

WCS

Parent



Handbook

Revised 07/31/2018
blc/tjl

Table of Contents

Mission and Purpose Statement.....	2
Statement of Faith.....	2-3
Introduction.....	3
School Hours for Students.....	4
Admission.....	4
Registration.....	4
Tuition Fees, Payments, Discounts.....	5
Fees.....	5
Medical Requirements.....	6
Medications and Illnesses.....	7
Appointments.....	7
Tardiness.....	8
Absences.....	8
Snow Delays, Dismissals and Cancelations.....	9
School Office Information, Hours and Contact Information.....	10
Transportation.....	10
Safety Issues.....	11
Lunch and Cafeteria Policies.....	12
Volunteering.....	12
Homework Guidelines and Textbooks.....	13
Contacting Teachers.....	13
Statement Concerning Facebook and Other Social Media.....	13
Report Cards, Honor Roll, Merit Roll and Honor Society.....	14
Academic Support.....	14
Parent Teacher Conferences.....	14
Basic Rules, Cheating and Stealing Policy	15/16
Discipline	17
Dress Code	18
Dress Code and Physical Education Class and Athletics	19
Field Trips.....	19
Exit Procedures	19

Mission Statement

The Mission Statement of the Walnut Street Christian School is threefold:

- To educate children in the truth and righteousness,
- To prepare them to meet the challenges of an ever-changing world by pursuing excellence, and
- To support the Christian family and the Bible-believing Church.

Statement of Faith

1. Every work in the original writings of the Holy Scripture is inspired of God and without error. (*II Tim. 3:16; II Peter 1:21; I Cor. 2:13*)
2. The Godhead exists eternally in three persons, the Father, the Son, and the Holy Spirit, and these three are one God. (*Gen. 1:1; John 10:30; 4:24; Deut. 6:4; Mt. 28:19; II Cor. 13:14*)
3. Man was created in the image and likeness of God, but in Adam all mankind fell into sin with the result that all men are sinners, hopelessly sinful in themselves, apart from the grace of God. (*Gen. 1:27; 3:1-24; 9:6; Rom. 5:12; 3:23; Eph. 2:1*)
4. The eternal Son of God became incarnate in the Lord Jesus Christ, who is the true God and the true Man, virgin born, and sinless in His life. (*John 1:1; Mt. 1:21-23; Heb. 1:6,8; I John 5:20; I Tim. 2:5; Heb. 4:15*)
5. Salvation is received by faith alone in Christ, who died in substitutionary sacrifice for our sins and rose again. (*Acts 4:12; 13:38; I Cor. 15:1-4; Rom. 4:4; 5:1*)
6. Every true believer is promised positional, progressive, and ultimate sanctification. (*Heb. 10:10; 14; John 17:17; Eph. 5:26-27; I Thes. 4:3-4; I John 3:2*)
7. All who are born of the Spirit through faith in Christ can have assurance of salvation and are eternally secure in Christ. (*Rom. 5:1; John 3:5-6; I John 5:13; John 10:28-29; 17:12; II Tim. 1:12*)
8. *The Holy Spirit is the Third Person of the Godhead, who regenerates, indwells, baptizes and seals all true believers in Christ and fills those yielded to God. (*Mt. 28:19; John 1:13; 3:3-6; Titus 3:5; I Cor. 2:12; 6:19; Rom. 8:9; I Cor. 12:13; Eph. 4:30*)

*We believe that the Holy Spirit took up His abode in the world in a special sense on the Day of Pentecost, dwells in every believer, and by His baptism unites all Christians in one body, the Church universal. In this age, the Holy Spirit carries out the ministries of restraining evil in the world; convicting people of sin, righteousness, and judgment; regenerating all believers; indwelling and anointing all Christians and sealing them unto the day of redemption; baptizing into the body of Christ all who are saved; and filling each yielded believer for power and service. We believe that some gifts of the Holy Spirit are permanent and are to be used throughout the entire Church Age. Other gifts were temporary and were given in Apostolic Age for the purpose of founding the Church. Their purpose, having been fulfilled, they are not necessary and thus are not given today. These include the gifts of apostleship, healing, miracles, prophecy, tongues, and the interpretation of tongues. (*John 14:16-17; I Cor. 6:19; 12:28-30; Eph. 2:22; II Thes. 2:7*)

9. The Church, composed of all true believers, is the body and bride of Christ, formed by the baptism of the Holy Spirit. The local church is a company of baptized believers whose duty it is to worship God, observe ordinances, edify itself, and evangelize the world. (*Eph. 1:22-23; 5:24-25, 30; I Cor. 12:12, 27; Phil. 1:1; Acts 4:24; Mt. 28:18-20; Eph. 4:12*)
10. Christians are called to a holy life of service and testimony in the power of the Holy Spirit, which service includes the propagation of the Gospel message to the whole world. There is promised reward in heaven for faithfulness in such services. (*I Peter 1:15-16; Rom. 12:1-2; Acts 1:8; I Cor. 3:12-15*)
11. The Scriptural ordinances of baptism and the Lord's Supper are for all true believers in Christ. (*Mt. 28:19-20; Mk. 16:15-16; Acts 8:12, 36-38; 9:18; 10:47; I Cor. 1:16; 11:23-26*)
12. Angels were originally created holy, but now exist as unfallen, and fallen, including Satan. (*Col. 1:16; Neh. 9:6; Ps. 148:2-5; Jude 6; Mt. 25:41; Eph. 6:11-12; Rev. 12:9*)
13. God has revealed different dispensations or stewardships with corresponding rules of life, of which the present dispensation is the age of grace. (*Eph. 3:2-6; 9-11; Col. 1:25-27; Rom. 6:14; Heb. 7:18-19*)
14. The imminent return of the Lord, which is the blessed hope of the Church, is to be followed in order by the tribulation, the second coming of Christ to the earth after the tribulation, the establishment of the reign of Christ on the earth for one thousand years, and the eternal state of blessing for the saved. (*Titus 2:13; I Thes. 1:10; 4:13-18; 5:4-10; Rev. 3:10; 20:1-6; 20:11-15; Mt. 24:21, 29-30; 25:46*)
15. We believe, in this day of confusion, that it is vital for believers to remain separate from the world and separate unto Christ. We further believe it is important, as a church, to remain separate from any groups or movements that run contrary to the purposes of God's Word. (*II Cor. 6:14-18; Mt. 18:15-17*)

Introduction

The Walnut Street Christian School was founded in 1976, when members of the Walnut Street Baptist Church saw the need to educate their children under a godly influence, which includes born-again teachers and a God-centered curriculum and philosophy. The school began with grades K-8 and has expanded to include grades 9-12 and prekindergarten. With the above mentioned purpose in mind, we present the following:

Even though academic knowledge is factually the same for believer and non-believer, no subject can be taught in its truth if its originator is ignored. Recognizing that spiritual truths are spiritually discerned, only teachers who have personally accepted Jesus Christ as Lord and Savior can possibly teach in a manner pleasing to God. Consequently, only a Christian school with Christian teachers can give a child an education God expects in keeping with His instruction in Proverbs 22:6 "Train up a child in the way he should go; and when he is old, he will not depart from it." Our entire school program is designed to help parents fulfill this command of God.

We desire to instill an appreciation of the importance of godly living in the heart and life of every student in the school. It is for this reason that we find it necessary to have rules and regulations concerning the conduct and dress of our students. We recognize that not every parent who sends his children to our school will share all of our convictions. It is important, however, that parents and students realize that in order to remain in our school, they must conform to school policy. Any students who are consistently out of harmony with the school may be asked to withdraw. Students are to remember that they are to maintain a Christian testimony at all times.

School Hours for Students

School begins at 8:00 a.m. for grades K-12. Students should not arrive earlier than 7:30 a.m. Students in grades 1-6 are to report to the cafeteria upon arriving at school until the bell rings. Kindergarten and Prekindergarten students report to their classroom upon arrival. Half day for Pre-K and Kindergarten is from 8:00-12:00 and full day is from 8:00-3:00.

School ends at 3:00 p.m. and students should be picked up at that time. Students must be picked up no later than 3:30 p.m. (Prekindergarten and Kindergarten classes end at noon, with Tendercare PM offered until 6:00 for an after-care fee. Please see the school office for the current after-care fee.)

The school operates on a nine-month basis and is divided into four terms of nine week periods.

Admission

Attending the Walnut Street Christian School is a privilege, not a right. Entrance is based upon the personal interview of the student and parents, and is contingent on the affirmation of the parents to the statement of principles and practices of the school.

All students will be evaluated in academics and deportment during the first nine weeks of school. As long as a student is enrolled here, he/she represents the school both on and off campus. If the testimony of a student, whether on or off campus, is detrimental to the school, he/she may forfeit the privilege of being a student here.

The Walnut Street Christian School admits students of any race, color, and national or ethnic origin. Our school is handicap accessible.

The school reserves the right to deny admission on the basis of the Biblical grounds in keeping with the purpose of the school. We will accept only those students that we feel can honestly be helped by the school in cooperation with the home.

Entrance examinations and screenings may be required of all first-time students, except kindergarten applicants. Students transferring from another school may be expected to take an entrance examination to determine appropriate grade level to which that student has achieved.

Registration

Parents may register students in the school any weekday. Registration of a student is not complete until the following things have been done:

1. Application form completed and signed
2. Student record form completed
3. Registration fee paid
4. Personal interview and screening process with student and parents (for grades 6-12)
5. Entrance examination, if required
6. First tuition payment paid
7. Medical requirements met
8. Academic fee paid (grades 1-12)

A student will not be allowed to enter school on the first day unless the registration fee, the first academic fee and first tuition payment have been made.

Tuition

Current tuition rates are available through the school office and are listed on the school's website (wsbcm.org). Tuition payments may be made in one of two ways:

1. One payment. Please notify the office by mid-July if you intend to pay tuition in one payment. Payment is due by August 10th.
2. Twelve payments. First payment is due August 1st.

Tuition Discounts:

Tuition discounts are offered as follows:

- A discount to all tithing members of Walnut Street Baptist Church
- A discount to anyone paying full tuition in one payment by August 10th.
- A discount to any full-time pastor.
- Incentive Programs. Please contact the school office to find out more information about our tuition incentive programs.

If you plan to take advantage of any of these discounts, you must call the school office by mid-July to notify us of your intentions.

Tuition Payments:

Smart Tuition handles our tuition accounts for us. You will receive a statement every month from Smart Tuition. Possible penalty fees may be applied to any accounts that are late. If there are extenuating circumstances causing your payments to be late, please communicate it to Smart Tuition and they will then notify us. In the event that we do not hear from you via Smart Tuition, a meeting will be scheduled with a representative of our school board. If a meeting is refused by the parent, the student may be asked to leave. The current policy is that no academic records or transcripts will be transferred to another school until the account is paid in full or until suitable arrangements are made.

Registration Fee: (non-refundable)

- \$25 registration fee per returning student who registers during the early registration period in March.
- \$50 registration fee per student for all new students or returning students who did not register during the early registration period in March.

Academic Fee:

The Academic Fee is based on the cost of the use of books, gym fee, lab fee, the cost of classroom supplies/equipment, and other miscellaneous expenses related to the classroom. This fee will be reviewed and determined by the administration each year and parents will be advised of this fee by early spring. The Academic Fee can be paid in full before the student enters the fall term or it can be paid over the first three months.

Transfer of Records:

All accounts must be current or paid in full before any academic records or transcripts will be forwarded to another school. A diploma will not be presented to a high school graduate unless the tuition account is in current status.

Medical Requirements:

The Pennsylvania State Law has the following medical requirements for all students.

1. **Immunizations:**

All parents/guardians must provide a copy of their student immunization records upon enrollment.

- Diphtheria/Tetanus - 4 doses (DTaP, DTP, Td, or DT)
- Polio - 3 doses (OPV or IPV)
- Hepatitis B - 3 doses
- Measles/Mumps/Rubella - 2 doses (MMR)
- Varicella - 2 doses - or proof of disease

All students in 7th grade and up:

- The above mentioned immunizations
- Tetanus - 1 dose (Tdap)
- Meningococcal - 1 dose (MCV)

Exemptions: If your child does not receive immunizations due to religious beliefs, please stop in to the school office to sign the exemption card. If your child has a medical exemption, the doctor will need to sign the exemption card or mail or fax to us a letter stating the exemption reason.

It is extremely important that we have an accurate account of your child's immunizations in the school office in order to comply with the state law. Please notify us when your child receives an immunization so that we can update their medical file here at the school. Immunization records and a copy of their birth certificate for new students enrolling for the first time need to be received in the school office by September 30.

2. **Physical Exam:**

A physical is required for:

- all new students enrolling in our school
- all kindergarten students
- students in grade 6
- students in grade 11

3. **Dental Exam:**

A dental exam is required for:

- all new students enrolling in our school
- all kindergarten students
- students in grade 3
- students in grade 7

4. **Prekindergarten:**

Immunization records and a copy of their birth certificate is due before the start of school.

Physical and dental forms are available in the school office and should be returned to the school as soon as possible.

Medications

Since we do not have a school nurse, the law will not permit us to dispense any medications (including Tylenol or ibuprofen) without a doctor's signature. Therefore, we need to adhere to the following procedures:

- **Tylenol / Ibuprofen** - Forms are available in the school office. This form must be signed by the child's doctor and kept on file in the office. A note will be sent home with your child each time he/she receives Tylenol / ibuprofen so you know when the medicine was administered.
- **Prescription (antibiotics, etc.)** - Medicine needs to be sent to and stored in the school office. We will also need a note signed by the doctor stating the child's name, grade, medication, dosage, and date and time to be administered. It is helpful to send in a medicine spoon or cup to ensure accurate dosing. A parent is also permitted to come to the school to administer the medicine, but please stop in the school office to have your child paged.
- **Inhalers** - Inhalers should be kept with the student during school hours.

Student Illness

Any student who is sick or running a fever should remain at home and not be sent to school during his/her illness. Students must be fever-free for 24 hours before returning to school. Your cooperation in this area is greatly appreciated for the health and welfare for all of our students. Your child's lessons and homework may be requested by calling the school office in the morning. Homework can be picked up at the end of the day at the office, or it can be sent home with a sibling.

If your child is absent due to illness, please notify the school office by 8:30 a.m. Please make sure the office has current contact phone numbers in case your child becomes ill during the school day and needs to be sent home. Any student leaving before 1:00 p.m. (and not returning) will be counted absent for one-half day.

A doctor's excuse is required if a student is ill for more than three days.

Early Dismissal for Appointments

If your child needs to leave school early for an appointment, please send in a written note to your child's teacher stating the time your student will leave and the reason. You may also fill out a "WSCS Note to School" form located outside the school office.

When you arrive at the school to pick up your child, please stop at the office and the staff will page your child. Parents need to sign their child out on the sheet in the office. If your child returns to school after the appointment, please sign your child back in on the form. It is extremely important that we know who has left the building in case there is an emergency.

If your child has an appointment first thing in the morning and will be arriving at school after the appointment, please notify the school office by 8:30 a.m.

Any student leaving before 1:00 p.m. (and not returning) will be counted absent for one-half day.

Tardiness

Each student is required to be in the building and ready for school to begin at 8:00 a.m. The only exception would be for bus students arriving after 8:00 a.m., which is a situation beyond their control. Students who arrive after the 8:00 a.m. bell has rung **must** stop at the school office to obtain a pink slip to give to his/her teacher.

Any student arriving after 10:00 a.m. or leaving before 1:00 p.m. will be counted absent for a half-day. When a student is marked tardy three or more times in one grading period, it will count as a full-day's absence. We realize there are unforeseen difficulties on certain days, so we are extending an allowance of three tardy days per semester. **When a student accumulates more than three unexcused tardies in a month, a penalty will be assessed as a detention.** An unexcused tardy does not include a vehicle breakdown, poor road conditions, or a traffic delay.

Absences

In the event that a student will be absent, we request that a parent phone the school by 8:30 a.m. This is for the well-being and safety of the student. Upon returning to school from an absence, the parent **must** send a written note to the child's teacher explaining the reason for the absence, or fill out the WSCS Note to School form. If a note is not sent in, it will be considered an unexcused absence.

Excused Sick Days:

When a student is absent due to an illness, the student will have one extra day for every sick day to make up any missed schoolwork.

Planned Excused Absences:

From time to time, parents may wish to take a child out of school for other than educational purposes. We have no objections as long as the parent takes full responsibility for making proper arrangements three days **prior** to the absence. Students taking an excused absence **must** have all work **completed** the day he/she returns to school. We do ask that parents be sensitive to scheduled tests and try not to take a student out of school on the day of a test. Special care needs to be taken during final exams. We cannot be responsible for the timing of make-up exams, but will make every attempt to schedule them accordingly.

Unexcused Absences:

In the event that a student is absent from school without parental permission, or misses classes without making necessary arrangements **prior** to the absence, the student will be charged with an unexcused absence. When a student returns from an unexcused absence, all work must be turned in upon the student's return. The student will then be penalized by two letter grades. Any tests missed due to an unexcused absence will be made up by the student, with the highest possible score being 60%. Unexcused absence during final exams will lower the grade by one letter.

After three unexcused absences, detention will be given. No refunds on tuition will be given because of absence. Any student who misses thirty or more days of school in one year may be failed for that year.

Snow Delays, Cancellations & Early Dismissals

In the event of inclement weather, please tune into the following stations:

Radio Stations

WJSA (96.3 FM)
WGRC (90.7 FM)
WQBR (99.9 FM)
WILQ (105.1 FM)



TV Stations

WNEP (16) www.wnep.com
WYOU (22) www.wyou.com
WBRE (28) www.wbre.com

You can also check wsbcb.org for our Alert Bar updates

- * When there is a 2 hour delay, all students (grades PK-12) should report to the school at 10:00 a.m. Prekindergarten and Kindergarten half-day students will be dismissed at noon.
- * In case of a 3 hour delay, there will be no prekindergarten or kindergarten classes. All students should pack their lunch or plan to purchase a sandwich.
- * Due to the fact that we deal with several school districts, please note that we primarily follow the Jersey Shore School District. However, keep in mind, you should watch the listings specifically for Walnut Street Christian School. If you see Jersey Shore on a delay or canceled, please be patient to wait for our school's listing to appear. There is a time lapse in notifying all of the stations.
- * Please do not rely on Facebook to know if there is a delay or cancellation - please check the TV or radio stations.
- * If Keystone Central or Jersey Shore closes but we are open, there will not be bus service provided. It will be the parent's responsibility to get your child to and from school. Please consider the roads in your area as you consider whether it would be possible to bring your child to school yourself. If the roads are hazardous in your area, please make your own decision as to whether you want to chance bringing your child to school. It could be fine here in Avis but snowing in Loganton or somewhere else. Students will be excused due to bad weather conditions.
- * If bad weather is forecast to begin during school hours, please stay tuned to the TV and radio stations to listen for early dismissals. Bus service will be provided for early dismissals. We will try to use the phone tree to notify parents of the early dismissal, especially before we put elementary students on the bus. We will not put an elementary student on the bus without a parent's knowledge.
- * If the weather is getting bad in your area, you may come get your child early. Please notify the office and we will page your child.
- * It is extremely important that we have current phone numbers in order to contact parents in the event of bad weather, early dismissals, or in case of an emergency. Please also let us know the phone number (home, work, or cell) to call you in the event of an early dismissal.

Flooding

In the event of flooding, flood warnings, or other inclement weather, please follow the procedures listed above for snow delays and dismissals. We have had times in years past in which we dismissed early due to flooding. If you live in an area that floods easily and the water is rising, you may come pick up your child early from school. Please use your discretion whenever weather is threatening.

School Office Information

-
- All students must be signed in and out when they leave and return to the school building for any reason.
- Please check your email often as this is our main way to communicate news and information regarding school. If you do not have email, please notify the office so we can send paper versions home.
- Near the end of each month we send home a communication envelope containing important papers. Please sign and return the communication envelope promptly to enable us to send it home again when needed.
- If you need to pick up your child for any reason or to speak to your child, please notify the office and we will page your child.
- When writing a check to the school, please write in the Memo line what the check is for (lunch, field trip, etc.).
- A lost and found box is located in the copy room of the school.

Main Office Hours

The school main office hours are 7:30 a.m. to 3:30 p.m. Monday through Friday.

Summer office hours are Mondays from 9:00 a.m. - 2:00 p.m. and Thursdays from 10:30 a.m. - 3:30 p.m.

School Contact Info:

Office: 570-753-3400

Fax: 570-753-5728

Mailing address:

201 W. Highland Street
P.O. Box 616
Avis, PA 17721

School Website:

wsbcm.org

Transportation

Parents are responsible for making transportation arrangements for their child.

- Busing forms will be sent home at the end of the school year or will be mailed from the bus company during the summer.
- If there is a day when your child will need to ride a different bus home with another student, a parent must send in a written note that morning to the student's teacher, as well as a second written note to be given to the bus driver.
- If you are picking up your child from school each day, please form a line in the parking lot. Please try to curve the pick up line into the parking lot to keep as many cars off the street as possible.
- We ask that you allow space for the handicap-accessible bus to pull up in front of the school's front door.
- Please be observant to bus students crossing the parking lot.
- Please stay in your vehicle while in line to keep the line moving.
- If you need to come inside the building for any reason, or if you prefer to pick your child up inside the building at the end of the day, you must park in a parking spot so as not to hold up the pick up line. We need to keep the pick up line of vehicles moving.
- Students who drive to school are not allowed to transport other students to and from school unless written permission from all of the parents is on file in the school office, and it must comply with the state law.
- Students who drive to school are asked to park in the designated area.

Safety Issues:

We love your children and wish to provide a safe, warm, and caring environment for each of them. In light of this, we have adopted a number of policies and guidelines listed below. Your cooperation is deeply appreciated! Thank you!

1. **Child Abuse Policy:**
For the safety of our children and in compliance with the state of Pennsylvania along with the recommendations of our insurance carrier and Keystone Christian Education Association, background checks (PA criminal, FBI, and child abuse) will be conducted on school volunteers. We value our volunteers! So we will do all we can to help facilitate your paperwork. If you wish to volunteer, please be aware that there will be a waiting period. All background checks will be completed before an individual is placed into any position.
2. **Security Door:**
All parents and visitors must identify themselves at the front door before they will be allowed to enter the building. Please be patient as our receptionist assists you.
3. **Early dismissals and student pickups:**
Please understand that we will not allow a student to leave early or be picked up unless the parent/guardian is clearly identified. For that reason, please send a note in with the student or call the school to let the receptionist know the details.
4. **Transportation:**
Please exercise extra care in our parking lot, especially at the end of the day. Please do not park your car in line and leave it, and please do not pull out of line and go around other cars. A key phrase would be "Extra caution." Thank you!
5. **Computer Usage:**
While the use of computers by students is encouraged, no student is permitted to use a computer without a teacher or authorized adult in the room. The adult is responsible for monitoring how the computer is used and what internet site the student is using.

Lunch

Students may pack their lunch or purchase lunch at school. A menu and prices will be sent home every month. Lunch tickets are available for purchase in the amount of \$5, \$10 or \$20. Please be sure to send lunch money in an envelope marked with student name and grade. A list of “every day” lunch items will sent home at the beginning of the school year. Snacks are also available for purchase. Pre-K and full-day Kindergarten student do not need a lunch ticket: lunch is included in tuition.

Elementary:

- Lunch shifts will be 11:00-11:30 and 11:30-12:00.
- Students are to sit at the tables assigned to their grade.
- Pre-K and Kindergarten students eat lunch at 12:00 noon.

High School:

- High school students’ lunch shift begins at 12:05.

Volunteering

Volunteers are a vital part of Walnut Street Christian School. The school would not be able to function properly without the support of our volunteers. There are many opportunities and areas in which to volunteer. We need everyone’s help! Some areas that volunteers are needed include but are not exclusive to:

- Kitchen (serving food)
- Auction
- PSU ice cream carts
- Little League World Series concession stand
- Maintenance of the building and building projects
- Thrift store
- Bulk Mailing
- Grandparent’s Day
- Health Day
- Various other opportunities as they arise.

For the safety of our students, and in compliance with our church/school policy, ALL volunteers must have their child abuse clearances.

If you are interested in volunteering, please contact the school office. A sign up sheet is sent home at the beginning of the school year and as the opportunities arise, we will contact you if you have volunteered.

Guidelines for Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students in their studies. Therefore, each student is required to complete his/her homework assignments on time. Homework is given on material already covered in class and is given for several reasons:

1. Drill We believe that most students require solid drilling to master materials essential to their educational progress.
2. Practice.....Following classroom explanation and illustration, drill on new work is given so that the material might be mastered.
3. Remedial Activity..... As instruction progresses, various weak points in a student's grasp of a subject becomes evident. Homework following the instruction is given to overcome such difficulties.
4. Special Projects.....Book reports, compositions, special research papers, and projects are some of the activities that frequently are the subject of homework.
5. Parent Communication....This allows parents to know what the student is learning in school.

We do seek parent's full cooperation in seeing that homework assignments are completed on time. If your child is struggling or spending excess time with homework, please contact your child's teacher.

Textbooks

Textbooks are the property of Walnut Street Christian School. Textbooks are provided to the student at the beginning of the year and will be returned to the teacher at the end of the year. Students are expected to keep books in good condition throughout the year. Some books will be required to be covered. If books are damaged or lost, students will be required to pay for its replacement.

Contacting Teachers

If you need to contact your child's teacher, please do so during school hours by calling the school office. Please call or email the office to schedule an appointment if needed.

Facebook and Social Media Statement

A reminder to all students that your behavior on and off campus represents not only your school but Jesus Christ. Any inappropriate content on any Facebook or any social media may result in disciplinary action by the school. Our goal is to exemplify Christ in all aspects of our lives. Any posting indicating a threat of harm to a student, teacher, or property could become a police issue. Please think before you post. According to KCEA policy, students involved in social media must give the school access to their page. If not, they may forfeit their privilege to attend school. To comply with this policy, a student must "friend" at least one staff or faculty member. KCEA also states that there are legal ramifications when social media statements cross the line with slanderous statements or strong condemnation which interfere with our ability to do business or ministry.

Report Cards

Report cards will be sent home within one week after the end of the grading period. Parents are asked to go over the report card with their child, sign the envelope and return it to the school within one week.

Grading Scale:

93 -100.....	A.....	Excellent
85 - 92.....	B.....	Good Work
77 - 84.....	C.....	Fair Work
70 - 76.....	D.....	Poor Work
0 - 69.....	F.....	Failing Work

Some subjects may be graded using E for Excellent, G for Good, S for Satisfactory, and U for Unsatisfactory. An I is for Incomplete.

Students whose final grade reflect failing grades in one or more subjects will not be promoted to the next grade level.

Honor Roll

Composed of students who have earned all A's (93-100%) on their report card.

Merit Roll

Composed of students who have earned A's (93-100%) and B's (85-92%) on their report card.

The Honor and Merit Rolls are published at the end of each term. Students who maintain a 90% or higher in each of their major subjects will be recognized at the end of the school year.

Honor Society

Students in grades 7-12 may gain membership into the Honor Society by meeting specific academic and spiritual requirements. 7th-9th grade students are honorary members, while 10th through 12th grade students are official members of the Keystone Christian Education Association's (KCEA) Honor Society.

Academic Support

For students with specific needs, the Walnut Street Christian School has an academic support program that functions within the school. Students having a specific need will be recommended by teachers and considered for this program on an individual basis. Further information is available by calling the school office.

Parent Teacher Conferences

Conferences between parents and teachers are scheduled in November at the end of the first grading period. Additional conferences can be set up individually at any time throughout the school year by contacting the school office.

Cheating Policy

First time offenders will require a conference with the parents. Second offense will result in a three day in-school suspension and another parental conference. Third offense will result in a one year expulsion from school. All cheating incidences will result in a zero grade in all work involved. However, we understand that with young children a first time "offense" maybe due to a lack of knowledge. Grace will definitely be exercised, and some instruction from the teacher may be sufficient.

Stealing Policy

First offense will be an in-school suspension and a parental conference. The second offense will be expulsion from school for one year. Restitution will be made in all cases of stealing.

Basic Daily Rules

A student's conduct is expected at all times to be that which is becoming of a Christian. The teachers are here to teach and guide (to assist) the students in their learning. It is not expected that a large amount of their time will be required to discipline students.

Basic daily rules are as follows:

1. Talking in the hallways should be conversational. Shouting is not permitted as other classes are in session.
2. There will be no running in the hallways. Students should keep to the right in the hallways. We ask that student do not run their hands along the walls in the halls.
3. Food, candy, and beverages will be consumed in the cafeteria only. Gum chewing is not permitted.
4. Students should show respect to all faculty and staff in word and actions.
5. Respect your classmates and school property including your textbooks, desks, walls, decorations and restrooms.
6. Students should maintain Christian standards of honesty, courtesy, morality, and kindness.
7. No physical contact between members of the opposite sex will be permitted in school or during school activities. This includes hugs between students of the opposite sex.
8. Electronic devices:

We understand that our students are living in an electronic age, and some devices are valuable to a student's education. We also understand that electronic devices have often become a deterrent to a strong walk with the Lord and a deterrent to a good education. (Also, please note our Facebook and Social Media policy on page 13.) We have attempted to provide a balanced policy for our students as follows:

- a. Cell phones: Cell phones are to remain at home or in a student's locker (turned off) at all times. First offense: a warning; second offense: confiscation for the day and the parent must pick up the phone; third offense: confiscation for three days with the parent again picking up the phone; fourth offense: confiscation and a conference with the parents
- b. iPods, iPads, Kindles, laptops, notebooks: these are permitted for select purposes such as keeping track of homework assignments or reading a book. If in doubt, please ask the teacher.
- c. All other devices must be kept at home or in the student's locker.
- d. Please leave all magazines at home unless directed by your teacher for a special occasion.

Basic Daily Rules Cont.

9. Computer policy: our computer policy is that when computers are used at school, a teacher or another adult must be present. Although we have safeguards and filters in place, supervision by an adult is required.
10. Rough play between students can cause injury or damage to school property, and has no place in school, on the school grounds, on the busses, or at school related activities.
11. Disrespect, fighting, swearing, cheating, sarcasm, name calling, and lying are not pleasing to God and are unacceptable.
12. There is zero tolerance for knives, tobacco, drugs, drug paraphernalia, or guns. Any of these infractions will result in immediate expulsion followed by a parental conference. Each case will be reviewed by administration and the school board to decide if the student will be readmitted.
13. Any threat of physical harm and witnessed by more than one person will result in immediate suspension and a parental conference. Each case will be reviewed by administration and the school board to decide if the student will be readmitted.
14. Students are expected to keep a positive attitude about WSCS and their teachers. God expects our speech to be edifying. Habitual downgrading of the school could result in expulsion because it will be assumed the student no longer wishes to attend WSCS. Attendance is a privilege, not a right.

Discipline

At Walnut Street Christian School we believe that Biblically-based discipline is a necessity for life. In Hebrews 12:6 we read, "For whom the Lord loveth He chasteneth" (corrects). Our goal for each student is correct behavior. Corrective measures used at Walnut Street include a Discipline Report (DR), counseling, extra work, writing assignments, probation, in/out-of-school suspension, detention, and dismissal from school.

Students will be shown grace and given a warning prior to a Discipline Report being sent home. The DR should be signed by a parent and returned the next school day. If the DR is lost or the parent has a question concerning the DR, the parent must call the school office first thing the following morning.

The following violations may result in a student obtaining a DR:

- Name Calling
- Tardy / late to class
- Failure to return materials on time.
- Unprepared for class
- Chewing gum, eating candy or other food in class
- Dress code violation
- Book not covered when required
- Excessive talking/disturbance
- Throwing paper
- Minor horseplay
- Note passing
- Reading/studying a different subject
- Failure to report to assigned location
- Chapel violation
- Excessive sloppiness
- Incomplete homework assignment
- Misuse of electronic devices

Detention

All Students-3 unexcused tardies in a month
High School Students — 3 violations in a month.
1st-3rd Grade Students—4 violations in a month.
4th-6th Grade Students—3 violations in a month

After repeated discipline or attitude issues, the student and parents may be required to meet with the teacher involved and the principal. This meeting will be set up to help us understand what is going on in the student's life. Students may be put on probation and will be required to make necessary adjustments to their behavior. Failure to make those adjustments may result in the student being dismissed from the school. We will make every effort to work with your child to help him/her make the improvements he/she needs to be successful at WSCS. This will require cooperation from both the student and parents.

Major Violation (automatic detention & parent meeting)

- Social misconduct
- Unexcused absence or skipping
- Disrespect to fellow student
- Possession of dangerous items
- Rowdiness (injury or damage)
- Offensive literature/language
- Direct disobedience/defiance
- Disrespect to faculty/staff
- Sexual impropriety
- Chronic incomplete homework
- Lying
- Endangering public safety
- Destruction of school property
- Fighting
- Improper communication
- Vulgarity (written or verbal)
- Stealing
- Possession
- Cheating

In the event that damage is done to school property, it will be the parent's responsibility to reimburse or replace the damaged property.

School Attire

As representatives of Jesus Christ and as attendees of Walnut Street Christian School, we believe that a modest standard of dress is very important. Studies have shown that the more successful the student looks, the more successful his/her attitude and work ethic will be. Scripture states that we are to dress modestly and with decency and propriety. We reserve the right to respond to inappropriate dress as we see fit. Therefore, the following standard of dress is required for all students in grades Kindergarten through high school.

All Students (K-12)

- Denim of any color is unacceptable.
- Imprinted clothing should be saved for home and leisure time.
- Appropriate ties are always permissible for boys and girls.
- No tight clothing is permissible for girls or boys.
- Sweatshirt hoodies and jackets are not permitted to be worn during the school day.

Girls K-3

Girls in these grades may wear dresses, skirts and blouses, or dress pants to school on a daily basis. Dress and skirt lengths are noted below. Dress pants do not include shorts, leggings, tights or similar clothings.

Girls K-12

- Dresses, skirts, and split skirts must be mid-knee in length.
- The slits in skirts should not be above mid-knee in length.
- Midriff/crop tops, low necklines, and imprinted clothing are not acceptable.
- Sundresses and spaghetti straps are fine only if a modest shirt/blouse is worn underneath.
- Girls should not wear excessive make-up, jewelry, or perfume. **Body piercing other than modest earrings are unacceptable.**
- A good rule of thumb for a modest neckline is the four finger rule. Place your four fingers at your collar bone. Clothing should come at least to the bottom of your little finger.

Boys K-12

- Boys should wear dress or casual slacks.
- Boys should wear a collared polo or dress shirt. Sweaters with a turtleneck or collared shirt worn underneath are acceptable.
- Shirts will be required to be tucked in during school hours for boys in grades 3-12.

Shoes

- Elementary (K-6): Dress shoes or nice looking sneakers are acceptable.
- High School: Dress shoes must be worn. If there is a question as to whether a shoe is a sneaker, please do not wear them.
- All students (K-12): Stiletto heels (a high heel tapering to a narrow point) are not permitted. Skater sneakers or flip flops are not permitted. Work or chore boots are not permitted. Dress sandals (girls) and dress boots are acceptable.

School Attire-Continued

Hair (K-12)

Boys should not have hair over their eyes, ears, or collars, and must be clean shaven. Girls and boys should avoid radical cuts and colors, as they are examples of a rebellious culture that we do not wish to exemplify here at Walnut Street.

**If a student does not conform to this standard of dress, a DR will be issued and parents will be contacted to bring in proper clothing. At certain times during the year, the dress code might be different due to cold temperatures or field trips. You will be notified when this is the case. On dress down days, dress pants or proper blue jeans, along with an appropriate top are acceptable. Sweatpants are not acceptable.

Physical Education Class

3rd-12th grade students are to wear a pair of shorts and a tee shirt provided by the school. Kindergarten-2nd grade students should wear appropriate clothes for class. Parents are to provide a pair of gray sweatpants for each student. Sneakers are required for class. For elementary students, on physical education day, they may come dressed in their uniform. Sweatpants must be worn during normal class instruction times.

Athletics

Walnut Street Christian School is a member of the Allegheny Christian Athletic Association (ACAA). We participate in the ACAA league with our soccer and basketball teams. All students in grades 7-12 may participate on the soccer and basketball teams. An athletic policy and Athlete's Covenant will be handed out to all athletes at the beginning of the season.

Field Trips

Field trips are a part of academics and require attendance. We will use our school bus for some field trips. For other field trips, we will ask for parents to volunteer to drive some students. Teachers will send home the necessary information regarding each field trip at the appropriate time.

Exit Procedures

If for any reason you wish to withdraw your child from our school, please complete the following exit strategies.

1. Contact the school office to withdraw your child.
2. Make sure your tuition is up-to-date.
3. Return all textbooks.
4. Request records to be transferred. (The schools will normally request records and they will be sent directly to the school*).

*Please note that all graduating seniors and transferring students must have met their financial obligation to our school before academic records are sent. Medical records will be sent immediately.