other students and staff. Identifying information includes last names, addresses, phone numbers, pictures, etc. STUDENTS shall identify themselves by their first name only.

All accounts can be monitored and are not to be considered private. Weatherford Christian School shall be authorized to monitor or examine all system activities, including electronic mail

transmissions, as deemed appropriate to ensure proper use of the system.

Any user identified as a security risk or having violated guidelines, policies, or rules may be denied access to the computer network system.

Vandalism

Any malicious attempt to deface, harm or destroy Weatherford Christian School equipment, materials, data of another user, or other networks connected through the Internet is strictly prohibited. Any attempt to degrade or disrupt system performance is a direct violation of policy and could possibly be considered a criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses, email bombs, denial of service attacks, etc.

Vandalism as described above will result in cancellation of system use privileges and will be subject to restitution for costs associated with system restoration, hardware, or software costs. Termination of System Access Weatherford Christian School may suspend or revoke a user's access upon violation of acceptable use. Termination of an account for the violation of acceptable use may extend for a period of one year.

Disclaimer

Weatherford Christian School's computer network system is provided on an "as is, as available" basis. The school does not guarantee that the systems will be uninterrupted or error-free or that all defects will be corrected.

Addendum 4: Pre-Approval Absence Request Form

This letter is requesting _____ to be excused on the following days: from: _____ to: _____.

Reason for Absence:

I understand that all make-up work must be completed within a timely matter (the number of days absent plus one as stated in the handbook). I understand that any previously known projects due during this time frame must be turned in prior to absence. I also understand that it is solely the responsibility of the student to request help from the teacher in order to be on level with the rest of the class.

Parent's Signature

Date

Approval has been given for the above student to be excused from his/her classes on the dates as stated above. The teacher is responsible for gathering the student's work together and seeing that the student receives any additional help upon request.

Principal's Signature

Date

I acknowledge receipt of this pre-approval for absence and will see that the student receives all missed work and any additional help if needed.

Teacher's Signature

Date

Addendum 5: Policy Regarding Epinephrine Auto-Injector Use

STORAGE AND MAINTENANCE

Epinephrine auto-injectors will be stored securely in the main office located in the elementary office and will be accessible to authorized employees and volunteers trained in their proper administration. If a student has a signed authorization from his or her physician, conservator, and the school employee then he/she may self-carry his/her epinephrine auto-injector on his/her person. Students who choose to self-carry and have the proper authorization take personal responsibility in ensuring their epinephrine auto-injector is on their person always, and that an authorized/trained employee of Weatherford Christian School is made aware of the epinephrine auto-injector location.

Epinephrine auto-injectors stored on campus in the main office will be monitored monthly for expiration. Documentation will be kept on monthly monitoring.

TRAINING

Training will be conducted annually through Safe School Training session during school in-service at the beginning of each new school year and on an as needed basis. Training will include the signs and symptoms of anaphylaxis, administration of an epinephrine auto-injector, implementing emergency procedures, and proper disposal of used or expired epinephrine auto-injectors. Weatherford Christian School will maintain records on the required training.

ADMINISTRATION

Weatherford Christian School authorizes the school trained employee to administer an epinephrine auto-injector prescribed by the student's physician to a person who he or she reasonably believes to be experiencing anaphylaxis.

After the administration of an epinephrine auto-injector an employee of Weatherford Christian School will immediately call 911, and an employee of Weatherford Christian School will stay with the person experiencing the anaphylactic event until emergency personnel arrive. Emergency contacts for the individual will also be notified.

OFF CAMPUS INSTRUCTIONS

Epinephrine auto-injectors will be kept in the main office unless the appropriate self carry epinephrine auto-injector paperwork is completed and signed by the student's physician, conservator, and the school nurse. Weatherford Christian School keeps an emergency epinephrine auto-injector in the epinephrine storage box located in the main office. Weatherford Christian School does not carry an emergency epinephrine auto injector to off

campus events unless it is an epinephrine auto-injector prescribed by the student's physician for anaphylaxis and is provided by the conservator to the school. If a student is diagnosed with an allergy that could result in anaphylaxis, it is the sole responsibility of the student's conservator to ensure the school is notified and to provide an emergency epinephrine auto-injector for the student's use at school. The epinephrine auto-injector provided will be sent on all off-campus activities in which the student participates.

REPORTING

In the event that an employee or volunteer of Weatherford Christian School administers an epinephrine auto-injector in accordance with the school policy, it is mandatory the school report to the prescribing physician of the epinephrine auto-injector, the Commissioner of State Health Services at anita.wheeler@dshs.texas.gov, and the Texas Education Agency at healthandsafety@tea.texas.gov within 10 business days.

NOTICE TO CONSERVATORS

It is the sole responsibility of the conservator of the student to notify the school administrator if a student has been diagnosed with an anaphylactic reaction by his/her physician. Furthermore, it is the conservator's responsibility to supply (if able) Weatherford Christian School with a physician prescribed epinephrine auto-injector. The school does not carry a non-prescribed, emergency epinephrine auto-injector to off-campus events. Therefore, it is the responsibility of the conservator to provide the school the epinephrine auto-injector to be sent for the student to off-campus activities.