



# **Walnut Grove Christian School**

## **Parent/Student Handbook**



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## STATEMENT OF FAITH

We believe that the Bible alone, in its autographs, is the verbal and only infallible, authoritative Word of God, and that it is the only fit, final rule in all matters of both faith and practice.

We believe that there is only one God, eternally existent in three persons: Father, Son and Holy Spirit. We believe in the deity of our Lord Jesus Christ, His virgin birth and His sinless life, His miracles, His vicarious atonement through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in the power and glory.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life.

We believe that He indwells believers at conversion and that neither His indwelling nor His filling the believer is evidenced by any so-called sign or gift.

We believe that for the salvation of lost or sinful men, regeneration of the Holy Spirit is absolutely essential.

We believe in the resurrection of life for true believers and that they who are lost will be raised unto the resurrection of damnation.

We believe in the resurrection of all men, both saved and lost.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

## PHILOSOPHY

Our mission is to respect each child's learning style, honor their individual strengths, and give attention to areas that need growth, including spiritually, academically, and socially. In addition, we put a strong emphasis on character, integrity, responsibility, and organization. While creating a safe environment for learning, we will be free to teach our students the love of self and the love of others, while building character in each child. We understand that our country is only as strong as our community and our community is only as strong as each individual family. Therefore, we are committed to nurturing each family that is represented.

## MISSION STATEMENT

Walnut Grove Christian School ministers to the whole child by providing academic excellence in a small Christian learning environment.

**W**e want to respect each student's learning style

**G**row their mind, body, & soul as we teach

**C**haracter & responsibility based on the Bible with

**S**trong attention to each individual as they relate to God, school, family, and community

## **METHOD**

To achieve our Mission, Walnut Grove Christian School will do the following:

- Offer a Christ-centered program of education with high academic standards.
- Teach the fundamental elements of education and bring each student to the place where he can reason intelligently, read understandingly, compute accurately, write well, and spell correctly.
- Modify academic instruction within the classroom to accommodate both the advanced learner and those with academic challenges.
- Direct, according to Christian standards, the total development of every student mentally, physically, spiritually, emotionally, and socially.
- Teach that growth in the Christian life depends upon fellowship with God through reading the Bible, prayer and service.
- Teach the student to work independently and cooperatively while gaining an appreciation for athletics, technology, foreign language, the fine arts, and other activities where they may be gifted.
- Build character, producing graduates who are committed, responsible, resourceful, respectful, who take initiative, who view every minute of life as a sacred trust from God to be pursued for His glory.

## **PERSONNEL**

The faculty is composed of dedicated, certified teachers who believe that teaching in a Christian school is their calling in life.

## **ACCREDITATION**

Walnut Grove Christian School is accredited by the South Carolina Association of Christian Schools (SCACS) and The American Association of Christian Schools (AACCS). The school has been a member of SCACS since its inception in 2000.

## **HOME AND SCHOOL SUPPORT**

In order for Walnut Grove Christian School and the family to be successful, we need to be a united front, supporting each other concerning policies and procedures. Walnut Grove Christian School implements the Love & Logic discipline philosophy developed by Faye and Kline. If the same structure, consistency, and follow through is used at home, each child will experience greater success both behaviorally and academically. The Love & Logic philosophy puts emphasis on each child being responsible with their own choices resulting in either reward or consequence while trying to minimize or negate society's glorified view of entitlement.

A home environment supporting our mission would include the following:

- Christian parents
- Attending church regularly as a family
- Reading the Bible and doing devotions daily

## ADMISSIONS

Walnut Grove Christian School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. Walnut Grove Christian School does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, financial aid programs, and athletic or other school administered programs.

Walnut Grove Christian School is not equipped to accommodate students with severe learning or physical disabilities. *A child must be 5 on or before September 1 to be admitted for Kindergarten.*

### ADMISSIONS PROCEDURES

1. Schedule an interview with administration (administrator may waive at his discretion).
2. Submit an Admissions Application accompanied with the required Application and Enrollment fee.
3. Pay fees and pay at least one month's tuition.
4. All students may be asked to take an entrance exam.
5. All new students are accepted on a nine week trial basis.
6. Walnut Grove Christian School reserves the right NOT to accept a student they feel would not be in the best interest of the school.

### ARRIVAL / PICK-UP / AFTER SCHOOL

School doors open at 7:30am.

**K- 8<sup>th</sup> grade-** School begins promptly at 8:00am and dismisses at 2:45pm.

**9<sup>th</sup>- 12<sup>th</sup> grade-** School begins promptly at 8:00am and dismisses at 3:00pm.

All students must be dropped off and picked up at the Walnut Grove Christian School Student Entrance.

### LATE PICK UP PROCEDURE

If you find you will be late picking up your student, please make arrangements for an alternate person to pick them up at the normal dismissal time. We know that there may be a time that you may experience a delay out of your control in picking up your student. For that reason, your first late pickup fee will be given grace and waived.

If you arrive to pick up your **K-8<sup>th</sup> grade student after 3:00pm** or your **9<sup>th</sup>- 12<sup>th</sup> grade student after 3:15pm**, enter the school through the Main Entrance. You may be charged a fee for late pickup.

## ATTENDANCE, ABSENCES, TARDINESS

Regular and on time class attendance is essential to academic success. It is important for both parents and students to make maximum effort to be at school each day and on time. Walnut Grove's unique four day a week schedule was designed so that appointments, vacations, and other events that interrupt the school week can be planned for Fridays when school is not in session. Walnut Grove Christian School is expected to meet or exceed state education laws with regard to attendance as well as other areas. Walnut Grove Christian School's attendance requirements are formulated to comply with state law.

### Grades K-5

Absences, excused and unexcused, totaling more than 7 days per semester or 14 days per year may result in academic or behavioral consequences. The administration will take into consideration exceptional circumstances when considering absences that exceed the maximum listed above. If a student misses more than 7 days per semester or 14 days per year, the student will be required to meet the following criteria in order to receive credit for the class.

### Grades 6-12

Absences, excused and unexcused, totaling more than 7 class periods per semester or 14 class periods per year may result in academic or behavioral consequences. The administration will take into consideration exceptional circumstances when considering absences that exceed the maximum listed above. If a student misses more than 7 class periods per semester or 14 class periods per year in any subject, the student will be required to meet the following criteria in order to receive credit for the class.

- Completion of all class requirements assigned with a passing grade
- Provide official documentation for why the student was unable to attend school
- In some cases, a student may be required to take a credit recovery class in order to gain credit for a class.

## ABSENCES

Students are required to make up all missed assignments if absent.

The only excusable reasons for school absences are:

- Student illness where attendance in school would endanger his/her health or the health of other students (more than 3 consecutive days must have a doctor's note)
- Severe illness or bereavement in the student's immediate family
- Verified medical, dental, and optical appointments
- College visits approved in advance verified with college letter. Two are permitted per year for grades 11 and 12.
- Preapproved planned absences **approved by the Headmaster two weeks in advance. (Students may not take a preapproved absence during final exams or standardized testing.)**

\*\*\* Students with a fever of 100 degrees, vomiting, or diarrhea must wait 24 hours to return to school.

### Unexcused absences are:

- A student is willfully absent from school without the knowledge of their parent or guardian.
- A student is absent without acceptable cause with the knowledge of their parent or guardian.
- Suspension from school.

**Grades K-8** – Any student leaving school before 11:45am will be considered absent for that day. Any student arriving before 11:45am will be considered present for that day.

Students are required to attend school on activity days (special events, field trips, field day, etc.) If a student is absent on an activity day, it will be counted as a missed day.

## **TARDINESS**

Students will be expected to be on time to class, chapel, and all school functions. On time class attendance is critical to a student's success in school. Therefore, we request that both parents and students work together to assure on time arrival to school and to class.

Whether coming in late or leaving early, all assignments due that day must be turned in for classes missed. Any missed tests must be made up the next day. Students are fully responsible to seek out their teachers to fulfill their responsibilities to complete missed work.

Students not in class at 8:00am will be marked tardy.

For every three days tardy in a quarter, excused or unexcused, a student must serve Friday School.

A note or phone call from a parent does not excuse a tardy.

Student drivers with excessive tardiness will be referred to the Headmaster.

## **COLLEGE VISITS**

Juniors and seniors are permitted two excused absences per year for college visits. The student will be responsible for all work missed. Proof of the college visit must be turned in to the school office to excuse the absence.

## **BIBLES**

Students are required to have a Bible at school at all times. Students are required to take their Bible and chapel notebook to all chapel services. Below are the Bible selections required by grade.

- K – 1<sup>st</sup> Grades: ZonderKidz Read With Me Bible
- 2<sup>nd</sup> – 5<sup>th</sup> Grades: The Adventure NIV Bible
- 6<sup>th</sup> – 12<sup>th</sup> Grades: Any NIV Bible

## CONDUCT

A Christian school must provide an environment conducive to the spiritual growth and development of its young people. Attendance at Walnut Grove Christian School is a privilege, not a right. All students are expected to conduct themselves in a respectful, Christ-like manner.

### CONFERENCES: PARENT / TEACHER / ADMINISTRATOR

A person who wishes to talk to a teacher or an administrator should call the office and make an appointment. Teachers are not at liberty to talk with parents immediately before school unless special arrangements have been made.

We offer an open door policy to parents and students to discuss matters in question. However, we ask that parents and students follow the Matthew 18 principle and other biblical guidelines in resolving differences and misunderstandings. If you become dissatisfied with Walnut Grove Christian School in any way, we ask that you strive to resolve that matter with the person(s) involved as privately and lovingly as possible.

### CURRICULUM AND REQUIREMENTS

Curricula for grades K–8 are available upon request. The High School graduation requirements are as follows:

English	4.00
Mathematics	4.00
(Stat./Pre-Cal.)	
Science	4.00
(Physics)	
Social Studies	4.00
(US History)	
(US Govt./Econ.)	
Computer Sci.	1.00
Foreign Lang.	2.00
PE	1.00
Fine Arts	1.00
Elective/Bible	3.00

**24 Credits are required for College  
Preparatory Graduation**



## DRESS CODE

WGCS believes that the bodies are temples of the Holy Spirit as referenced in I Corinthians 6:19-20. It is this truth that dictates our desire to have student attire that is modest and decent (I Timothy 2:9). Students are expected to dress modestly, neatly, and in good taste at all times.

At the same time, WGCS desires to afford some ability to be creative and unique in a student's style preferences as long as this can be done within the parameters of the dress code. The administration reserves the right to make determinations as to the acceptability of student dress not expressly covered in the Dress Code Guidelines.

*WGCS does not allow any clothing or jewelry that contains any anti-Christian symbols, ties to occultism, inappropriate pictures, language, suggestive slogans, sexual or vulgar innuendos, or in any way goes against the faith and statement of beliefs of the school.*

**\*\*The temperature throughout the school building may fluctuate, so please dress accordingly. NO blankets of any kind are permitted to be used to keep warm.**

### **CLOTHING**

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**\*\*ALL clothing must be properly fitted and not revealing, without holes, frays, or rips.\*\***

#### **Monday through Wednesday**

Tops –

- Any WGCS top
- Any collared polo-style or button up shirt (short or long sleeves) – MUST be buttoned up
- WGCS Hoodie

Bottoms –

- Khaki, Navy Blue, Black, or White slacks, shorts, skirts or skorts
  - Skirts and skorts – Length must not be shorter than 3” above knee cap
  - Shorts - Length must not be shorter than the longest finger tip

**NOT ALLOWED:**

Sweatpants, athletic pants/shorts, leggings, jeans, lounge wear, pajama bottoms, yoga/stretch pants

Dresses –

- Khaki, Navy Blue, Black, or White jumpers worn with collared polo-style shirt
- Collared polo-style knit dress (short or long sleeves)
- Dress length must not be shorter than 3” above knee cap
- Opaque leggings may be worn with the dresses that only reach fingertip length
- ONLY these “acceptable” style dresses are permitted Monday through Wednesday

Footwear –

- Any shoe, sandal, or boot in good condition.

NOT ALLOWED: Flip flops, sports slides, athletic sandals, shower sandals, shoes with heels higher than 2”.

## Thursday (Chapel Day)

Girls –

- Dress or blouse & skirt with length not shorter than 3” above knee cap
- Dress or skirt with length to fingertip can be worn with opaque leggings
- Sleeveless dress/blouse if strap width is wider than 2 finger widths

NOT ALLOWED:

**NEW Pants of any kind including gaucho and palazzo pants**, strapless dress or blouse, tank top, commercial t-shirt, sweatshirt, or sweat jacket

Girls’ Footwear –

- Flats, dressy sandals, Bobs/Toms, or dressy boots in good repair
- Heels must not be higher than 2”

Boys’ Tops -

- Collared button up shirt (short or long sleeves)
- Neck Tie or Bow Tie - REQUIRED
- Shirts must be tucked in

Boys’ Bottoms – Acceptable

- K-5<sup>th</sup> - Dress pants or shorts – any color
- 6-12<sup>th</sup> – Dress pants – any color
- Belts must be worn with any bottoms that have belt loops

Boys’ Footwear – Acceptable

- K-5<sup>th</sup> - Soft-soled dress shoes
- 6-12<sup>th</sup> – Hard-soled dress shoes
- Dressy Dockers/Sperry type shoes and boots in good repair

NOT ALLOWED:

Vans, athletic shoes, sweatshirt, or sweat jacket

PE or Sports Activities –

- Loose-fitting shirt, shorts/pants
- Shorts must not be shorter than longest finger tip

Miscellaneous

- Girls may wear modest one piece bathing suits or a “tank” that covers the mid-section during any school sponsored outing that involves water activities.
- Boys may wear swim suits during any school sponsored outing that involves water activities. Boys may not wear bikini brief swim suits.

**Hats, hoods, and sunglasses** are not to be worn in the school building at any time.

**Tattoos** must be covered at all times.

**Earrings - Girls** - Body piercing jewelry will only be worn in the ear. No other areas of the body should be visible with body piercing jewelry. NO gauge, spike, or other distracting earrings allowed.

**Earrings - Boys** – No earrings or body piercing jewelry may be worn.

**Outerwear** – Sweater, jacket, or WGCS jacket in good condition- **NO sweat jackets on Thursdays**

**\*\*In addition to the previously listed guidelines, any outfit that Walnut Grove Christian School deems to be inappropriate will need to be changed that day.**

### **DRESS CODE VIOLATION PROCEDURE**

Teachers will note violations of dress code standards and will provide counsel and warning as necessary to students. The first dress code violation will be given a “grace”. All other violations of the dress code may necessitate a student remaining in the office until the parents bring a change of clothing or take the student home until the dress code is met. The resulting absences are unexcused. Areas of subjectivity are left to the discretion of the teachers and Administration.

### **FREE DRESS PASS**

**\*\*ALL clothing must be properly fitted and not revealing, without holes, frays, or rips.\*\***

- **NEW – DRESS PASSES CAN ONLY BE USED ON MONDAYS**
- This pass entitles a student to wear appropriate casual attire such as: jeans, athletic pants, shorts, t-shirt, hoodies, flip-flops, etc. if desired on Mondays.
- The Free Dress Pass is earned by exhibiting good Christian character, demonstrating academic excellence, assisting at any major school event, or as designated by a teacher or administrator.
- Dress Passes expire at the end of each school year. However, if a student has accumulated Dress Passes prior to the 2018-19 school year, a student can opt to redeem those Dress Passes (or any earned in the 2018-19 school year) for prizes, snacks, or apparel during specific times during the school year.
- Students wearing Dress Pass attire must turn in their Dress Pass first thing Monday morning. Those students without a Dress Pass will be sent to the office to wait on their parent to bring normal Dress Code apparel from home.
- Lost Dress Passes cannot be replaced.
- Dress Passes are not transferable to other students.
- Dress Passes cannot be used on Fun Lunch days or Chapel days.

Spirit Week:

- If a student decides not to participate in a particular Spirit Day, then normal dress code requirements are mandatory.
- If any infraction of these policies occurs, parents will be called to bring in other clothing.

## **DISCIPLINE**

At Walnut Grove Christian School the discipline philosophy is based on Scriptural principles. When students choose to violate school or classroom rules, consequences will be administered with empathy. Methods used to encourage proper behavior would include teacher/student conferences, parent/teacher conferences, after-school detention, suspension, and probation. The practical outworking of a Biblical approach to discipline is implemented through the Love and Logic Discipline Model. Love and Logic discipline is a common sense approach that incorporates discipline skills for teachers and parents that create respect, responsibility, and good decision making in children and youth. Elementary students follow the individual teacher guidelines and procedures set up for classroom management. Should an elementary student's behavior warrant administrative intervention, the Behavior guidelines found below will be used to administer appropriate discipline. Serious offenses are handled individually by the Administration and the School Board. If, at any time, the staff and/or administration determine that a student and/or a student's parents are not in compliance with the spirit of the school, the student will be asked to withdraw from WGCS.

### **LOVE & LOGIC CORE BELIEFS**

Walnut Grove Christian School has adopted a form of interaction with students that we believe is Biblical and views each child as a unique individual image bearer of God. This approach handles discipline differently than a behavioristic program. Relationships with students and getting to the heart of a student are more valuable than simply changing a student's behavior temporarily. We believe we should lovingly allow children to grow through their mistakes by emphasizing a logical connection between choices and consequences.

Here are our Core Beliefs in dealing with student behavior:

1. We believe that every attempt should be made to maintain the dignity of both the adult and the student.
2. We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
3. We believe that students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.
4. We believe that there should be a logical connection between misbehavior and resulting consequences.

## STUDENT CODE OF CONDUCT

Each student is expected to act in a manner that reflects biblical values and to develop personal character traits that show maturity. Further, as a community of Christians, students should encourage and support others to live in a manner that pleases God. The following characteristics are representative of Scriptural standards that should be emulated.

### PERSONAL CHARACTER:

**Love for God's Word**—There is no greater source for direction and encouragement than the Bible. WGCS places God's Word in the highest regard, and every student is urged to spend personal time in it regularly. (*Josh. 1:8; Ps. 19:10; Ps. 119:97, 119:127, 119:165; Col. 3:16*)

**Respect for God, other people, and property**—God deserves reverence and respect, and our lifestyle and worship should reflect the honor we owe Him. We are also commanded to show respect to those God has given to be in authority. Further, each person should be mindful about how he treats other people and their property. (*1 Pet. 2:17, Prov. 9:10, Eccl. 12:13, Rom. 13:7, Phil. 2:3, Rom. 12:16–18, Eph. 6:5–9*)

**Kindness and consideration for others**—Christians are to actively seek opportunities to show kindness to others. Common courtesy and politeness are qualities to be developed. WGCS has historically been known as a friendly campus because its students promote these traits. Good sportsmanship is also expected in all athletic endeavors. (*Eph. 4:32, Matt. 7:12, Luke 6:31, Phil. 2:4, 1 Thess. 5:15*)

**Honesty and integrity**—It is necessary that each student deal truthfully with others and maintain a reputation for choosing to do what is right. Without these traits, it is not possible to properly interact with other people or with God. (*Ps. 25:21, Ps. 15:1–2, Prov. 12:22, 2 Cor. 8:21, Phil. 4:8, Prov. 11:3, Rom. 12:17–21, 2 Cor. 4:2, Matt. 5:37*)

**Discipline and self-control**—Christians are to exercise control over their emotions and desires so that behavior is appropriate and right. This is accomplished as the Holy Spirit is allowed to guide every decision and direct each action. (*Gal 5:16–26, Rom. 6:12–13, 1 Cor. 9:24–27*)

**Modesty and purity**—Christian men and women are expected to maintain the highest moral standards as a reflection of God's holiness and as a protection against the effects of sin. While much of today's culture has abandoned these precepts, the biblical principles for behavior and dress are essential. (*Ps. 51:9–10, 1 Tim. 2:9, 1 Cor. 6:19–20, 1 Pet. 3:3–4, Ps. 24:3–5, 1 Tim. 4:12*)

**Diligence**—The ability to work hard is important for professional life and is a characteristic that the Bible encourages. Being available and willing to work with intelligent effort is necessary to further gospel endeavors and contribute as a citizen. (*Prov. 13:4, Deut. 6:17, Prov. 22:29, Col. 3:23*)

**Responsibility**—The Bible teaches that each person must give account for his actions; taking personal responsibility for one's life is the beginning of real stewardship. Making it your duty to be reliable, so that others can depend upon you, is a mark of true maturity. (*2 Cor. 5:10, 1 Cor. 4:2–4, Gal. 6:4–5*) (*Rom. 13:8–10*)

By virtue of enrollment at Walnut Grove Christian School, each student commits to honor the Code of Conduct. In addition to personally upholding these guidelines, students should support and encourage each other to act according to biblical principles. Any student who becomes aware of a serious offense should report it to the Headmaster. A student's vehicle may be searched if there is reason to believe that school standards have been violated. If needed, the goal of corrective measures is to encourage the student to make necessary changes in behavior, limit future misconduct, and/or to protect other students.

## **BEHAVIOR GUIDELINES**

The following major violations may result in suspension, detention, probation, or a recommendation for expulsion from Walnut Grove Christian School. The penalties are severe because the types of behavior listed here are antagonistic to the basic purpose of the school, hurtful and/or harmful to others, and harmful to the school's reputation and its witness to the community.

1. Fighting or causing deliberate injury to another
2. Threatening, intimidating, or harassing students and/or school personnel
3. Possessing any weapon
4. Stealing, Lying, Cheating, Forgery, or Plagiarism
5. Willful destruction or defacement of school property
6. Insubordination, disrespect, or refusing to respect school personnel
7. Use of profanity or obscenities either verbally, physically, or electronically
8. Engaging in sexually immoral behavior – physically or electronically
9. Committing a breach of conduct outside the school which has an adverse effect on the testimony of the school
10. Use of drugs, alcohol, or tobacco at any time
11. Leaving the school campus without permission
12. Verbal, physical, or electronically bullying

The following minor violations may result in consequences deemed appropriate by the Administration:

1. Behaving in a disruptive or potentially destructive manner – including running, throwing things, or making excessive noise of any kind
2. Making a public display of affection while at school
3. Using an electronic device of any kind without permission
4. Name calling
5. Dress code violation

Walnut Grove Christian School utilizes Friday School, suspension, or expulsion as a form of consequence for behavior unbecoming of a WGCS student. Parents will be charged \$25 per Friday School session served. Friday School is scheduled from 8:00am-9:30pm on Fridays.

## **DRUG TESTING**

Administration reserves the right to require drug testing at any time. The student will be required to take the test at the site assigned by the administrator. **Any student failing a drug test may be expelled.** Any student caught drinking off campus will have a mandatory parent conference and be taken before the board.

## **CELL PHONES & ELECTRONIC DEVICES**

Cell phones, ipads, ipods, MP3 players, CD players and ALL other electronic devices are not to be used during school hours and **MUST** be turned off and turned in to the locked cabinet by the student entrance.

Smartwatches, GPS tracking watches (all brands), or any other device that has wifi, internet, Bluetooth, or telephone capability are not to be used during school hours and **MUST** be turned off and turned in to the locked cabinet by the student entrance.

*1<sup>st</sup> offense = Item is forfeited to the school until the next Thursday. Item will be returned after school to the parent and student.*

*2<sup>nd</sup> offense = Item forfeited to the school until the last day of the school year. Item will be returned after school to the parent and student on the final day of school.*

*\*If the behavior continues with the same or other device, the student may be suspended or expelled.*

## **FIELD TRIP AND SCHOOL RELATED TRAVEL/ACTIVITIES**

Students represent the school on field trips and school related travel/activities and are to be in dress code or field trip/activity attire designated by the teacher. All rules and policies of the school are in effect on field trips and school related travel/activities and are to be followed at all times. This includes travel to and from field trips, athletic events, fine arts events, etc.

**Electronic devices are NOT allowed.**

**No free dress passes** may be used on field trip days.

## SOCIAL NETWORKING SITES

- The use of social networking sites is to be ***closely*** monitored by parents. ***Any item*** on a student's social networking site, that Walnut Grove Christian School has been made aware of and deems inappropriate or detrimental to the school, is grounds for expulsion. (Examples of inappropriate items include, but are not limited to: sexually explicit pictures, songs, or literature, inappropriate language, references to drugs, alcohol, sex, or violence)

## VISITOR POLICY

The following are NOT permitted to visit Walnut Grove Christian School during regular school hours:

- Non- custodial parents
- Grandparents not approved by the custodial parent
- Any school age student that should be attending his or her own school
- No formerly expelled students from Walnut Grove Christian School

Visitor Procedure:

- Check-in at the school office upon arrival
- Wear a visible name tag
- Dress appropriately and conservatively for a Christian School

\*\*\* Official personnel of the school may ask visitors to leave at ANY time for ANY reason and at their complete discretion. \*\*\*

## FOOD SERVICES

- Bag lunches should be brought. We strongly encourage healthy eating habits.
- \*\*Please do not send treats for the entire class, except during holidays or birthdays. We would kindly ask that parents call and gain approval before bringing treats to the school.\*\*
- Parents are responsible for sending napkins and utensils. The school does not supply these items.
- Please try to limit your microwaveable items as the lines get long in waiting for use.
- **Parents are encouraged to come and eat with their child(ren).**

## FUN LUNCH

- The criteria for earning Fun Lunch: No missing homework assignments for the duration of the prior month.
- Students who earn Fun Lunch may wear Walnut Grove Christian School apparel with jeans, and flip-flops, etc. if desired.
- Parents may not send in fast food for their child who did not earn Fun Lunch.
- **Free Dress Passes CANNOT be used on a Fun Lunch day.**



## **GRADING**

Our grading scale covers all grade levels and does not fluctuate from:

- A = 100-90
- B = 89-80
- C = 79-70
- D = 69-60
- F = 59 or below

High School Grade Point Averages are calculated using the SC Uniform Grading Scale and the 4.0 scale.

## **CLASS RANK**

Students are officially ranked using the South Carolina Uniform Grading Policy during their 9<sup>th</sup> through 12<sup>th</sup> grade years. Rank includes the entire class and is reported on the school's official transcript.

## **STANDARDIZED TESTING**

Walnut Grove Christian School administers the IOWA/CogAT achievement testing to all students Kindergarten through 11<sup>th</sup> grade. 12<sup>th</sup> graders are exempt from testing. If a student is absent on testing days, excused or unexcused, there is no guarantee the student will be able to make up the testing.

## **REPORT CARDS**

Walnut Grove Christian School is on a semester style report card system. There will be eight midterm and quarter report cards during the year.

## **HOMEWORK**

**Homework** is a very important part of the learning process provided by WALNUT GROVE CHRISTIAN SCHOOL.

- It is the student's responsibility to have all homework completed daily.
- Homework will be checked daily for both accuracy and completion.
- Partially completed assignments or apparent "guessing" will not receive credit.
- 3 missing assignments in the same subject within a quarter = parent contact.
- 5 missing assignments in the same subject within a quarter = parent contact and Friday detention.
- More than 5 missing assignments = Friday detention and mandatory parent conference.
- Homework may not be completed in the morning before school. Studying or reading is acceptable.
- In the case of absence, it is the student's responsibility to get their missed assignments the day he/she returns to school.
- Please do not call the school during school hours to ask for homework. Homework information can be attained through Renweb or by emailing the specific teacher.

## Kindergarten – 8<sup>th</sup> Grade:

### Minus 5's: Accumulated within each subject & during a quarter period.

3 minus fives = parent contact

5 minus fives = Friday detention

More than 5 = Friday detention and mandatory parent conference

## MEDICATION

No prescription or over the counter medication or cough drops may be sent to school with a student. WGCS cannot accept any medication without the appropriate documentation as noted below.

### Administration of Medication

1. **Prescription Medication:** In order for a student to be given a prescription medication at school, the student's health care provider and the student's parent/guardian must complete and sign an *Authorization for Medication for Students Form* for each prescription medication to be given at school.

Prescription medication will be administered at school only when required to be given four times a day or more, or when prescribed to be given at a specific time during the school day.

The medication must be in its original container with the label on it from the pharmacy and delivered to the school by a parent.

2. **Prescription Medication for Allergies:** In the case of an allergy requiring administration of an epipen or Antihistamine, an *Allergy Action Plan Form* must be completed and signed by the physician and by the parent before medication can be administered.
3. **Over-the-Counter Medication:** In order for a student to be given nonprescription medications at school, the student's health care provider and the student's parent/guardian must complete and sign an *Authorization for Medication for Students Form* for each medication to be given at school.

The medication must be delivered to the school by a parent/guardian and must be in its original container showing directed dosage.

**Contraband:** If a student brings an IDENTIFIABLE or UNIDENTIFIABLE medication to school, the school will take the medication from the student. The parent will be notified to pick up the medicine from the office and the student will be suspended.

**School option:** The school has the option to refuse to give medications at school based on their professional judgment.

**Field trips:** On school sponsored field trips, medication supplied by the parent/guardian, in conjunction with the procedures noted above, may be administered only by the student's teacher or other personnel

designated by an administrator. The school's field trip policy must be followed and the appropriate *Field Trip Permission Form* must be filled out and signed by the parent/guardian for each field trip indicating medication needs while on the field trip.

## **INTERNATIONAL STUDENT POLICY**

Walnut Grove Christian School seeks to diversify its student body by enrolling international students from all over the world. Not only does this enhance the global perspective that is becoming increasingly important in our society, but it also directly mirrors the ethnically and culturally diverse world that our Heavenly Father has created.

Walnut Grove Christian School will partner with families or organizations that desire to help students in economically and educationally impoverished environments. The international student program is in place to attract international students in grades K-12. Opportunities exist at Walnut Grove Christian School for those international students who desire a Christ-centered education in the United States.

- Upon acceptance of any nonimmigrant student, Walnut Grove Christian School will furnish that student a Certificate of Eligibility (Form I-20 A/B for an F-1 student).
- Further, Walnut Grove Christian School will keep records containing the following specific information and documents relating to each nonimmigrant F-1 student to whom Walnut Grove Christian School issues a Form I-20 A/B while the student is attending Walnut Grove Christian School and until Walnut Grove Christian School notifies SEVP, in accordance with regulations at 8 CFR 214.3, that the student is no longer pursuing a full course of study.
- Walnut Grove Christian School will keep a record of having complied with the reporting requirements for at least one year. Walnut Grove Christian School will also keep and make available to the SEVP upon request the following information and documents for each nonimmigrant F-1 student:
  - a. The admission number from the student's Form I-20 ID copy.
  - b. Country of birth.
  - c. Country of Citizenship.
  - d. Date of birth.
  - e. Address and telephone number in the United States.
  - f. Status, i.e. full-time or part-time.
  - g. Start date and end date
  - h. Level of education pursued.
  - i. Termination date and reason, if known.
  - j. The documents which show the scholastic ability and financial status on which the student's admission to the school was based.
  - k. Information specified by the Service as necessary to identify the student and to determine the student's immigration status.

- Walnut Grove Christian School also agrees that in any advertisement, catalog, brochure, literature, or other material produced by or for this school, any statement which may appear concerning approval for admittance by nonimmigrant students must be limited to the following: “This school is authorized under Federal law to enroll nonimmigrant students.”

## **LEAVING SCHOOL**

All parents coming during class time to pick up students must report to the front desk. The parent must sign the student out. No students may be picked up between 2:15 – 2:45pm.

## **LOST AND FOUND**

The school operates a Lost and Found from which articles may be retrieved. We urge you to mark all jackets, book bags, etc., with indelible ink for clear identification. Lost and found items will be returned to owner if the owner can be identified. If not, it will be dated and hung on hooks in the teacher’s resource room. Items not claimed within 30 days will be donated to Goodwill.

## **MAKE-UP DAYS**

School cancellations and delays due to weather concerns must be made up. Walnut Grove Christian School has three inclement weather days that will not have to be made up. Any other days will have to be made up during the designated breaks. To find out about school closings, please listen to your local TV station (NBC) or visit [www.wcnc.com](http://www.wcnc.com) for school closings or delays.

## **OFFICE**

The school office will be open from 7:30am to 3:30pm each school day. Parents may come to the office to make payments, sign out students, schedule conferences or transact other business. We welcome volunteers on a scheduled basis. Due to our emphasis on responsibility, we ask that parents *do not* bring to school assignments, materials, or lunches left at home by the child. This goes against what we are trying to teach. We allow one “grace” per year, to call home, after that, it is an opportunity for the student to learn from their mistake and feel the consequences for their choices.

## **SPORTS**

We strongly encourage extracurricular activities, including sports. We offer Boys and Girls Basketball, Girls Volleyball, Golf, Tennis, Baseball, Softball and Cross-Country. As the school grows, more sports will be added. Students participating in sports may be required to take drug tests.

## **TUTORING**

Walnut Grove Christian School offers after school one on one tutoring. Walnut Grove Christian School students receive a discount for this service.

## **WITHDRAWALS**

Withdrawals from school must go through the school office. School records will be held until all accounts are paid in full. For all financial withdrawal procedures, please refer to the Walnut Grove Christian School Statement of Financial Commitment Financial and Payment Policies signed at the time of enrollment.

## **RESTROOM POLICY**

Understanding that there is a fine line between a student with a sincere need to use the restroom and a student that regularly asks to go to the restroom just to get out of class, we came up with a school wide policy. Students are allowed to use the restroom upon arriving at school up until they are dismissed from the chapel for their first class. They may go before lunch, in between classes with teacher permission, and at the end of the day. Grades K-5, teachers use discretion outside of this schedule. Students in Grades 6-12 receive one free “emergency” trip per week. More than that will result in a warning. (Teachers may use discretion in the case of a true emergency.)

## **LEGAL ACTION**

If at any time a parent takes legal action against the school, the student will automatically be expelled, due to a conflict of interest.

**WGCS Handbook Parent/Student Compliance Form**

Dear Students and Parents,

It is important that both the parent and student are familiar with the operation of Walnut Grove Christian School. Please read and review the WGCS Parent/Student Handbook with your student. After completing, please sign this form and return to the school office.

**Parent/Guardian:**

I have read, understand, and agree to comply with all policies and rules set forth in the WGCS Parent/Student Handbook.

Please initial beside each section:

\_\_\_\_\_ I read, understand, and agree to comply with the Dress Code. (Pages 9-11)

\_\_\_\_\_ I read, understand, and agree to comply with the policy on Cell Phones and Electronic Devices. (Page 15)

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student:**

I have read, understand, and agree to comply with all policies and rules set forth in the WGCS Parent/Student Handbook.

Please initial beside each section:

\_\_\_\_\_ I read, understand, and agree to comply with the Dress Code. (Pages 9-11)

\_\_\_\_\_ I read, understand, and agree to comply with the policy on Cell Phones and Electronic Devices. (Page 15)

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_