

WEATHERFORD CHRISTIAN SCHOOL



EXCELLENCE IN CHRISTIAN EDUCATION

ELEMENTARY

STUDENT AND PARENT HANDBOOK

2025-2026

Dr. Beth Riley

Head of School

Amy Butler

Elementary Principal

Table of Contents

[Welcome](#)

[GENERAL INFORMATION](#)

[Mission Statement](#)

[Statement of Faith](#)

[Vision](#)

[Marriage and Human Sexuality Policy](#)

[School Philosophy](#)

[Accreditation and Affiliations](#)

[Non-discriminatory Policy](#)

[A Christian Education](#)

[A Partnership with Parents](#)

[A Preparation for College](#)

[A Preparation for Life](#)

[The Needs of the Whole Person](#)

[Philosophy of Discipline](#)

[Biblical Principles to Guide Student Behavior](#)

[Student Expectations](#)

[Responsibilities of those Involved](#)

[Expectations](#)

[Summary of WCS' Educational Philosophy](#)

[Policies and Procedures PK-5th Grade](#)

[1.0 Attendance](#)

[2.0 Athletics](#)

[3.0 Before and After School Care](#)

[4.0 Bullying](#)

[5.0 Chapel](#)

[6.0 Class Placement](#)

[7.0 Communication](#)

[8.0 Conduct Grades](#)

[9.0 Discipline](#)

[10.0 Dress Code](#)

[11.0 Drills](#)

[12.0 Drop Off and Pick Up](#)

[13.0 Extracurricular Eligibility](#)

[14.0 Fundraising Policy](#)

[15.0 Field Trips and Transportation](#)

[16.0 Grading Policy](#)

[17.0 Homework](#)

[18.0 Lunch](#)

[19.0 Parent/Teacher Conferences](#)

[20.0 Parties](#)

[21.0 Phones](#)

[22.0 Playground Safety Rules](#)

[23.0 Respect for Others](#)

[24.0 School Closing](#)

[25.0 School Property](#)

[26.0 Student Health](#)

[27.0 Technology Network Usage](#)

[28.0 Textbooks](#)

[29.0 Visitors](#)

[30.0 Withdrawal Procedure](#)

[Addendum 1: Uniform Guidelines](#)

[Addendum 2: Acceptable Use Policy Access to Computer Network System](#)

[Addendum 3: Pre-Approval Absence Request Form](#)

[Addendum 4: Policy regarding Epinephrine Auto-Injector Use](#)

Welcome

Dear WCS Families,

Welcome to the 2025 - 2026 school year. This student/parent handbook has been updated to accurately reflect the mission, policies and procedures at Weatherford Christian School. We hope you find these clearly stated, useful, and God-honoring.

Please be aware that the input and feedback of students, staff and administration was prayerfully considered in all of our school policies. There have been some changes made, so even if you have been here for a number of years, it will help you to read the handbook carefully.

The information found in this handbook can answer many of the questions you may have with regard to procedures and expectations at the Elementary School. Please take the time to read the material and discuss it with your child as appropriate. Should you have questions, please feel free to call the school office for clarification.

When all parties have carefully read this handbook, please sign and return the signature page to the Elementary Office.

We are excited about another great year at WCS. God promises to bless His children as we love Him and act according to His plan for our lives.

Many blessings,

Amy Butler
Elementary Principal

GENERAL INFORMATION

CONTACT INFORMATION

2300 Ranger Hwy
Weatherford, TX. 76087
817-341-0000 (phone)
817-341-0005 (fax)

Info@wcslions.org (Email)
www.wcslions.org (Website)

BOARD OF TRUSTEES

Dr. Jeff Foland, Board Chairman Jeff.foland@wcslions.org

Mr. Alan Crawford alan.crawford@wcslions.org

Mr. Troy Garvin Troy.garvin@wcslions.org

Mr. Layne Fields Layne.fields@wcslions.org

Mrs. Kali Jones Kali.jones@wcslions.org

Mr. Bob Finney bob.finney@wcslions.org

Mrs. Judy Flanagin judy.flanagin@wcslions.org

ADMINISTRATION

Dr. Beth Riley Head of School

Mrs. Courtney McKeown Assistant
Head of School, Director of Missions
and Advancement

Mrs. Karen Mooney Secondary
Principal

Mrs. Amy Butler Elementary Principal

Mr. Kyle Fields Athletic Director

Mrs. Khristina Tanner Director of
Finance

Mrs. Tracy Garvin Director of
Admissions

Mrs. Jessica Pennington HR Director

SCHOOL COLORS: Navy blue and gold

SCHOOL MASCOT: Lion

Mission Statement

Weatherford Christian School exists to provide a Christ-centered educational environment where children are equipped for lives of Christian leadership and service.

Statement of Faith

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

Vision

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

Objectives

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

Marriage and Human Sexuality Policy

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

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

While we are very specific in our policy language about our convictions regarding Biblical

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

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

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

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

the moral, spiritual, and public good of binding father, mother, and child. Consequently, WCS students, faculty, administration, trustees, and staff must affirm the sexual complementarity of man and woman and resist the temptations to same-sex sexual attractions and refrain from any and all same-sex sexual acts or conduct, which are intrinsically disordered. (Genesis 1:27; Genesis 2:24; Matthew 19:4-6; Mark 10:5-9; Romans 1:26-27; 1 Corinthians 6:9-11; Ephesians 5:25-27; Revelation 19:7-9; Revelation 21:2)

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

School Philosophy

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

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

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

WCS believes that only when we have received a well-rounded education can we truly live an emotionally stable and happy life, in harmony with those around us. A well-rounded education

is more than just reading, writing and arithmetic; it includes the knowledge that we exist to serve God and reflect Him in our daily lives. In light of today's society, our children need support in three areas to mature into faithful, self-supporting and productive Christians: a healthy home environment, an active church life, and a Christ centered school. This "three stranded cord" is difficult to break and will serve our children well throughout their lives.

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

Accreditation and Affiliations

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

Non-discriminatory Policy

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

A Christian Education

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

Internalization, Integration and Inculcation:

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

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

In short, these must be people who have internalized the Word of God and have allowed the grace of God to produce a living curriculum within them that is evident to all. Integration is the blending of biblical principles and scripture with traditional

subject matter areas. It is one of the primary tools with which distinctively Christian people create a truly Christian, truly biblical, Christian school.

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

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

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

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

A Partnership with Parents

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

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

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

Responsibility

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

Consistency

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

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

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

A Preparation for College

One strength of the Christian school system in America is its diversity. Each Christian school has a peculiar mission, culture, environment, academic standard and population that sets it apart from all the others and makes it the school of choice for particular families. The phrase

“college prep” is often used as a descriptor for the academic standard of many private and/or Christian school environments. Unless “college prep” is defined in the context of a particular school’s mission, it may often be misunderstood.

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

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

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

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

A Preparation for Life

We believe that preparing children and young people to fulfill God’s call in all aspects of their lives means that we must create a balanced environment that is sensitive to the needs of the whole person.

The Needs of the Whole Person

Children and young people have spiritual needs. Therefore, WCS will work in partnership with Christian families to lead our students to a secure, saving and growing knowledge of and relationship with the Lord, Jesus Christ.

In the elementary school, emphasis is placed on evangelism – reaching children for Christ; whereas, in the middle and secondary schools, the emphasis is on discipleship of the student believer. Children and young people have intellectual needs. Therefore, WCS will work in partnership with Christian families to provide our students with developmentally appropriate instruction across the full range of intellectual abilities: knowledge, comprehension, application, analysis, synthesis and evaluation.

Children and young people have social needs. Therefore, WCS will work in partnership with Christian families to provide our students with opportunities to develop healthy relationships within the Body of Christ (fellow believers) and society at large.

Children and young people have emotional needs. Therefore, WCS will work in partnership with Christian families to foster a secure environment that creates and reinforces an awareness within our students that they are loved and respected in all circumstances by all faculty and staff.

Children and young people have physical needs. Therefore, WCS will work in partnership with Christian families to provide our students with athletic and fitness opportunities that emphasize the human body as the temple of the Holy Spirit with the implications this brings regarding health, fitness and lifestyle choices.

Children and young people have creative needs. Therefore, WCS will work in partnership with Christian families to provide our students with Fines Arts opportunities that cultivate and develop their talents, while guiding them to an understanding of God as the ultimate source of creative gifts and abilities.

Philosophy of Discipline

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

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

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

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

Biblical Principles to Guide Student Behavior

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

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

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

praiseworthy – think about such things.”

Student Expectations

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

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

Responsibilities of those Involved

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

Student Responsibility

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

Teacher Responsibility

Teachers are to show respect for students as part of God’s creation. They are to be caring

and understanding of the student's needs.

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

Administrative Responsibility

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

Parent Responsibility

The responsibility of educating a student is two-fold: part belongs to the home and part belongs to the school. The teaching of responsibility and respect begins in the home. When a student enters school, this process becomes a shared responsibility. Christian values should be reinforced both in the home and at school.

Understand that your student will typically tell you of an incident from their perspective rather than as an objective reporter would. Seek facts, not interpretations and inferences, by asking your child questions in a calm and even tone. Then, call or approach your child's teacher as soon as possible. Begin the conversation by asking what happened and listening carefully to the teacher's perspective. If your child was accurate, the situation can be dealt with appropriately.

Expectations

Parent Expectations

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

- Support the mission and vision of the school.
- Understand that teachers are dedicated professionals who often make sacrifices to follow God's calling to teach in a private Christian school.
- Be respectful to staff,

students, and other members of the school community at all times.

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

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

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

Leadership Expectations

WCS feels that the school is responsible for enabling students to become strong leaders, both spiritually and academically. WCS is dedicated to God and will put forth every effort to help

students grow to their full potential. WCS will strive to develop strong leaders by giving students opportunities throughout the year to take leadership roles in both community and school. To achieve this goal will require the participation of all students and their families. We are a team!

Problem Resolution

Parents and/or students who have a grievance against a teacher or administrator must try, by following Matthew 18, to first take up the matter with the individual involved. In cases where the issue is not resolved, the following steps should be taken in handling a concern:

Steps for parents to follow when voicing a concern:

Parents and/or students who have a grievance against a teacher or administrator must try, by following Matthew 18, to first take up the matter with the individual involved. In cases where the issue is not resolved, the following steps should be taken in handling a concern:

Steps for parents to follow when voicing a concern:

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

resolution process until a complaint is properly presented before the Board or the Appeals Review Committee.) The Committee shall render its decision in writing. The decision shall be reported to the Board at the next regularly scheduled meeting.

Exclusions

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

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

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

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

Philosophy of Uniform Dress

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

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

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

Weatherford Christian School is defined by two cultural components: education and the family/community. As Christians, our view of education acknowledges that, as fallen human beings, our children require boundaries and standards within which the learning process takes place. This stands in stark contrast to the secular view that children, if taught a process of inquiry alone, will naturally set their own moral standards (moral relativism), and, consequently, make wise choices.

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

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

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

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

Summary of WCS' Educational Philosophy

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

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

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

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

Policies and Procedures PK-5th Grade

1.0 Attendance

Attendance is very important at WCS. Students should be present and on time, each and every day, in order to get the most out of their education.

1.1 Excused Absences

- Legitimate days of illness – excessive days, or five consecutive days of illness may require a physician’s statement
- Death of a family member
- Hazardous weather conditions – students are expected to attend school when school is in session
- Medical or dental appointments
- Other unusual causes acceptable by Administration

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

1.2 Unexcused Absences

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

1.3 Reporting Absences

When a student is absent it is the parent’s responsibility to notify the school by email to the school office and homeroom teacher. If the absence is for a medical or dental appointment the student is to bring a note from the medical or dental office showing the time and date of the appointment. A parental note will excuse an absence due to illness for no more than five consecutive dates; after the fifth day, the student’s absence must be excused with a doctor’s note, without an appropriate note the absence will be considered unexcused.

1.4 Permits to Leave School Early

Parents knowing in advance that their child is to leave school early for an appointment

must inform the office and classroom teacher by phone or email the day before, but no later than the morning of the appointment. Additionally, the parent must sign them out in the elementary office. If returning to school the same day, the student and/or parent must check back in at the appropriate office for an admit slip.

1.5 Student Pick-Up

For the children's safety, a written request must be sent notifying the teacher if someone else will be picking up a child from school. A child will only be released to those named on the Renweb Account unless prior arrangements have been made. The Renweb Account must be kept up to date at all times. Students needing to leave school during school hours must sign out in the office.

1.6 Make-up work

Make-up work is required for all absences. Time allowance for turning in make-up work is the number of absent days plus one. A student that is absent (excused or unexcused) more than 10% of class time per grading period will be put on Academic Probation. School-sponsored extracurricular events are not counted as absences for team members. Any student's progress adversely affected by absence through a school year could be ineligible for promotion to the next grade. The student and parent will be notified if a potential problem exists. Should these circumstances occur, the school administrator and the child's teacher will determine placement of the student.

1.7 Tardiness

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

2.0 Athletics

WCS views athletics as an extension of a student's development. Through competition students will learn how to handle victory and defeat. Competition encourages physical growth in endurance and strength, and mental growth in character and self-worth. WCS believes that prayer and training go hand in hand – athletes must learn to not only depend on themselves

and teammates, but also on God's strength and judgment.

Athletes and their families are expected to exemplify Christian conduct and sportsmanship at all events. WCS athletes must show respect to coaches, referees, spectators, or other teams at all times. Unsportsmanlike behavior will result in appropriate disciplinary action, including temporary or permanent suspension from the team.

Students wishing to participate in a sport are required to have a physical exam at the expense of the parent. A basic physical report from the doctor must be submitted yearly for sports participants.

Uniforms issued to students are school property and must be cared for properly and returned in good condition. Athletes, cheerleaders, and sports participants will wear the school designated uniforms at all sports events. Modest dress is expected to be worn before and after games.

3.0 Before and After School Care

The school will be open and supervision provided beginning at 6:45 a.m.-7:30 a.m. for a nominal fee. After-school care (ASC) is available from 3:30 – 6:00 at a nominal fee. A request for after school care must be submitted on an ASC form. This form is used for students in after school care on a regular basis. Students needing to stay in after school care on an occasional basis should contact the office as soon as possible on that day so that adequate arrangements can be made for proper supervision. After school care does not operate when school is not in session, including early dismissal and inclement weather days. More information on the WCS/ASC program can be found at the end of the elementary handbook.

3.1 After School Care Policies and Procedures

The following Policies and Procedures are for the After School Care (ASC) program:

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

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

- **1st Offense:** a "warning" will be issued.
- **2nd Offense:** the child will be suspended from ASC the following ASC day. (If the 2nd offense occurs on a Friday or a holiday, the child will be suspended the next ASC session).
- **3rd Offense:** the child will be suspended from ASC for 5 days beginning the

session immediately following the incident. (If a 3rd offense occurs on a Friday or a holiday, the child will be suspended the next 5 days ASC is in session).

- **4th Offense:** the child will be dropped from the program.

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

If any person other than the parent or authorized persons on the child's information sheet is sent to pick up the child, then they will be asked to show a valid ID and will not be allowed without a phone call from the parent **AND** a signed note for their file. If an emergency arises and a note cannot be sent with the person then you can send it via fax at (817) 341-0005.

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

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

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

4.0 Bullying

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

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

Weatherford Christian School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, create reasonable fear or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting, shoving, pushing or punching; verbal assaults, such as teasing or name-calling; damaging

another student's property, electronic and social isolation or manipulation.

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

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

Weatherford Christian School will adopt a Student Code of Conduct to be followed by every student while on school grounds, or a school-sponsored activity, and during lunch period, whether on or off campus.

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

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students can rely on teachers and staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. Weatherford Christian School prohibits retaliatory behavior against any complainant or any participant in the complaint process.

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

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

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

5.0 Chapel

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

6.0 Class Placement

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

7.0 Communication

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

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

email address, please notify the office and notes will be sent home with the student.

8.0 Conduct Grades

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

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

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

9.0 Discipline

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

9.1 School Representation

A significant portion of the influence of WCS depends on student conduct, both on and off campus. As a result, students must be aware of their representation of WCS as long as they are enrolled. Anytime a student represents WCS in an activity, the student is asked to behave in a way that will portray honor and respect. WCS students are always expected to set a Christian example in attitude and behavior. As in Matthew 5, we are all to be the light of the world, and as stated in 2 Corinthians 6:3, we are not to be the stumbling blocks in anyone's path.

9.2 Discipline Plan

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

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

- **Responsibility**

Level 1:

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

Level 2:

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

Level 3:

1. Academic dishonesty, cheating or plagiarism (including sharing homework)
2. Deliberate deception or lying
3. Deliberate rudeness or disrespect of students, faculty, staff or other adults who may be on campus

4. The use of profane, abusive, or inappropriate language or gestures
5. Verbal and/or physical abuse of others, acts of unkindness or cruelty, including sexual harassment or activity, fighting and threats to other students or faculty, verbal or written.
6. Engaging in threats or other acts of intimidation which interferes with another student's desires to participate in the education process
7. Stealing
8. Vandalism/destruction of property
9. Any use or possession of tobacco, drugs, alcohol or weapons
10. Cutting class or other forms of truancy
11. Failure to comply to school wide computer use policies
12. Habitual non-conformity to school rules
13. Any other acts of serious misconduct that disrupts the school environment in the classroom, school and/or school functions
14. Chronic or repeated disciplinary infraction of Level 1 or Level 2 offenses

9.3 Discipline Consequences:

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

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

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

9.4 Suspensions

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

9.5 Disciplinary Probation

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

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

9.6 Expulsion

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

10.0 Dress Code

Weatherford Christian School's uniform selections and dress code are based upon the following goals and principles:

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

short, low-cut, tight, transparent, etc.) as well as overdressing (“look at me” apparel, accessories, or jewelry).

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

The dress code will be followed as listed in the Uniform Guidelines (See Addendum 1). Students not abiding by the dress code will receive written notification of the infraction which will require a parent’s signature. Upon the third repeated offense, a parent will be notified to bring the appropriate clothing to the student before admittance back into the classroom.

- Attire should be neat and modest in appearance at all times
- Jeans may be worn on Friday with a WCS spirit t-shirt, if a donation of canned food for Center of Hope has been brought to the school the day before, or a dollar donation for our Haiti sponsorship program. Jeans must have no holes, not ragged, or badly faded.
- All athletes and participants in sports will wear modest clothing.

10.1 Young Men

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

10.2 Young Women

- Hair color and any highlights must be of a natural hair color.
- Length of dress or skirt must be no shorter than 4 inches above the top of the floor when the student is in kneeling position. This includes both the front and back of the skirt.
- Modesty shorts (navy blue or black) should be worn underneath all skirts.
- All shirts and blouses are to be tucked (not rolled) into shorts,

- pants, and skirts.
- A black leather, brown leather or matching plaid belt must be worn with shorts and pants with belt loops (3rd - 12th grade).
 - Tears, rips, embellishments, and "bling" do not meet the WCS dress code.
 - Accessories should be neutral or school colors that coordinate with the uniform.
 - Bracelets should be small in number and should not be a distraction to the learning environment.
 - Visible body piercing and tattoos are not permitted.
 - Girl athletes who choose to wear "wind shorts" for after school activities must also wear "spandex" under their shorts.

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

11.0 Drills

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

12.0 Drop Off and Pick Up

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

12.1 Drop Off

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

12.2 Pick up

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

13.0 Extracurricular Eligibility

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

14.0 Fundraising Policy

There may be only one school-wide fundraiser (e.g. Candy Sales) that involves the use of students, and one Parent Teacher Partnership (PTP) fundraiser (e.g. Cookie Dough Sales) that involves the use of students, in a given school year.

Participation in extracurricular activities and special events may include additional fundraising for special purposes.

Students may **not** be asked to participate in "door-to-door" solicitations as part of any fundraiser.

In all cases, fundraisers must be pre-approved by the Head of School, and the development office.

15.0 Field Trips and Transportation

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

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

Parental participation on field trips is encouraged. However, siblings will not be permitted to

attend with sponsoring parents. All parents volunteering to drive on a scheduled field trip must submit a form with driving record, insurance information, and complete a background check. This form can be picked up in the office.

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

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

16.0 Grading Policy

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

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

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

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

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

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

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

17.0 Homework

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

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

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

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

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

As much as possible, we subscribe to Dr. James Dobson's (Focus on the Family) philosophy of 10 minutes, times a grade level, for homework each night. Homework times will vary with each student and with school projects and other activities. There will be times that workloads will be longer or shorter. **We try not to overload students with extra assignments on Sunday or Wednesday evenings as we want them all involved in Bible classes & youth groups at local churches.**

18.0 Lunch

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

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

19.0 Parent/Teacher Conferences

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

20.0 Parties

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

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

21.0 Phones

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

Students must not get in the habit of calling parents to bring things to them at school. They

need to learn to accept responsibility for bringing all items, such as homework, lunch, glasses, P.E. clothes, and notes, with them in the morning.

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

22.0 Playground Safety Rules

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

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

23.0 Respect for Others

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

24.0 School Closing

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

Facebook page.

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

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

25.0 School Property

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

Students must respect the privacy of others and never take things from the desk, locker or cubby of fellow students. If the staff or administration deems necessary, the right is reserved to search a student's desk, locker or cubby.

26.0 Student Health

26.1 Immunization Policy

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

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

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

26.2 Medication and Illness

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

Serious injuries will require local emergency care. If a parent cannot be reached, a school official will transport the child.

Please remember, **do not send a child to school if he/she has had a fever, vomited or had diarrhea within 24 hours.** If during school hours, a child vomits, has diarrhea, develops a fever of over 100 degrees, has an unknown rash or symptoms indicating a communicable disease, sustains an injury requiring a doctor or develops conditions preventing normal function, arrangements must be made to have the child picked up from school. **A child must be fever free without the use of medication 24 hours before returning to school.**

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

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

27.0 Technology Network Usage

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

Students are especially cautioned against using electronic devices to take pictures or videos of teachers, other staff or students and posting them on social media websites. Students who post such media will be subject to disciplinary action up to dismissal.

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

28.0 Textbooks

All textbooks are the property of Weatherford Christian School and should be treated with respect. Students are responsible for textbooks issued to them. If there are any damages to a textbook when it is issued, the student must make the teacher aware of this immediately. Textbooks must be covered at all times. Adhesive book covers may not be used on hardback textbooks due to the damage they inflict, and "stretchy" book covers should only be used on smaller textbooks as they can damage the bindings when forcibly stretched over large textbooks. Books should not be abused or misplaced. If a book is damaged or lost, the cost of replacing the book will be assessed to the student. All textbooks must be returned to the school at the end of the year and assessed before transcripts or grades will be released.

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

29.0 Visitors

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

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

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

30.0 Withdrawal Procedure

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

Tuition is non-refundable, except for the following circumstances:

1. The student moves a distance that would prohibit him/her from attending school.
2. The school determines that the student is unable to meet the demands of WCS by no fault of the student.
3. The student is unable to attend due to a prolonged illness, injury, or death.

If you qualify for one of the circumstances above, tuition will be refunded on a prorated basis. Registration fees and special activity fees will not be refunded. If your student is dismissed/expelled from our school, you will be responsible for the remaining account balance.

If your student is dismissed/expelled from our school, you will be responsible for the remaining account balance. Tuition is not prorated.

Tuition is considered delinquent when a family has not met their financial obligation for two months. If your tuition account is 60 days overdue your children will not be permitted to attend classes. They will be sent home and allowed to return when your tuition account is current.

In the case of extenuating circumstances, it is the responsibility of the parent to contact the school and speak with the Director of Admissions. The school is unable to extend long-term credit. Under dire circumstances, families facing a newly acquired hardship who are unable to make immediate, timely, and current payments, must inform and meet with the Director of Admissions to plan a series of payments that meet financial obligations to the school.

All financial obligations must be met NO LATER THAN June 30th of each school year. Families may not return in the fall of the new school year unless all financial accounts are cleared or the Head of School has approved a payment plan.

Tuition is not prorated. Any outstanding balance that is not collected in a timely manner may be sent to collection agencies.

Addendum 1: Elementary Uniform Guidelines



WEATHERFORD CHRISTIAN SCHOOL

2023-2024

Elementary Uniform Guidelines

Pre-Kindergarten (Tuesday and Thursday) Chapel (Optional)

- Plaid Jumper or Plaid Skirt with Light Blue Oxford Shirt (girls)
- Navy Shorts or Pants with Light Blue Oxford Shirt (boys)

Pre-Kindergarten (Monday and Wednesday)

- Navy or Khaki Shorts, Skirts, Skorts, or Pants with Navy or Red Polo Shirt or Polo Dresses (girls)
- Navy or Khaki Shorts or Pants with Navy or Red Polo Shirt (boys)

Pre-Kindergarten (Friday is Spirit Day)

- Suppose your student brings a non-perishable item as a donation to the Center of Hope OR brings a monetary donation to Gilbert Christian School in Haiti. In that case, they may wear a Weatherford Christian Spirit T-shirt and jeans (without rips or holes) or Spirit T-shirt with Navy or Khaki Shorts.
- If your student **does not** bring a donation or donated item, they **must wear the Monday/Wednesday outfit**.

- ❖ 3-day program - Optional Chapel outfit on Tuesday; Spirit Day is Thursday
- ❖ Optional Navy leggings paired with a skirt; headbands/hair bows must be uniform coordinating colors.
- ❖ Belts are required for boys (with the exception of Pre-K thru 2nd grade); Ties are optional.
- ❖ Length of dress or skirt must be no shorter than 4 inches above the top of the floor when the student is in kneeling position. This includes both the front and back of the skirt.
- ❖ Your student may only wear sneakers or tennis shoes.
- ❖ Backpacks, Lunch Boxes, and Shoes are prohibited if they are offensive in nature.
- ❖ Outerwear Options (indoors): The blue full zip that is sold through the Spirit Store, the ¼ blue zip and ¼ grey zip that is available through Flynn O'Hara. Your student may wear a WCS hoodie only on Friday.

Elementary Grades K-5 (Tuesday and Thursday) Chapel

- Plaid Jumper or Plaid Skirt with Light Blue Oxford Shirt (girls)
- Navy Shorts or Pants with Light Blue Oxford Shirt (boys)

Elementary Grades K-5 (Monday and Wednesday)

- Navy or Khaki Shorts, Skirts, Skorts, or Pants with Navy or Red Polo Shirt or Polo Dresses (girls)
- Navy or Khaki Shorts or Pants with Navy or Red Polo Shirt (boys)

Elementary Grades K-5 (Friday is Spirit Day)

- If your student brings a non-perishable item as a donation to the Center of Hope OR brings a monetary donation to Gilbert Christian School in Haiti, they may wear a Weatherford Christian Spirit T-shirt and jeans (without rips or holes) or Spirit T-shirt with Navy or Khaki Shorts.
- If your student **does not** bring a donation or donated item, they **must wear the Monday/Wednesday outfit**.

- ❖ Optional Navy leggings paired with a skirt; headbands/hair bows must be uniform coordinating colors.
- ❖ Belts are required for boys (with the exception of Pre-K thru 2nd grade); Ties are optional.
- ❖ Length of dress or skirt must be no shorter than 4 inches above the top of the floor when the student is in kneeling position. This includes both the front and back of the skirt. Your student may only wear sneakers or tennis shoes.
- ❖ Backpacks, Lunch Boxes, and Shoes are prohibited if they are offensive in nature.
- ❖ Outerwear Options (indoors): The blue full zip that is sold through the Spirit Store, the ¼ blue zip and ¼ grey zip that is available through Flynn O'Hara. Your student may wear a WCS hoodie only on Friday.

Uniforms must be purchased from Flynn O'Hara - ALL SHIRTS MUST BE TUCKED IN

Addendum 2: Acceptable Use Policy Access to Computer Network System

General Access

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

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

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

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

Privacy/Confidentiality

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

Disclaimer of Liability

Weatherford Christian School's computer network system is connected to the Internet and as such, users may have access to information ranging from different cultures, science-related issues, music, politics, and many university library catalogs. These are just some of the areas users may be able to explore through the computer network. The school will provide filtering software to help filter objectionable material on the Internet. However, it is impossible to restrict access to all information and the school is not responsible for materials acquired on the network. In addition, the school will not be responsible for ensuring the accuracy or usability of any information found on the Internet. Also, Weatherford Christian School shall not be held liable for users' inappropriate use of electronic communication or violations of copyright restrictions, users' mistakes, negligence, or costs incurred by users.

Acceptable Use

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

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

On-Line Conduct

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

All accounts can be monitored and are not to be considered private. Weatherford Christian School shall be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.

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

Vandalism

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

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

Disclaimer

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

Addendum 3: Pre-Approval Absence Request Form

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

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

Parent's Signature

Date

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

Principal's Signature

Date

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

Teacher's Signature

Date

Addendum 4: Policy regarding Epinephrine Auto-Injector Use

STORAGE AND MAINTENANCE

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

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

TRAINING

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

ADMINISTRATION

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

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

OFF CAMPUS INSTRUCTIONS

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

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

REPORTING

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

NOTICE TO CONSERVATORS

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

WCS Acknowledgment of Policies & Discipline 2025-2026

School Year

I acknowledge that Weatherford Christian School shall have complete discretion in all educational matters including, but not limited to, curriculum offerings, class and teacher assignments, and the assessment of student and teacher performance.

I acknowledge that Weatherford Christian School shall have the right to decline enrollment or re-enrollment of any student or to suspend or dismiss any student at its discretion and for any cause deemed sufficient by the school. A positive and constructive working relationship between the school and a student's parents/guardian is essential to the fulfillment of the school's educational purpose. Thus, the school reserves the right to dismiss a student or not to extend the privilege of re-enrollment to a student if the school reasonably concludes that the actions of a parent(s)/guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purpose.

I hereby agree to abide by the rules and regulations of Weatherford Christian School, and I understand that serious or repeated breaches of the school's rules and regulations by my child or me may, at the sole discretion of the school, result in the suspension or dismissal of my child.

The school may from time to time require the written acknowledgment of school rules, values and regulations by the family and student. I acknowledge that failure to sign such an acknowledgment would be considered a breach of this contract and may result in dismissal of my child from the school.

Please return this page to your campus office as soon as possible. My signature below indicates that I have received and read the WCS Student/Parent Handbook and agree to abide by the expectations enclosed.

Parent/Guardian's Signature	Date
-----------------------------	------

Student's Signature	Date
---------------------	------

Student's Signature	Date
---------------------	------