



Dear Parents and Middle School Students:

*Welcome to the Middle School of Wilmington Christian School.*

Our middle level learners are going through many physical, emotional, and social changes, all at different times and rates. They are looking at the world in which they live and are forming views and opinions that will be solidified in the next few years. In order to meet the needs of our unique learners, our middle school employs a faculty and staff who have a shared vision and will provide a supportive, safe, and challenging learning environment that will glorify God. We consider being a part of WCS to be an honor for all involved and desire for our students to cherish the privilege of a WCS education.

We will encourage and support our students as they discover God's will for their lives and learn more about the world He has created.

As a school community, we will strive to live Wilmington Christian School's theme verse:

*"Blessed is the man who does not walk in the counsel of the wicked or stand in the way of sinners or sit in the seat of mockers.*

*But his delight is in the law of the Lord and on his law he meditates day and night. He is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither.*

*Whatever he does prospers."*

*Psalms 1:1-3*

We will "delight in the law of the Lord" and seek to "bear fruit" for our Lord and Savior.

I ask that you acquaint yourselves with the policies and procedures outlined in this Parent & Student Handbook. It will offer direction, guidance, and understanding to you as you journey through the middle school years at Wilmington Christian School.

In Christ's Service,

Gwen Campbell  
Middle School Principal



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(revised June 15, 2011)

# **Foundational Statements**

## **Mission Statement**

Wilmington Christian School provides a Christ-centered, challenging academic program with instruction based on the Biblical view of God and the world. WCS teaches, influences, and encourages each student to effectively integrate Biblical truth into his/her daily life and to impact the culture for Christ.

## **Statement of Faith**

- We believe that there is one sovereign God, eternally existing in three persons: Father, Son, and Holy Spirit (I Timothy 1:17).
- We believe the Bible to be the inspired, the only infallible, authoritative Word of God for both faith and practice (II Timothy 3:10).
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Hebrews 1:1-3).
- We believe that for salvation of both lost and sinful men, one must be saved by the ministry of God's Holy Spirit (Acts 16:31).
- We believe in the present indwelling ministry of the Holy Spirit, whose intercessory and sanctifying work continually renews the Christian and enables him/her to live a godly life in conformity with the Scriptures (John 14:15-17).
- We believe in the resurrection of both the saved and the lost: they that are saved to the resurrection of life, and they that are lost to the resurrection of damnation (I Corinthians 15).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Hebrews 10:22-25).

## **Philosophy**

The primary reason for the existence of Wilmington Christian School is to provide a Christian based education for children of Christian families. By "Christian families," the school means those families who believe and are committed to the Scriptural principles that are enunciated in the WCS Statement of Faith. This is in harmony with the fact that the school views itself as an extension of the home as it fulfills its Biblical responsibility for the educating of children.

## **Philosophy of Christian Education**

The educational program, methods of instruction, and all activities at Wilmington Christian School are dependent upon a Biblical philosophy of education so that the viewpoint that students encounter, in any subject area, is one that provides Biblical

truths, and the principles for interpreting and applying these truths. The entire process of education is seen as the means by which God brings the revelation of Himself to the student through personal faith and the integration of Biblical truth in every area of life. We believe that the concepts of a Christian education include the following tenets:

A. Theological Integration

1. God is the Creator and Sustainer of all things, and the source of all truth (Colossians 1:15-20).
2. God has revealed Himself in a general way in creation (Romans 1:18-25), and in a special way through Jesus Christ and the Bible (Hebrews 1:1-3).
3. God created man in His own image, and thus man is responsible to God for his actions (Genesis 1:26-31).
4. Personal faith in Jesus Christ and knowledge of the Bible are essential to proper spiritual, mental, social, and physical growth (2 Timothy 3:14-17).
5. The Holy Spirit indwells each believer and is significant in his/her education by bringing conviction of sin, revealing Christ's glory, and guiding the believer into truth (John 16:7-14).

B. Relational Integration

1. Wilmington Christian School exists primarily as a co-educational, independent, interdenominational school consisting of grades K through 12, in a traditional classroom setting.
2. The school serves as an extension of the home. Parents have the primary responsibility for the education of the child; and the school is an institution developed to aid or to complement the family. The function of the school is not to replace the home, but to work in cooperation and unity with the home.
3. The school holds the parent-teacher relationship as essential to all that each seeks to do. Communication between the parent and teacher is vital to the proper development of the student, and the formation of a secure bond among the three.
4. The family, the church, and the school provide stability in the education of the student for a life of fellowship with man and service to God (Ecclesiastes 4:12).
5. Prayer by parents, teachers, staff, and students is paramount in affecting the hearts, minds, and lives of the students, and upholding the ministry of the school (James 5:16).
6. God has created each student as a unique individual. It is the teacher's responsibility to challenge each student according to his/her abilities and achievement level, while calling the student to righteous living (2 Timothy 2:15):
  - a. Man's purpose in life is to render God the glory in all things, for he was created to have dominion over the creation, to care for it, to replenish it, and to subdue it (Genesis 1:28-30).
  - b. True values are perceived in the Word of God, not in the reasoning of man apart from God. The Christian is not to be conformed to the world (Romans 12:1-2).
  - c. Moral standards and a value system consistent with the Bible best prepare a student for fulfilling his responsibilities as a member of society (2 Peter 1:2-8).

C. Instructional Integration

1. The curriculum and course of study at WCS is designed to incorporate the Christian view of God and the world.
2. All subjects are taught from this Christian perspective which includes the following basic assumptions:
  - a. Creation: the recognition that the universe is the creation of a living God, and that man was created to be the steward of this creation and that all we can know is as an image-bearer of our Creator God.
  - b. Fall: the realization that man, through the temptation to be like God, fell from God's grace into sin, and that all creation bears the scars and disintegration of that fall.
  - c. Redemption: the acceptance of Christ's atoning work on the cross which brought us into a new and righteous standing with God. In developing a personal relationship with Christ as Savior, we can then see knowledge and learning in its full scope and relationship to faith.
  - d. Restoration: the ministry of Christian Education then becomes a life-long process of restoring the body of understanding, wisdom, and knowledge to its proper place as an expression of the glory of God and His Word to us.
3. The teacher is the best communicator of this bond between God, His truth, and the body of knowledge needed for meaningful life and growing faith.
4. The ultimate aim in Christian education is to develop and foster an "alternative consciousness" in the student, fitting him/her with vision that will look at the world, and all therein, from God's perspective.

## **Educational Objectives**

Wilmington Christian School is committed to the historic Christian perspective of life as set forth in the Scriptures. We believe that the reverent fear of God is the beginning of wisdom; that fellowship with God is the true basis for fellowship with one another; and that God has uniquely created each student. The chief goal of the school is to assist all students to grow in the understanding of God and man, and to develop their capabilities to the greatest degree so that they may become "equipped for every good work" (2 Timothy 3:14-17). Particular core values that stem from these premises are expressed as seeking to produce graduates, with a Christian worldview, who, under the counsel of the Holy Spirit:

- See God as the Creator and Sustainer of the universe and man.
- Know, understand, and apply God's Word in their daily lives.
- Commit to a personal relationship with Jesus Christ.
- Are empowered by the Holy Spirit to pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
- Can articulate and defend their faith and their Christian view of the world, while having an understanding of opposing worldviews.
- Understand the worth of every human being as created in the image of God.
- Personally respond to the Great Commission, both locally and around the world.
- Treat their bodies as the temple of the Holy Spirit.
- Are actively involved in the church community, in order to worship God and minister to others.

- Will seek to fulfill what the Lord requires in “acting justly, loving mercy, and walking humbly with their God” (Micah 6:8).
- Participate in appropriate social and civic activities.
- Are prepared to practice the principles of healthy, moral, family living.
- Respect and relate with integrity to the people with whom they work, play, and live.
- Value intellectual inquiry and engage in the marketplace of ideas.
- Become life-long learners.
- Develop skills to question, solve problems, and make wise decisions.
- Apply Biblical ethics and standards of morality to every part of life.
- Can apply themselves to their studies, activities, and responsibilities, desiring to excel in their academic work.
- Are well-prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking.
- Are proficient in mathematics and science, seeing the God of order and creation in their studies.
- Have a knowledge and understanding of people, events, and movements in history, along with the cultures of other people and places.
- Gain an appreciation of our American heritage and the problems facing our nation and the world.
- See their obligation to be responsible citizens of the United States of America.
- Appreciate literature and the arts, with an understanding of how they express and shape one’s beliefs and values.
- Have a critical respect of languages and cultures of other people, promoting inter-ethnic harmony, and encouraging Biblical hospitality to the “alien and strange” (1 Peter 4:9).
- To promote physical fitness, good health habits, and an appreciation of the body as the temple of God.
- Know how to utilize resources, including technology, to find, analyze, and evaluate information.
- Develop their creative skills, by gaining exposure to the fine arts.
- Have an appreciation for the natural world and practice responsible stewardship of God’s creation.
- Understand that work has dignity as an expression of the nature of God.
- Are good stewards of their finances, time, and other God-given resources.

### **Standard for Community Life**

One of the main goals of Wilmington Christian School is to assist parents in nurturing a Christian mind and heart in our students. WCS exists to build an environment in which a student’s spiritual, mental, and emotional growth can thrive, integrating all aspects of school life in a Biblical context. We, then, seek this Christian perspective developed in their conduct and attitude, not only at school, but also at home, and in the larger world community. Therefore, parents and students who enjoy the privilege of enrollment at WCS must agree to the responsibilities of behavior that the school sets as standard.

This standard is based upon the student making conscious choices rather than mere acceptance of worldly values and conduct. The concept of “What Would Jesus Do”

forms the basis for responding to the school's expectations. The standard is not intended to be legalistic or confining to youthful exuberance and maturity. It is set before our student body to be a guide for living that incorporates the Word of God, the indwelling Holy Spirit, and the desired atmosphere in our school. To this end, Wilmington Christian School students will strive to:

1. Respect Authority (Proverbs 20:11, Romans 13:1-2, Titus 3:1-2)
  - Be obedient to parental, school, church, and civil authorities
  - Cooperate with those in authority, bringing honor to God and our school
  - Cultivate humility in service to others
2. Communicate a positive attitude (Psalm 1:1, Proverbs 4:24, Ephesians 4:29)
  - Refrain from gossip, slander, and verbally hurting others
  - Work to resolve conflict in a manner that pleases God and promotes peace
  - Keep from mocking and scornful communication
3. Uphold a Biblical standard of morality (Proverbs 2:1-11, 1 Timothy 4:12)
  - Abstain from possession and use of alcohol, tobacco, and illegal drugs
  - Do no use profanity or vulgarity
  - Flee from sexual sins
4. Maintain a Godly lifestyle (Proverbs 6:10-19, Colossians 3:8-10, 1 Peter 1:3-8)
  - Be honest and trustworthy in your relationships and responsibilities
  - Seek to build faith and the fruit of the Spirit in yourself and others
  - Promote and practice forgiveness

In all that we seek to be and do, WCS desires to teach, imitate, and promote the example of Christ as portrayed in Philippians 2:1-16. We ask that our parents and students join us in that commitment.

### **Affirmation of Standards**

Wilmington Christian School seeks to be one of the three major influences in family life. We view the home, the church, and the school as three strands of a "cord that is not easily broken" (Ecclesiastes 4:12). Because of the times and society in which we live, it is imperative that these three institutions work in harmony as we strive to nurture young people in a Christian world and life view. As part of this focus, we at WCS desire to have our faculty, staff, and families affirm, on an annual basis, their pledge to the basic principles of faith and conduct, along with their commitment to be in regular worship in a local church. This is not to be viewed as legalistic dictate, but rather a way to assist the school in maintaining consistency, stability, and unity. To this end, we require each family to affirm their belief and agreement with the following:

- WCS Statement of Faith
- Statement of Church Affiliation
- Standard of Community Life

### **Non-Discriminatory Policy**

Wilmington Christian School admits students of any race, color, gender, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at WCS. The school does not discriminate on the basis of race, color, gender, national and ethnic origin in the administration of its education policies, admission policies, tuition assistance programs, athletics, the arts, and other school-administered programs.

### **Tuition Assistance (TA)**

The Board of Trustees has established a funding program to help qualified families afford a college preparatory Christian education. Grants are based on financial need, and families must apply each year. Further details and deadlines are provided on our website.

## **Attendance Policies**

### **Attendance**

The civil law requires that a student be regular in school attendance. We also believe that regular attendance is the only way for a student to progress academically and to benefit substantially from the total program of the school. The instructional program designed by each teacher is a progressive and sequential experience. It is, in a general sense, impossible for that experience to be “made up.” For these reasons, a continuous failure of a student to attend school will be seen as a serious problem. Failure of a student to attend school is considered an absence. The Board has established that students must be in attendance at school for a minimum of 85% of the school year in order to keep pace and achieve success in their educational development. Therefore, any student who accumulates more than 20 days of absence, excused or unexcused, will be considered for retention in that grade, or possibly dismissed from the school. Instances of disciplinary suspension from school would be included in this 20-day limit.

A note from the parent including the reason for the absence must be submitted to the school office upon the student’s return to school.

For middle school students (grades 6-8), absence from individual classes that total more than 20 days (14 for ½ - credit courses; 7 for ¼ - credit courses) will not receive credit for that course. Those students who experience long-term absence (a minimum of 5 consecutive school days) for medical reasons which would place them over the policy limit for attendance, **must submit a letter to the Administration, along with a written explanation from a physician, indicating the nature of the illness and that it was just cause for the extended absence.**

Students missing classes due to school-sponsored activities are not considered absent. School-sanctioned activities would include the following: field trips, athletic competition, or administrative removal (office discipline, in-school suspension, testing, and counseling.) Students representing WCS at special events such as ACSI Student Conference or All-State Fine Arts events would not be considered absent.

## **Tardiness**

All students are considered tardy who are not in their assigned classroom/homeroom when the 8:00 AM bell sounds. **When a student arrives late to school, he/she must go directly to the office to sign-in and receive a pass to class.** Students arriving late to school due to poor weather conditions (as determined by the principal) or late bus are not considered tardy. If a student has a medical or dental appointment that makes him/her late to school, it will be termed “excused tardy.” A note from the doctor’s office should be given to the school office upon arrival to school.

## **Late Bus Arrivals**

Students arriving late to school on a bus will be considered as “excused tardy.” A “late bus” pass will be issued in these instances.

## **Half-Day Absences**

Students will be credited with a half-day absence if they come to school but miss four (4) or more periods that day.

## **Late to Class/ Study Hall, and Homeroom**

Students are required to be on time to class, study hall, and homeroom. A written pass, stating the reason for lateness from the previous period, should accompany any student coming late to his/her next scheduled class. Three unexcused tardies to class will result in an infraction. Repetitive, chronic lateness will result in infraction points accumulation. A student’s class participation grade will also be affected by continued lateness. (See Discipline Policies.) Students missing more than fifteen (15) minutes of a class will be considered absent from that class.

## **Early Dismissals**

Students are expected to be in school for the entire day (8:00 AM to 2:50 PM.) No students are permitted to leave school early in order to avoid a class, study hall, or to go out to lunch. Any such departure will be counted as a half-day absence and may have disciplinary consequences. Students will be permitted to leave school for illness, medical appointments, family illnesses, or funerals. Parents are to provide written approval for such dismissals. Using the school website Early Dismissal Form or Absence Notification Form is the best method for notification, however, a signed note, FAX (302-239-1937), or e-mail to the office staff is also acceptable. The date, time of dismissal, and mode of transportation should be included in the note. Notification should be given to the office by 8:00 AM in order for the student to obtain an early dismissal form to leave class. Students must come to the office and, along with a parent or guardian, sign-out prior to leaving the building. If a student returns to school later that day, he/she should report to the office and sign in before returning to class.

## **Truancy**

Truancy, “skipping school,” is an absence without the knowledge and consent of parents and administration. This includes leaving the school campus without prior permission or staying out of scheduled classes or activities without prior approval. Such actions will incur at least the following consequences:

- Skipping a scheduled class without permission = After School Detention
- Leaving the school campus without permission = Saturday Detention
- Each repeated offense will incur more severe consequences

## **Family Vacations**

WCS discourages families from taking vacation during scheduled school days. If parents choose to take students out of school for vacation, parents must notify the principal in writing at least two weeks prior to the upcoming absence. The middle school student is responsible to notify and make arrangements with each of his/her teachers in regards to missing work. In the event that students miss school due to a family trip, the teacher will use his/her discretion regarding the issuing of homework/ classwork prior to the trip. Any work given prior to the vacation must be completed and turned in as specified by the teacher; otherwise no credit will be given for the assigned work. Further, if the teacher decides that no work will be given prior to the trip, then all work missed is to be completed within the same number of school days the student missed.

## **Medical Policies**

### **Medical Requirements**

Delaware Public Health Law requires all students entering Wilmington Christian School to have a doctor’s physical before they begin classes. WCS provides a form for this purpose. This “Student Physical Form” must be on file before a student may attend school. **Additional forms are required if the student participates in interscholastic sports.** All students entering the 7<sup>th</sup> grade are required to have an updated physical during the summer prior to the 7<sup>th</sup> grade year. These forms are available in the middle school office and through the school nurse.

### **Immunization Policy**

The school’s immunization policy adheres to Delaware Public Health Law, which requires all entering and attending students to meet the established immunization requirements. All students entering WCS must present documentation of the immunizations that are required. These immunizations are listed on the school’s “Student Health Requirements.”

## **Infectious Diseases**

Each admitting case will be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon evaluation of contagion, the behavior, neurological development, and the physical condition of the student. The expected type of interaction with others in the school environment and the possibility of contagion will likewise be considered in the decision. The decision about admitting or continuing to enroll an infected student will be evaluated by an ad hoc committee, established by the Board, which would include the student's physician, a public health consultant, the school nurse, the headmaster, the appropriate principal, and, if appropriate, the family's pastor.

## **Medications in School**

Students shall neither carry nor self-administer any medication while in school. All medications are to be brought to the Nurse's office for administration. **The exceptions to this are emergency medications such as inhalers for asthma and epi-pens for bee stings. Students may carry these medications if proper documentation from the parent/guardian is on file in the Health Office.** Prescribed medications are to be kept in their original container, with all pertinent information on the container. At no time may a student give any medication to another student.

## **Emergency Medical Procedure**

At the beginning of the school year, all families must have an "Emergency Treatment Data Card" on file in the school office. This form is used to contact the proper parties in the case of a medical emergency. In cases of minor illness or injury, the school nurse or office personnel will assist students. Parents will be notified of the situation and its seriousness. With more serious conditions or injuries, the family will be contacted immediately and parents requested to pick up their child. In cases where no contact can be made, the principal or headmaster may have to make a decision, in conjunction with the school nurse, to call an ambulance. The family health care provider will also be notified of the situation.

## **Student Accident Insurance**

Wilmington Christian School shall provide student accident insurance to cover activities during the school day. The insurance shall be a second carrier for families who have other insurance policies. This coverage does not extend to participants in the school's athletic program.

## **Academic Policies**

### **Academic Program**

Wilmington Christian School seeks to provide a quality program of Christ-centered education. One of the goals of our middle school is to prepare our students for the vigorous, challenging program of our high school.

A Course Description Packet contains a complete listing of all courses offered at WCS and is available in the school office and on the school website.

### **Grading Standard**

The Board has established a grading standard for evaluating student achievement:

A+	98-100	Non-numerical Grading Key:	
A	95-97	I	Incomplete
A-	92-94	M	Medical
B+	89-91	P	Pass
B	86-88	F	Fail
B-	83-85		
C+	80-82		
C	77-79		
C-	74-76		
D+	71-73		
D	68-70		
D-	65-67		
F	Below 65		

Courses designated as “Pass/Fail” are not included in the calculation of a student’s Grade Point Average (GPA).

### **Pupil Records**

The school shall keep records of the registration and attendance of the students and shall maintain an up-to-date permanent cumulative record of individual students showing personal data and progress through school. This cumulative folder will include academic achievement, health information, disciplinary records, and test results.

The principal, guidance counselor, and office staff are responsible for maintaining these records and folders. Parents and legal guardians who wish to review any of their child’s records should make an appointment through the administrative secretary. Parents wanting a copy of such items may make a request through the principal or guidance counselor.

## **Report Cards**

Student report cards are issued quarterly for all students. These report cards will include grades and comments, which help gauge student performance and conduct.

Teachers are required to maintain an accurate attendance record and grade book on-line. Parents and students have the ability to view this information. Details, including passwords, will be given to the parents and students at the beginning of each school year.

## **Testing Policy**

Each classroom teacher administers tests and quizzes in order to evaluate the student's academic progress and understanding. Students will not be required to take more than two (2) major tests in any given day. If students have more than two tests scheduled for the same day, it is their responsibility to present the conflict to each teacher as early as possible so that adjustments can be made in a timely manner.

There is to be no test administered on days following a major school event. These events will be determined by the administration and announced in advance.

## **Semester and Final Examinations**

Midterm and final examinations are administered in all full credit courses. Together, they count for one fifth of the student's final grade. All exams are administered during the scheduled exam periods. Some courses require a final exam that is cumulative in nature.

## **Incomplete/Make-Up Work**

A mark of "Incomplete" (I) may be given on a student's report card if absences or extenuating circumstances have prevented a student from finishing the required work by the end of the marking period. Incompletes will only be given with prior consultation with the principal. The incomplete grade must be made up in a determined period of time not to exceed the next marking period.

Students that are absent from school for any reason will be granted the same number of days absent to make up the work that was missed.

**Students that are dismissed early for a school-sanctioned activity are required to give any work due for classes prior to their leaving school.**

## **Late Work**

Due dates for assignments are to be taken seriously. Full credit cannot be given for daily assignments that are late. Students and parents should refer to the Course Description Sheet for each class for details regarding late work. Students are expected to complete all assignments even though they will not receive full credit.

## **Academic Probation**

The purpose of probation is to set before the student and parents a system of accountability with regard to academic progress in situations where performance, motivation, study habits, and/or attitude need to be improved. WCS seeks for the home and the school to work in partnership in order to effectively monitor student progress and development. The program of academic probation will operate under prescribed guidelines.

A student will be placed on Academic Probation for the following reasons:

1. The student demonstrates a need for reinforcement of study and/or organizational skills.
2. The student is new to WCS and may benefit from transitional support.
3. The student has failed two (2) major subjects, or one (1) major and two (2) minors in a given marking period.

Probation may vary in length from a marking period to a full school year. At the conclusion of the probationary period, a determination will be made as to the student's status. The options are as follows:

1. The student will be taken off probationary status.
2. The student will continue on probation for another period of time.
3. The student will not be allowed to continue at WCS.

One or more of the following guidelines may be required of parents and the student while on probation:

1. The teachers and parents will monitor a daily assignment book in order to improve the student's organization and responsibility, to ensure that assignments are written down correctly, and to promote communication between home and school.
2. Outside tutoring may be required to build needed skills and assist the student toward success.
3. The student may be referred for additional educational testing and evaluation through an outside agency or public school district.

The following are the responsibilities of the school administration and teachers.

1. All academic probations will be placed in writing, with specific stipulations stated, and signatures of the parent(s), student, and administration are required.
2. Regular communication will be established between teacher(s) and parent(s) to monitor progress.
3. Teachers and administration may periodically schedule parent conferences in order to gauge performance and to discuss strategies.
4. The administration may arrange mentoring by another student.

5. The student may be referred to the Learning Support Program (LSP) for possible enrollment if an opening exists.

## **Course Failure**

While we expect that students will work to pass all their course requirements, we understand that failures do occur. When this happens, the school allows students to make up that course, or courses, in the following ways:

- Students may take no more than two classes per summer at a recognized summer school.
- Students may participate in individualized tutoring for thirty (30) hours with a WCS approved tutor.
- A failure in a Bible course must be made up by completing an approved independent research project.
- Students may be retained in accordance with the stated board policy.

## **Homework Policy**

The Board of Trustees recognizes homework as an integral part of the learning process and is at the foundation of academic excellence at WCS. Meaningful home study is a necessary part of each pupil's educational program and should be related to the educational philosophy and goals of the school. Homework is a purposeful extension of the school day, which provides students with reinforcement of the school's instructional objectives. The assignment of homework is a consistent part of a student's education and is to be expected on a regular basis. At the same time, it is recognized that students have interests outside of school and are involved in extracurricular activities. Therefore, the guidelines listed below are to be followed with the assignment of homework:

1. Assignments will be limited to no more than a total of 90 minutes per evening, for all subjects.
2. Long-range papers, projects, or reading assignments are not to be included in this 90-minute time allotment.
3. Teachers will coordinate tests, papers, and projects so that major assignments do not overlap, run concurrently, or create a burden on the students. Teachers will not assign two major projects and/or papers for the same time period or schedule two major tests for the same day unless receiving prior approval from the administration.

## **Assignments**

In order to bring definition and uniformity to assignments, WCS students will use a standard format for class work. Written assignments should be completed on a standard 8 ½" x 11" paper (unless otherwise instructed by the teacher), and include the following heading:

**Subject  
Specific Assignment**

**Student Name  
Date**

Students will receive a list of necessary supplies for their individual classes during the summer. This list will also be available at our website.

**Summer Reading Program**

Reading is a pillar on which all of education develops. WCS seeks to instill solid reading habits, along with a lifelong enjoyment of reading. Selection of our summer reading books includes both Christian and secular authors, along with books from the Bible. In all books selected, the goal is to challenge and stimulate students to think critically from a Christian perspective, about what they read.

All summer reading and related assignments are to be completed before the first day of school. Failure to complete the assignment will result in a reduction of the first quarter grade. The exact percentage will be determined by the English Department. A list of summer reading requirements and selection of literature is distributed at the end of each school year and is available on our website.

**Honor Roll Recognitions**

The honor roll is determined through a student's weighted GPA each marking period. Designations include the following:

<i>High Honor</i>	<i>4.0 (with no grade lower than a B-)</i>
<i>Honors</i>	<i>3.5 (with no more than one C+, C, C- and no grade lower than a C-)</i>
<i>Honorable Mention</i>	<i>3.0 (with no more than one C+, C, C- and no grade lower than a C-)</i>

**Standardized Testing**

Achievement testing is administered to all Middle School students in the early spring for the purpose of monitoring progress, evaluating teaching and learning, and for placement.

**Bible Version**

The use of the Scriptures in the classroom is a fundamental, integral, and principal part of the educational process. For this reason, it is important that WCS adopt a policy that recognizes the importance not only of the use of Scripture, but that it also selects a version that has those qualities which further the educational process.

WCS recognizes the English Standard Version (ESV) as the translation normally used in the classroom for study, quotations, and memorization. This decision is made for several reasons:

- The modern language, grammar, syntax, and style
- The ease of reading
- The translation philosophy

WCS also recognizes the King James Version (KJV) for student use due to the fact that some parents and churches feel strongly that this is the version of choice.

### **Bible Memorization**

Each student (grades 6-8) will be involved in Bible memorization each year. It is desired that teachers have students memorize a verse or passage each week. There are also instances where a passage or special section of God's Word is to be memorized as part of the Bible curriculum over an extended period of time (i.e. Psalm 23, the Lord's Prayer, the Ten Commandments, etc.)

### **Student Textbooks**

Students are responsible to take good care of their textbooks. Textbooks are required to be covered at all times. **Ill-fitting book "socks" or cloth covers will actually damage the binding of a textbook and are not permitted.** There is a required cost for the damage and/or replacement of textbooks due to abuse or loss.

### **Teaching of Literature**

Wilmington Christian School strongly believes that the Biblical worldview is the correct one – the only valid one for faith and life. An individual with a framework for Biblical thinking is equipped to make the proper judgments in all areas of life. While this kind of decision-making usually comes later in life, students at WCS will begin building this Biblical worldview at a young age.

The teaching of literature fits into this scheme of development. Using good literature (American and English as well as other cultural and traditional literature) can help develop this process. Literature must be taught with analysis and evaluation. Selected and approved literature that is not in total agreement with Christian values may be utilized in order to encourage the students to evaluate and analyze the written word on the basis of Spiritual truth. This Christian worldview of literature is not limited to classroom instruction, but also is applicable for library acquisitions and for our summer reading selections.

### **Teaching of Science**

In the teaching of science, we believe that a strong Biblical world and life view is essential to good education. Therefore, in the area of science, we choose to teach all aspects and theories associated with scientific research. We stand firmly on the belief that the world was created and is sustained by the Living God, the Creator. In this manner we provide the proper atmosphere and information so that students can defend their faith against philosophies and theories that run counter to that faith (II Corinthians

10:3-5). We take a strong position that evolution should be taught, with an understanding that it is both theoretical and philosophical in its stance on how man views the world.

### **Teaching of Human Sexuality**

The WCS Science, History, and Bible curriculum contains teaching on human sexuality that is presented from a Biblical perspective from both a physical and ethical perspective. WCS holds strongly to the Biblical view that sex before and/or outside of the marriage relationship is sin and is in direct opposition to God's plan for a man and woman. Teachers discuss various areas of human sexuality such as anatomy, childbirth, consequences of immoral sex, and contraception all in an age-appropriate and context-appropriate educational setting.

### **Showing of Videos/DVDs/Movies**

The showing of videos, DVDs, and movies during a school day is limited to educational purposes in which the media is used as an educational tool to aid in the understanding of the course content. There are some occasions where, outside the regular school day, videos/DVDs/movies are shown in a social setting (class gym and movie night, athletic team party, etc.) In either case, **the rating of the media may not be higher than G or PG without prior approval from the principal.** In some cases, the teacher, advisor, or coach will get permission from the parents in order to view a movie of a higher rating.

### **Physical Education**

All middle school students will participate in physical education. The goal of our physical education program is to stress the importance of being active each day and treating our bodies as "healthy temples." Our students will be introduced to a variety of sports and be given instruction in each sport and time to practice. We will focus on teamwork, sportsmanship, and development of appropriate skills. All of our middle school students are able to try out for competitive sports teams. Depending upon the number of students trying out, cuts are a possibility.

### **Health Education**

Our middle school students will participate in Health Education. Our goal is to have the students gain an understanding of overall wellness (physically, emotionally, intellectually, and spiritually) while incorporating life situations and how to make Christ-like decisions.

### **Learning Support Services (LSS)**

Wilmington Christian School's Academic Program provides for differences in ability, interest, and learning style. WCS seeks to recognize and diagnose students vulnerable to learning problems as early in their education as possible and throughout their years here so that appropriate educational interventions can be implemented.

The underlying philosophy of our educational services is that all students can learn if given the right tools and strategies. Students need to have strong perceptual skills to be able to take in information, process it, and do something with the information. The perceptual skill areas are visual/auditory processing, visual/auditory memory, visual motor coordination, attention, abstract/logical thinking and social perception. These keys to the educational environment enable students to learn more efficiently and grow in knowledge, in independence and in confidence so that they can better impact the world for Christ.

Accommodations, such as time and a half on tests, are permitted under the direction of the LSS Director and the administration. Receiving educational testing that identifies learning challenges is the required first step in getting the students' individual needs met.

Learning Support Program – Small group classes (up to 5 students) are offered two times per week for students who have documented learning disabilities or are diagnosed with ADD or ADHD. The administration may also assign students to LSP. Documentation is in the form of a formal psycho-educational testing or a letter from a licensed medical doctor. LSP deals with organizational skills, study skills, classwork, and homework. The LSP teacher will work closely with the classroom teachers. The LSP teacher at times will serve as a liaison between parents and classroom teachers and always seeks to foster open communication between parent and teacher. There is an additional fee for participation in the program.

Educational Therapy (ET) – ET is non-tutorial and non-remedial, seeking to strengthen those skills and abilities that are necessary for the student to learn specific subject matter. It deals with perceptual and cognitive areas that impact a student's learning or ability to show what has been learned. Focus is placed on critical thinking skills and language processing. The ET teacher will also at times serve as a liaison between parents and classroom teachers and will foster open communication. There is an additional fee for participation in the program.

## **Field Trips**

Field trips are a valuable part of the educational program that enhance classroom instruction and the integration of the subject matter with "real life" experience. A student's academic performance and behavioral standing will be evaluated and may affect participation and attendance on some special trips.

When a field trip is scheduled, all students in the designated classes are expected to participate. Exceptions require the permission of the principal and the teacher in charge of the trip. If students miss a field trip and desire a refund, the teacher may issue a partial or full refund, dependent on whether prepaid expenses can be refunded. If students do not attend a field trip, the teacher may assign an alternate educational experience. **If a field trip is part of the Student Activity Fee, it is non-refundable.**

**All students are expected to wear their school uniforms (see Standard of Dress) during all field trips unless otherwise specified by the teacher coordinating the field trip and the middle school principal.**

## **Academic Awards**

As part of its academic and activities programs, WCS awards students with recognitions, honors, and awards for achievement, prowess, character, and abilities that enhance both the student and the school. This recognition is balanced with Christ's call for us to servanthood, humility, and glorifying God with the talents He has given.

There is an annual academic awards program for middle school students. There is a minimum cumulative yearly GPA of 3.4 required in order for a student to be included in the Academic Awards Program at the end of the year.

## **Discipline Policies**

### **Discipline Code**

Christian discipline has its foundation in the Scriptures (Hebrews 12, II Timothy 3:14-17, II Peter 1:5-8). Its purpose is to bring about Godly conduct, character, obedience, and self-control. Wilmington Christian School seeks to train each of its students in accordance with Christian standards of conduct. The school strives to promote high standards of honor, to teach respect of authority, to develop self-discipline and to teach Christian love for one another. The Wilmington Christian School Board of Trustees has established a Student Discipline Code to accomplish the above goals, set a foundation for proper conduct in our school, and provide teachers and parents with an outline of accepted discipline.

In order to maintain a proper atmosphere in which the teaching/learning process can develop, students are expected to:

- Uphold a respect for the things of God upon which our school is built
- Be courteous, cooperative, and respectful toward one another, their teachers, and other WCS personnel
- Arrive to class on time; be prepared and attentive
- Adhere to the school's standard of dress
- Be honest in their work and in their dealings with others
- Refrain from involvement and situations in the areas of drugs, alcohol, tobacco, and immorality (as expressed in the *Standard of Community Life*)
- Respect the property of the school and that of others in the school.
- Not harass, "bully", or insult other students
- Guard their heart and mouth regarding profanity and taking the Lord's Name in vain

As with all of life, choices have consequences. With the school's discipline code, these consequences will follow a graduated scale.

For offenses that are disrespectful in nature to another student, a faculty or staff member, or property, the student will be issued a warning. If the behavior continues or escalates, the student will be removed from the setting, and the teacher will contact the parent as soon as convenient. If the student continues to show disrespect after parental involvement, the student will be sent to the building principal's office, and a parent conference with the principal and faculty member will be required.

Offenses that will be considered disrespectful include, but are not limited to, the following: lying, "back talk", disobedience, verbal harassment, name-calling, making fun of another person, and profanity.

Other offenses will be dealt with as listed below:

<b>Offense</b>	<b>Consequence</b>	<b>Additional Consequence</b>
Gum/Candy	Infraction, Lunch Detention, After-School Detention, or Saturday Detention	
Late to Class		
Skipping Class		
Disrupting Class		
Unpreparedness		
Inappropriate behavior		
Plagiarism		Includes re-do and lowering of grade
Continued violations of above	Suspension In School	
Disrespect for Godly principles		
Cheating		Includes lowering of grade
Stealing		Includes restitution
Misuse of school technology		May result in suspension from technology use
Continued violations of above	Suspension From School/ Possible Expulsion From School	
Vandalism		Includes restitution
Fighting		Includes restoration
Involvement with drugs, tobacco, and alcohol – purchase, possession, or use		May result in removal from sports team and/or leadership positions
Weapon possession/use		

## **Detention**

Detention will be given for minor infractions of school and classroom rules. They will be issued upon a student's accumulation of infractions. (See Infraction Notices.) There may also be situations where a student receives a detention at the discretion of the principal. Detentions will be assigned after school on Tuesdays, Wednesdays, and Thursdays, during lunch, or after school from 3:00 – 4:30 PM. Parents will be given notification of the detention and will confirm receipt of the notice. Students will be required to serve on the date assigned, with only emergency situations being considered to reschedule. Saturday detention will be assigned when a student has accumulated 25 infractions, or at the discretion of the principal. This detention will be held from 9:00 – 11:00 AM and require a fee of \$20 to cover supervisory costs.

## **Suspension in School**

In cases where a student violates a specific rule (see above), or has accumulated several detentions, an in-school suspension will be issued. In these cases, the student will sit in an isolated situation and be given assignments for the entire school day.

Students suspended in school are still required to complete all assignments missed while suspended.

Students that are suspended in school may not participate in extracurricular activities that take place on the suspension day.

## **Suspension from School**

More serious violations of the school discipline code will result in the student being suspended from school. In such instances, the administration will determine the number of days that a student will be suspended. The duration could be from 1 – 3 days. In all cases of suspension from school, the student and parent(s) are required to sign a suspension letter before being permitted to return to school.

Students suspended from school are still required to complete all assignments missed while suspended. A suspension from school is counted as an unexcused absence from school and will go towards the limit of 20 absences.

Students that are suspended from school may not participate in extracurricular activities for the period of the suspension.

## **Disciplinary Probation**

As with academic probation, a student may be placed on disciplinary probation as a result of continued or willful disobedience to the school's standard of conduct. In such cases, the administration will determine the terms and length of the probation.

### **Student Life Committee (SLC)**

The WCS Board of Trustees has established a Student Life Committee to deal with matters involving student discipline beyond the school administration. In addition to periodically reviewing this Discipline Code, the committee is also involved with discipline situations that reach the most serious level when expulsion is being considered. In some cases, depending on the severity of the situation, a student may be expelled from WCS immediately upon meeting with the SLC.

### **Disciplinary Contract**

In some cases where a student is suspended from school, a Disciplinary Contract will be issued that clearly states the conditions and stipulations in which the student will be able to continue at WCS. This will be reviewed and signed by all parties, at the time of a conference, prior to the student's return to school.

### **Expulsion**

When it is in the best interest of the school, because of the seriousness or continued lack of response to the school's standards, a student may be expelled from WCS. This could result from a student's failure to comply with the terms of the Disciplinary Contract issued by the SLC or be an immediate consequence of a student's action.

### **System for Discipline – Infraction Notices**

The Infraction Notice System of Discipline is in place to promote student self-discipline and ensure proper communications when correction is needed. Students will receive infractions if they do not follow school procedure or if they demonstrate inappropriate behavior.

<p>Wilmington Christian School</p> <p><b>INFRACTION NOTICE</b></p> <p>Student's Name: _____</p> <p>Date of Infraction: _____</p> <p>Description of Infraction:</p>  <p>Teacher's Signature: _____</p>
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Number of Points Assigned: \_\_\_\_\_ Total Points to Date: \_\_\_\_\_

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

White – Office    Yellow – Committee    Pink – Teacher    Gold – Student/Parent

Procedure:

1. The teacher talks with the student, fills out the Infraction Notice, and gives the student the gold copy. The teacher keeps the pink copy for his/her records. The teacher gives the office both the white and yellow copy. If the teacher requires a parent to sign the infraction, he/she will check the appropriate space. The student is responsible for getting the parent signature on the gold copy and returning it to the teacher.
  
2. The principal will assign points to each infraction and record the number on the white copy of the Infraction Notice.
  
3. The office staff will record the number of points in the student’s discipline record and fill in the total number of points-to-date in the appropriate space on the Infraction Notice. The yellow copy will then be returned to the student. If necessary, the office will give the student a letter to inform them of their detention date, which must be signed by a parent and returned to the office the next school day. Detentions take priority over any school extra-curricular event.

Accumulation of Infraction Points:

- |           |   |  |
|-----------|---|--|
| 5 Points  | = | Lunch Detention  |
| 10 Points | = | Lunch Detention  |
| 15 Points | = | After School Detention (Tues, Wed, or Thurs. 3:00 – 4:30 PM)                                 |
| 20 Points | = | Saturday Morning Detention (9:00 – 11:00 AM; Cost \$20) AND Parent Conference with Principal |
| 25 Points | = | Suspension and Disciplinary Probation  |

Note: Accumulated infraction points are eliminated at the end of the first semester.

**TWO DETENTIONS WILL RESULT IN REMOVAL FROM COMPETITIVE SPORTS TEAM FOR THE SEASON IN WHICH THE DETENTIONS OCCURRED.**

Appeal Process:

1. The student would first appeal to the teacher issuing the infraction. The teacher will either remove the infraction or decide to issue the infraction.
2. The student would then appeal to the principal in writing. The principal will either remove the infraction or decide that the infraction is warranted.

**Policy on Moral Conduct**

The potential for serious moral misconduct of students is as real in a Christian school as it is in society. This is particularly true with the de-emphasis by secular institutions of moral values and the substitution of relativistic principles. This policy defines the issues of sexual immorality and the responsibility of WCS to maintain Biblical standards and discipline in accordance with these standards. While the parents, not the school, are the primary entity responsible for corrective discipline, it will be the school's responsibility to deal with the particular moral issue and its impact on the reputation, atmosphere, and standard of the school. Therefore, the thrust of the school's action must be the maintenance of moral standards of conduct and the presentation of the Biblical role model.

It is the policy of WCS that any immoral sexual activity on the part of the students will be investigated by the school authorities and dealt with in accordance with the school's Discipline Code.

The discipline policy of WCS applies to students while they are on campus, on a school bus, or at any school-sponsored function or activity. Behavior that impairs the testimony of the school will not be ignored. **Behavioral offenses that occur outside the limits of the jurisdiction of the school will be considered as to the severity and the impact on the school's reputation.**

### **Social Networking/Cyberbullying/Sexting**

Technology has brought students' ability to communicate to a new, exciting, and potentially harmful level.

Social Networking includes websites where students have "friends" and have the ability to post personal information, photographs, and videos of themselves and others. These sites include MySpace and Facebook.

"Cyberbullying" is the use of electronic technology (Internet, cell phone, or online gaming) to harass, hurt, embarrass, threaten, or bully others.

"Sexting" is a word used to describe the sending of sexual text messages, pictures, or videos on a cell phone.

Middle School students are to refrain from using electronics in any way that could endanger themselves, harass another person, or defame Wilmington Christian School, including its faculty and staff (examples listed above.) Students who are found to have used electronics in an adverse manner will be disciplined by the WCS administration. This discipline could include detention, suspension, and possible expulsion from school, depending on the severity and repetition of the offense.

The administrators of WCS understand that it is impossible to fully monitor students' use of electronic technology and feels that this is ultimately the responsibility of parents. We desire to partner with parents to encourage appropriate technology usage.

## **Cheating and Plagiarism**

Plagiarism is a form of stealing by using words or ideas of others without giving them credit and presenting them as your own. Proper citation and sourcing are skills that are acquired over time and will be taught and then expected by individual teachers.

Cheating is copying during tests or quizzes or using the work of others on homework assignments, projects, or written assignments. Both the individual copying and the person giving their own work to be copied are wrong and will have separate consequences.

Consequences for cheating and plagiarism range from detention to suspension. No credit will be given when cheating occurs. The teacher and administration may require that the assignment be redone following proper citation and sourcing protocol and will have an appropriate grading penalty due to plagiarism.

## **Harassment**

Harassment of any kind is unacceptable. Students are expected to treat other people with respect, regardless of their age, sex, or race. Harassment includes the following: offensive verbal remarks, unwelcome physical advances and/or discriminatory statements directed against a member or members of the school community creating an intimidating, hostile, or offensive learning environment. This position is consistent with the scripture that challenges Christians to “be devoted to one another in brotherly love, honoring one another above yourselves.” (Romans 12:10)

Sexual harassment includes acts, either verbal or physical, directed toward another person by offending or intimidating them through sexually related references or actions.

## **Student Pregnancy**

In accordance with the school’s Affirmation Standards, Standard of Community Life, and Policy on Moral Conduct, the school will not condone nor ignore sexual activity (including when it results in pregnancy) outside the marriage relationship. The Board of Trustees’ Policy Manual further details this.

## **Drug Abuse**

We at WCS believe that any non-medical involvement (consumption, procurement, or provision) with controlled substances or material generally acknowledged to be harmful to an individual’s physical, spiritual, or psychological health is inconsistent with the Christian lifestyle and the testimony we desire of our students here at WCS.

As a matter of policy, WCS will fully investigate any incident suggesting drug involvement on the part of students, staff, or parents. Confirmation of substance abuse may be reported to the appropriate legal authorities and will subject the individual(s) involved to immediate disciplinary review by the Student Life Committee.

# General Student Policies

## Standard of Dress

Philosophy – the purpose of a dress code is meant to create a positive educational atmosphere, school identity, and community for WCS.

1. As a broad principle, students act the way they dress. Neat, modest, and appropriate clothing encourages and reinforces conduct, which is conducive to learning, to healthy interactions, and to a sense of Christian community.
2. It is the intent of the uniformed Standard of Dress to create clear and consistent guidelines for all students. This standard contains sufficient options that allow for students' individual taste and style, and at the same time seeks to reflect a standard that says, *"We are Wilmington Christian School"*.
3. Standards of appearance are one means of building character and distinction in the lives of our students. The school's uniformed standard of dress serves as a tool in fostering the academic and character development of the students as they participate in the educational process.

### General Expectations:

1. The WCS standard of dress is to be worn during all school hours.
2. RoseUniform is the exclusive clothing provider. Only clothing purchased from RoseUniforms may be worn to school.
3. Regarding the issues of modesty and neatness, appropriate sizes are to be worn (please refer to RoseUniform website for correct sizing).
4. Accessories (belts, socks, hairbands, etc) are optional, may be purchased elsewhere, and should complement the uniform. Accessories should be red, black, white, brown, gold, or silver (no colors or patterns that "clash"). Ties are not considered accessories for girls or boys and must be purchased from RoseUniform.
5. Only RoseUniform fleeces and sweaters may be worn during the school hours. Sweatshirts and "hoodies" are not permitted to be worn in school.
6. No outerwear (coats, parkas, etc.) may be worn during the school day.

### Specific Expectations:

1. Footwear:
  - a. Dress shoes, boots, or sneakers may be worn. Footwear should be red, black, white, brown, or tan (no colors that "clash").
  - b. If shoes have pointed heels, those heels may not exceed 2 ½ inches in height.
  - c. Flip-flops, sport sandals, thonged shoes, slippers (including moccasins and fur/fleece trimmed), and shoes with wheels are not permitted.
  - d. Elementary footwear must have a back or strap.
2. Accessories:
  - a. Legwear must be solid school colors, red, black, or white (no patterns.)
  - b. Sweatpants may not be worn during the school day. (Elementary students may wear sweatpants during recess only.)
  - c. Fishnet stockings are not permitted.

3. Hair:
  - a. Outlandish hairstyles and colors are not permitted.
  - b. Boys' hair must not be below the collar, covering their ears, eyes, or in their face.
4. Piercing:
  - a. Girls facial piercing is limited to the ears only.
  - b. Boys may not wear earrings during school hours or at school functions.
5. All dress shirts are to be appropriately buttoned. When worn with a tie, dress shirts must be tucked in.
7. **Plain, white, short or long-sleeved undershirts** may be worn under any approved uniform apparel (V-neck sweater, fleece, polo.) All undershirts are to be tucked in, or must not be visible below the uniform shirt. Students may "layer" the uniform shirts.
8. Immodesty regarding tightness of pants and shortness of skirts will not be permitted. **Girls' skirts may not exceed 4" above the kneecap.** Girls are to have their midriffs covered at all times. **Skorts may be worn by girls.**
9. Hats or other head coverings are not to be worn inside the school building.

#### Enforcement:

1. Students out of uniform will remain in the office until acceptable clothing is obtained. Continued violation will result in a parent conference.
2. Students wearing the WCS uniform in an inappropriate manner will receive an infraction and parents will be notified.
3. Proper dress for extracurricular activities, field trips, or special events will be announced in advance.

Periodically, a Dress Down Day or Jeans and T-Shirt Day will be given to the students. Students are to wear jeans that are in good repair, and all t-shirts and sweatshirts must be appropriate for WCS standards.

**The administration holds the authority to make specific and individual determinations regarding immodesty, outlandish, or inappropriate manners of dress or appearance. Violations may possibly result in the student being suspended in the office for the remainder of the day.**

#### **Students Living at Home**

It is the philosophy of WCS that the home and the school are working in harmony in the nurturing and development of our students. It is this relationship that brings stability to the home, to the school, and to the student. Therefore, all students attending WCS must be living at home with a parent or guardian, as recognized by the administration.

There may be instances where students need to stay with a family other than their own for a brief period of time. In order for the student to be able to attend WCS, these temporary living arrangements must be made with the knowledge of the school administration and recognized by the school as acceptable.

## **Student Employment**

It is strongly recommended that WCS students not work more than 18 hours per week at an outside job. Each student must be able to participate fully in the academic program of the school. It is important that any outside job, no matter how few hours, not be allowed to interfere with schoolwork.

## **Church Attendance**

We affirm that the home, church, and school form a “cord of three strands that is not easily broken” (Ecclesiastes 4:12). Believing that our role at WCS is to assist the home and the Church, we feel that it is of utmost importance for all of our students, with their families, to be in regular attendance at their church (Hebrews 10:25). We do not feel that we are working in harmony with the home if the family is not active in church.

## **Chapel**

In order to enhance the spiritual life of the school through a group experience, students will meet for corporate worship and expression in chapel services on a regular basis. These chapel services will include the following: student-led music, a Biblical lesson or application, testimonies, and/or prayer.

Chapel Mission Statement – The purpose of chapel at WCS is to proclaim the Word of God, to pray and worship the Lord together. As God’s Word is spoken, sung, and taught we trust that the Holy Spirit will bring those who are lost to come to know Jesus personally, and we who are saved, He will “teach, rebuke, correct, and train in righteousness, so that we will be equipped for every good work.” \* Chapel will also be an opportunity for students to lead and serve, and for students to see examples of others serving the Lord in ministries and missions.

\*Based on II Timothy 3:16-17

Assemblies are also scheduled throughout the school year. Programs are selected for their educational and entertainment value. Typical selections include outside speakers, dramatic or musical presentations, class performances, and multi-media presentations. In some cases, a free-will offering may be taken to help defray costs or to support a worthy ministry or organization.

## **Closed Campus**

WCS is a closed campus. This means that no visiting students are allowed in or around the school during normal school hours of 8:00 AM to 3:00 PM. Requests for visitation during the school day are limited to prospective students upon appointment, out-of-town family members, or foreign exchange students. These are to be approved by the principal at least two days in advance.

## **Visitors and Guests**

All visitors to WCS are expected to sign in with the receptionist and receive a visitor badge to be worn while in the building. After signing in with the receptionist, visitors should receive final approval from the appropriate building office.

### **School Calendar**

The Administration shall establish an annual school calendar, which shall meet or exceed 180 days of school, including faculty in-service days.

### **Closing of School**

In the event of the closing of school due to inclement weather or other emergency, school families will be notified through School Reach. The notice will also be broadcast over several radio and television stations. We will announce which stations at the beginning of each school year.

### **Communication with Parents**

WCS believes that it is of vital importance for the home and the school to work together. In order to promote effective communication and understanding, the school has established the following avenues for information regarding school and student life:

1. Community News – the school will publish a weekly online newsletter during the school year that will communicate items of information, events, important notices, meetings, reminders, and other information to keep parents informed of opportunities and responsibilities.
2. Report Cards – the school will issue report cards four times a year at the end of each marking period. These are designed to monitor and assess student progress in their academic achievement, conduct, work habits, and attitude.
3. NetClassroom – a web-based academic program that allows parents and students to view their academic standing. Teachers will post upcoming assignments by the beginning of each week, post grades within a week of the due date, and post tests within three days of the test.
4. Parent Alert Forms – the individual teacher will send home a form to notify parents of a poor test or project score or to inform parents of continued poor performance on other assignments.
5. Parent/Teacher Conferences – person-to-person meetings with the teacher(s) to assess the present state of a student's welfare, determine a course of action, and set up monitoring procedures to insure success. **Individual conferences are arranged through the particular teacher.** If a parent requests a group conference, it should be scheduled through the middle school office.
6. Notes/Phone Calls – WCS operates on the 24/7 principle, which states that all notes and telephone communication from parents will receive a response within a 24-hour time frame. A solution, conference, and/or course of action will be established within a 7-day period.
7. Back-to-School Night – is an annual September evening for parents to come visit the school, meet with teachers, and review curriculum and calendar information for the school year.

Students and parents are asked not to telephone teachers at home concerning routine homework questions or other matters that can be handled during the school day. Each teacher has a voicemail (phone extension) and an email address at school. These are the primary methods of contact with an individual teacher.

### **Conflict Resolution**

Procedure for resolving grievances, conflicts, or problems is patterned after the Biblical model found in Matthew 18. Students and parents are asked to take their concerns to the source of the problem and the place where the problem can best be solved. If the matter cannot be settled at this level, the parent or student should take their concern to the next level of authority. The order of authority at WCS is as follows: teacher, principal, and then headmaster.

The resolution of problems is best accomplished when one is past the initial feelings of anger and hurt. All persons are asked to wait until they are in control of their feelings so as to be able to discuss the problem in a constructive manner. It is equally important that all parties involved avoid the escalation of the situation through gossip by confining their discussions to those who need to know.

## **Daily Student Life**

### **Before School**

Students may not enter the school building earlier than 7:30 AM. Students must be in the elementary gymnasium between 7:30 AM – 7:45 AM if they are inside the building. The 7:45 AM bell allows students to go to their lockers and report to homeroom.

### **Extended Care**

Extended Care is available to students whose parents/guardians are not able to pick them up at the end of the school day. There will be time scheduled for homework, activity, and snack (provided from home).

Students enrolled in Extended Care will report to the cafeteria by 3:15 PM and must remain there until dismissed by an Extended Care employee. Students are expected to sign in and remain in the supervised areas until they are picked up by a parent/guardian.

Middle School students who are coming from PE may remain in their PE uniforms. All other students must remain in their school uniform until they have been instructed to change by an Extended Care employee.

**Students whose parents have not yet arrived to pick them up by 3:15 PM must report to the cafeteria. Students may not be on the school grounds after 3:15 PM unless under the supervision of a WCS employee.**

There is an additional fee for Extended Care.

### **After School**

Students should use their lockers and then go directly to the bus, car, or after-school activity. All students not attending an athletic event or taking part in a supervised extra-curricular activity are to leave the building or report to Extended Care.

### **Lunch Program**

Middle School students will eat lunch daily in the WCS cafeteria. Each year, parents will receive information explaining the process of purchasing lunch for their students.

Students are expected to follow the rules listed below:

1. Students are to enter the cafeteria by walking quietly.
2. If a student is purchasing a lunch, he/she should move through the line in an orderly and polite manner and then sit at the assigned table.
3. If a student is not purchasing a lunch, he/she is to go directly to and sit at the assigned table.
4. Students may not "cut" in line or save places in line for other students.
5. Students are not allowed to leave the cafeteria without the permission of the duty teacher and a pass.
6. Students are responsible to make sure their area is clean. Both the table and the floor must be clean prior to dismissal. All non-disposable supplies should be returned to the cafeteria window. All recyclable material should be placed in the appropriate containers.
7. Students should not loan or borrow ID cards or PINs for purchases during lunch.
8. Students should talk quietly. Students are to be quiet when the intercom system is being used.
9. Students should use the restrooms prior to entering the cafeteria. The cafeteria restroom is for emergencies only.
10. Once the students have purchased their food, they should remain seated until they have been dismissed by the duty teacher.

In the best interest of some of our students, WCS has adopted a Peanut and Nut Reduced Risk Policy. A copy of this document is located in the back of this handbook.

### **Student Planners**

All students will be issued a student planner. Students are required to write their assignments in this planner each day. **This planner is also used as a passbook and is the primary tool to verify permission to be out of a study hall or class.** Students are to write their names at the top of each pass page. Students are not to share their passbook with other students.

### **Hall Passes**

Students are required to have a pass from a teacher to leave a classroom for any reason. If students are detained between classes by a teacher, they are to ask that teacher for a pass before arriving late to the next class.

### **Gum Chewing**

Gum chewing and/or eating candy is not permitted anywhere in the building. Students that chew gum will be given an infraction. Repeated offenses will quickly escalate to more severe consequences.

### **Public Displays of Affection**

Students are to refrain from public displays of affection on campus.

### **Lost and Found**

Articles that are misplaced or forgotten will be stored in a Lost & Found cabinet located in the Middle School office. Items of value (purses, calculators, etc.) that are found will be kept in the school office with the administrative assistant. Students may come to the office before or after school to claim lost articles. Unclaimed items will be donated to charity after each marking period.

### **Personal Electronics and Cell Phones**

Students are not to bring electronics (iPods, hand-held games, video recorders, etc.) to school. If a student is found to have brought an electronic device to school, it will be taken and turned in to the office for the remainder of the day, and an infraction will be issued. For all subsequent offenses, the device will be returned to a parent who must come to the office to claim it, and infractions will be issued.

If a cell phone is brought to school, it must remain turned off and in the student's locker for the entire school day (7:45 AM – 2:50 PM.) See consequences listed above for any disregard of this policy. Locks will be provided for students to lock all valuables in their lockers.

If a student has an emergency and needs to use a phone, he/she must get a pass to come to the office. The office staff will either allow him/her to use the office phone or give permission to use his/her cell phone. Permission will only be granted at lunch, during study halls, and after school.

The school will not be held responsible for the loss or theft of any electronic devices.

If parents need to get a message to a student, the parent must contact the middle school office by 11:00 AM. All messages will be given to students during lunch. This is for emergency messages only (changes in transportation or unscheduled doctor appointments.)

### **Substitute Teachers**

When teachers are absent due to illness, personal days, or professional days, a substitute teacher will cover the teacher's responsibilities. Students are to be especially cooperative and helpful for the substitute using the normal seating arrangements and assisting the teacher in every possible way.

### **Study Hall**

Study hall periods may be provided as an academic aid to students. To accomplish this purpose, study hall periods will be governed at all times by the following rules:

1. During study halls, students must sit in their assigned seats.
2. Students are to bring all necessary books and supplies with them to the study hall. Students will not be allowed to go to their lockers for books after the period has begun.
3. Students should expect to study for the full duration of the period.
4. Students may not work together unless they have received the teacher's permission to do so. They may then do so only as long as their work together is academically profitable and not distracting to the other students.
5. Quiet and order must be maintained at all times to promote a good environment in which all can study.
6. In the event the students complete all assignments, they may pursue some other academic activity such as reading a library book or magazine. They may not cause any disturbance or waste time.

### **Fire Drills**

Fire drills will be performed periodically. All emergency exits will be clearly marked in each classroom. Individual teachers will review fire drill procedures with the students. During a fire drill, all students are expected to exit the building quietly and orderly and line up in the designated area outside. Teachers will take attendance and inform the principal of any missing students.

After all necessary procedures have taken place to ensure safety and efficiency, the signal will be sounded for all to return to class in an orderly fashion.

## **Extra-Curricular Activities**

Extra-curricular activities are those that meet only after school hours or during a student's free time. There is no grade assigned for participation. Extra-curricular activities enrich the middle school experience for students at WCS and are strongly

encouraged. Commitment to extra-curricular activities should be made after considering the impact that participation will have on the other areas of middle school life. Academics take priority over extra-curricular activities at WCS.

## **Student Government**

Students seeking a position of leadership and responsibility among the student body are encouraged to run for a position in the middle school student senate. The student senate is an advisory body that brings student concerns and recommendations to the faculty and administration. They also provide several community services and organize student activities. Representatives are elected to the student senate by their classmates. All members must attain a 2.5 grade point average and show evidence of Christian leadership. The senate meets monthly during school hours.

## **Class Functions**

Class parties and other class social activities that are sponsored by WCS will always be organized in the following manner:

1. Initial approval must be granted by the principal.
2. Plans must be coordinated with the homeroom teacher, coach, or activity's sponsor.
3. An adequate number of WCS staff members must be secured as chaperones.
4. Final approval must be granted by the principal.

## **Class Funds**

All middle school grades will maintain their funds in one account held by the Business Office. Class dues are paid annually through the Student Activity Fee for the purpose of class events and needs. See Student Activity Accounts for procedures to be followed. At the end of each school year, remaining funds will be saved for the future.

## **Student Activity Accounts**

All student activity groups will also maintain their funds in one account held by the Business Office. The Business Office will invest the combined treasuries in an interest bearing account. All disbursements must be made by check and must be pre-approved by both the appropriate faculty sponsors and principal. Fund-raising activities must be pre-approved by the principal.

The following are the responsibilities of the student officers:

1. Obtain and complete a *Student Fund Request Form* to gain approval for fund-raising activities.
2. Obtain and complete a *Student Activities Funds Form* for each deposit of funds and each requested expenditure.
3. Provide the Business Office with a receipt or vendor invoice for each requested expenditure.
4. Count and wrap all coins prior to depositing them with the Business Office.
5. Alphabetize and list all check obtained.

## **Social Functions**

As a coed institution, WCS seeks to provide many wholesome activities for student development and their social life in a Christian context. The activities planned by each individual class and the Student Senate provide opportunities for participation, companionship, and social interaction. All students are encouraged to be involved with their class planning of activities and to participate in school-wide events.

In regard to dancing, WCS will sponsor student events that incorporate dancing as part of the activity. These will be held on a limited basis and with administrative approval and direction. Separate guidelines have been established for the planning of such events.

While the school will have no jurisdiction with regard to student conduct at non-school functions, "behavior that impairs the testimony of the school... will be considered as to the severity and the impact on the school's reputation."

## **National Honor Society**

WCS has both a junior (grades 7 and 8) and a senior (grades 9 – 12) chapter of the National Honor Society. The purpose of National Honor Society is to create enthusiasm for scholarship, stimulate a desire to render service to the school and community, recognize and encourage leadership in the student body, and develop Christian standards of good character in our students. Those who accept the honor of being members of the NHS are obligated to use their God-given talents and abilities for the benefit of others. This will include mandatory public service to be performed on an annual basis. The service will consist of an approved project, with a required twelve (12) hours for high school NHS members and eight (8) hours for NJHS members.

Candidates for National Honor Society can acquire a copy of the Society by-laws and school's selection process. Consideration is given on the basis of Christian character, leadership, service, and academic achievement. In order to be considered as a candidate academically, a student must have a minimum of 3.4 GPA (unweighted). A candidate must also have been a student in good standing at WCS for at least one (1) semester prior to the start of a given school year. With membership in either society comes the obligation for students to fulfill the requirements of continued membership listed in the by-laws. Inductees become official members at an annual induction ceremony.

## **Math League**

Interested, capable students are encouraged to participate in the statewide math league sponsored by the Delaware Council of Teachers of Mathematics. WCS has middle school teams for 7<sup>th</sup> and 8<sup>th</sup> grade students. Teams visit regional schools for after-school competition on the first Monday of each month from November through March.

## **Science Olympiad**

Science Olympiad prepares students for a rigorous academic competition consisting of a series of team events. These challenging and motivational events are well balanced between the various science disciplines of biology, earth/marine science, chemistry, physics, engineering, mathematics, and technology. Each student will prepare for the competition during the year and consequently compete in the state competition. The state competition also gives the students the opportunity to participate in workshops and converse with many college professors.

## **Transportation Policies**

### **Bus Policy**

WCS has established the following bus conduct rules to facilitate a safe and orderly bus operation:

1. In approaching the bus, or bus stop, along the highway, students should walk on the left side of the road facing traffic. They should be sure that the road is free of all traffic before crossing.
2. Students are to be at their bus stops five minutes before the designated pickup time.
3. Students should never stand in the roadway while waiting for the bus.
4. Students should enter the bus in an orderly fashion, giving way to younger students when in a position to do so.
5. Students are to remain seated during their entire time on the bus. Students will not be permitted to stand while the bus is in motion.
6. Students are not permitted to put their heads or hands outside the windows. Nor are they permitted to throw anything outside the windows or to shout from the windows.
7. Students must obey the driver promptly. The driver is in full charge of the bus and has the authority of a classroom teacher.
8. Students are to conform to all school rules as listed in the Standards of Conduct of this handbook while riding the bus.
9. No student will be allowed to leave the bus at any place other than his/her regular stop without prior written permission from the parent.
10. Students should exit the bus in an orderly fashion.
11. If students need to cross the highway after exiting, they should immediately walk around the front of the bus and stop before crossing. They should make sure all traffic has come to a complete stop before crossing.

At the discretion of the principal, the following procedure will be followed for the students who violate bus rules and are reported to their principal:

*First Offense* – Warning and/or punishment (A more serious first offense may result in consequences greater than a warning.)

*Second Offense* – A stronger disciplinary measure will be taken with the possibility of suspension from the bus.

*Third Offense* – Stronger discipline with a longer suspension will be given. Consideration will be given to removing student(s) from riding the bus.

Any parent concerns regarding the discipline of students on the bus should be directed to the principal.

### **Transporting Students to Activities**

WCS accepts the responsibility to transport students to events that are scheduled immediately after school. Students will be transported by bus and/or by car. For events that do not meet immediately after school, WCS can aid in transportation but will not take the responsibility to transport students (i.e. Saturday and evening games, late practices at facilities away from our school). When WCS transports students by car, the school will use only adult drivers (teachers, staff, and parents). These drivers should have the following insurance coverage:

<i>Bodily Injury and Liability</i>	<i>\$100,000 - \$300,000</i>
<i>Property Damage</i>	<i>\$50,000</i>
<i>Personal Injury</i>	<i>\$100,000 - \$300,000</i>
<i>OR</i>	
<i>Single Liability</i>	<i>\$300,000</i>

**Such drivers must have a copy of their insurance coverage on file in the school office.**

### **Parking Lot**

Pedestrians and drivers must exercise extreme caution in the school parking lot and driveways. Drivers may not exceed 10 mph and must yield to all pedestrians and follow the instructions of those directing traffic. Drivers must follow the painted arrows indicating the flow of traffic. **Cell phones and other handheld devices should not be used while driving through the parking lot and on the driveways.**

## **School Facilities**

The Lord has blessed WCS with beautiful buildings and grounds. To keep the facilities in the best condition, students are required to remain in supervised areas of the buildings and grounds.

The office is open to students throughout the school day. Students should not go beyond the administrative assistant's desk unless given permission to do so.

Students are not to enter the teachers' room, private offices, or any storage areas without teacher permission.

In order to maintain good relations with WCS neighbors, students should not wander onto private property near the school.

### **Gymnasiums**

The gymnasiums are open and supervised at designated times. The following rules are established to assist in maintaining our gymnasiums:

- Students are required to wear sneakers (not stocking feet, turf shoes, or other cleated footwear) for activities on the gym floor.
- Students are not to climb onto or move the bleachers or center curtain.
- Food and beverages are not permitted in the gyms at any time.
- Students may not enter the equipment storage areas without teacher permission and supervision.
- Due to the potential for injury that misuse of the gymnasiums and equipment can cause, any misbehavior or inappropriate use of these facilities will result in disciplinary action.

### **Hall Bulletin Boards**

Students wishing to post an announcement or notice of any kind on a wall or bulletin board in the hallway must have the item approved and initialed by an advisor or the principal.

### **Lockers**

Homeroom teachers will assign each student a locker. All personal items are to be kept stored in the locker when not in use. Students may not use unassigned lockers. Lockers may be used before school (7:45 – 8:00 AM), between classes, at lunch, and after school (2:50 – 3:00 PM), and when given a pass from a classroom teacher.

Lockers will be cleaned at the end of each marking period. Students may bring a combination lock from home, but the combination must be on file with the homeroom teacher and the middle school office.

Pictures, stickers, and schedules may be fastened to the inside of the lockers with sticky tack or magnets. Such items must be consistent with WCS standards. In particular, references to rock groups or suggestive or inappropriate pictures are not allowed.

Lockers remain the property of the school, and the administration reserves the right to search a locker at anytime.

### **Library**

The library is open before and after school for returning and checking out books. It is open and supervised throughout the school day and may be used when classes are not meeting there. All students are required to obtain a pass from the classroom or study hall teacher in order to use the library.

Students should learn and follow proper library procedures and are responsible to return books on time. Library fines are twenty cents per day for overdue books. Charges for lost, damaged, or overdue books must be paid at the end of each marking period. A fine may be assessed to students in possession of library books or materials that have not been checked out properly.

## **Computers and Internet Use**

Students may have access to the computer room during study halls for school-related purposes unless a class is being taught in the room. Any student using the computer room must have a teacher's signature on their student planner pass or a pass from the computer teacher. Students will return to their study hall before the end of that period to verify attendance.

All students and parents are required annually to sign the Acceptable Use Policy (AUP) which outlines the procedures for proper use of the school computers and internet. **Students will not be permitted to use school technology until the AUP is signed and on file in the office.** Any misuse of school technology will result in suspension from technology use and additional discipline.

## **Restrooms**

Student restrooms are on each floor of the middle school building and may be used between classes. Each classroom has a 'Restroom Pass' that can be used to go to the restroom with teachers' prior permission from class or study hall. **The restroom pass should be hung on the hook in the restroom while in use and then replaced once the student has returned to the room.**

**No cell phones may be turned on in the restrooms or in the locker rooms.**

## **Visitors and Guests**

All visitors to WCS are expected to sign in with the receptionist and receive a name tag to be worn while in the building.

## **Elementary and High School Buildings**

Students are not to enter the elementary or high school buildings during the school day unless given permission by a teacher or a class is scheduled there. Students going to those buildings (not for a scheduled class) must sign out/in at the office after receiving permission from a teacher.

## **Wilmington Christian School Peanut and Nut Reduced Risk Policy**

To promote a safe environment for all students, staff, and members of the Wilmington Christian School community this school shall be considered a “Peanut–Aware School” and has adopted the following **Peanut and Nut Reduced Risk Policy**.

There are three components to this risk policy:

- All students with a life-threatening allergy to peanuts and nuts will be identified.
- Each student with a life-threatening allergy to peanuts or nuts will have an individualized emergency plan and prescribed emergency medication shall be in a location accessible to all staff.
- WCS will plan and implement strategies designed to promote individual avoidance of the known allergens.

### Procedures

- I. Identification of students at risk
  - A. It is the responsibility of the anaphylactic/potentially anaphylactic student’s parents to inform the school nurse of their student’s known allergies on an annual basis during the admissions/re-enrollment process. Notification shall be made in writing. The Student Physical Form or Health History Update can be used for this purpose.
  - B. Each staff member will receive written notification of the nature of the student’s allergies. This information shall be made available by each teacher to substitute teachers.
  
- II. Individualized emergency plan
  - A. Each student with a life-threatening food allergy shall have an individualized emergency plan completed by the school nurse. This plan is an adaptation of the **Food Allergy Action Plan** endorsed by the FAAN.
  - B. The **Food Allergy Action Plan** shall be updated in September by the school nurse and signed by the student’s parents.
  - C. A copy of the **Food Allergy Action Plan** shall be maintained by the classroom teacher, school nurse, principal, and in the individual student’s health record, substitute nurse folder, cafeteria and Epinephrine Auto-Injector box.
  - D. A copy of the plan will be carried by the student’s teacher on all field trips.
  
- III. Availability and Location of Emergency medication
  - A. If a physician has prescribed an Epinephrine Auto-Injector for the allergic student, the parent is required to provide a pharmacy labeled Epinephrine Auto-Injector to the school. The medication must be unexpired. It is preferred that the “twin-pack” containing two Epinephrine Auto-Injectors be provided as this allows the recommended back-up injection.

- B. The Epinephrine Auto-Injector(s) will be stored in the Nurse's Office in an unlocked container labeled for Epinephrine Auto-Injectors. The storage box will be easily visible and its location will be known by all staff.
- C. Wilmington Christian School Medication Policy permits students in the middle and high schools to carry their own Epinephrine Auto-Injectors. A Self-Administration Medication form must be completed by the parent and be signed by a physician. The completed form must be on file with the School Nurse.
- D. The school nurse will maintain a supply of stock generic Benadryl. Students that require "dye-free" Benadryl will need to supply their own. Benadryl will be kept in the designated Epinephrine Auto-Injector box.
- E. The elementary classroom teacher will carry the prescribed Epinephrine Auto-Injector and stock Benadryl on all field trips.
- F. It is recommended that each student with a prescribed Epinephrine Auto-Injector keep one in a designated location in the cafeteria.

#### IV. Peanut/ Nut Allergen Avoidance Strategies

##### A. Classroom

1. As needed there shall be a zone in each elementary classroom designated as peanut/nut free. This shall be communicated by posting a "Peanut Patrol" sign at the entrance to the room.
2. Lesson plans utilizing foods shall be reviewed for ingredients that may contain peanut/nuts and shall be modified if an allergic student will participate in the lesson.
3. Materials for art class/crafts projects shall be examined for the presence of peanuts/nuts and modified when necessary. Thorough cleansing of commonly used project areas needs to be carried out following any activities using peanut/nut products.
4. All food/candy items used as behavior reinforcements must be examined for the presence of peanut/nut ingredients. Alternatives must be provided for the allergic student and these should be stored separately from items containing peanuts/nuts.
5. Obvious peanut/nut products are not permitted to be served/used at school-wide events in which all students are expected to participate. (Ex. Elementary State Fair, Field Day)
6. The teacher may request that the parent of the allergic student approve all foods that that will be offered to said student, and may suggest the parent be involved with classroom celebrations.
7. The elementary peanut/nut allergic student shall not be assigned to any classroom with a warm blooded pet as these may have food or bedding containing peanut/nut products.
8. All students that have eaten peanut/nut products will be encouraged to cleanse their hands with hand wipes or soap and water before or upon reentering the classroom.
9. Parents are requested to leave a supply of "safe snacks" for the allergic student to be used when ingredients can not be verified.
10. There shall be no sharing of food with the peanut/nut allergic student.

11. Possible exposure to peanut/nut allergens will be given consideration when planning field trips.

B. The Cafeteria/Food Service Department

1. A peanut/nut free table shall be designated and clearly labeled in the cafeteria. This designation will apply for all school lunches as well as after-school use.
2. Dedicated or disposable cleaning supplies shall be used to clean the peanut/nut free table and chairs to avoid the possibility of cross-contamination
3. A “no sharing” rule shall apply for students with food allergies.
4. Loose peanuts (shelled or unshelled) shall not be permitted in the cafeteria due to the risk of proteins becoming airborne.
5. The food service department shall establish procedures to prevent the occurrence of cross-contamination with peanut/nut products during the preparation of meals. (This may include the dedication of an area and equipment specifically for the preparation of foods that contain peanuts/nuts.)
6. The food service staff will be familiar with all product labeling and will identify those products containing peanut/nut allergens.

C. Education/Awareness

1. All teachers will receive annual training on food allergen avoidance strategies, identification of the allergic student, utilization of individualized emergency plans, and Epinephrine Auto-Injector administration.
2. All food service personnel and custodial staff will receive annual training on food allergen avoidance strategies and identification of the allergic student.

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