



Winona Christian School

Students and Parents Handbook

2018-2019

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Study to show thyself approved unto God, a workman that needeth not be ashamed, rightly dividing the word of truth. II Timothy 2:15

Parents/Guardians:

This form certifies that I have had the opportunity to read and understand the rules, regulations and policies as set forth by the Winona Christian School Board of Directors in the 2018-2019 student handbook.

These rules, regulations, and policies are based on the recommendations of parents, students, teachers, administrations, and board members.

Student's Name: _____ Grade: _____

Homeroom Teacher: _____

Address: _____

City: _____ Zip: _____ Telephone: _____

Please sign and return this form

Student's Signature

Parent/Guardian Signature

Date: _____

Winona Christian School

Headmaster

Jimmy Pittman

Board of Directors

Jason White, Board President

Walter Oliver, Vice President

Debbie Roberts, Secretary

Ricky Farmer

Ricky Rawles

Terry Wilson

Ron Wood

Guidance

Misty Holder

Athletic Director

Junior Graham

Administrative Assistant

Tammy Sutton

Accounts Payable

Angela Evans

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WELCOME

We at Winona Christian School would like to take this opportunity to welcome all new students to our school family. To those of you returning for another year, we welcome you back. We wish our school to be everything you need to have a wonderful, pleasant and gratifying experience.

The handbook is designed to familiarize all of the WCS students and parents with the school policies and regulations. We ask that you read and go over the handbook. It is always the possibility that some policies or rules may have inadvertently been left out. On such instances, the administration with the Board of Directors support will address these matters.

MOTTO

“TOUCHING EVERY GENERATION FOR CHRIST; PREPARING ALL STUDENTS FOR LIFE.”

MISSION STATEMENT

Winona Christian School is dedicated to providing our students with a Christian based college preparatory education, balancing spiritual, academic, athletic, fine arts, and social achievements.

PHILOSOPHY OF WINONA CHRISTIAN SCHOOL

1. Winona Christian School believes education, as a discipline, is under the kingship of Christ. Winona Christian School acknowledges their responsibility to provide education for the whole person at a level of excellence not attainable elsewhere.
2. Winona Christian School believes that a level of academic and physical training should be achieved which will properly prepare each young person for the four most important relationships into which he/she will enter, which will include:
 - A personal relationship with God through His son Jesus Christ and the Holy Spirit
 - A personal relationship with his fellow man
 - A personal relationship with God's creation
3. Winona Christian School believes that the education of a child in the biblical pattern can organize his knowledge toward a purpose, can give him/her the riches of our human culture, and can fit him/her for a useful, full life that honors God and uplifts his fellow men.

GOALS

Winona Christian will strive to do the following:

1. To employ and retain qualified and competent faculty and staff who are dedicated to teaching and service
2. To teach quality academic courses which ensure successful college and career preparation
3. To provide student services which assist individuals in goal selection, decision making, establishment of values, and development of attitudes of responsibility and cooperation
4. To sponsor services which include sports as well as those social, extra-curricular, civic and cultural activities which develop leadership, creative skills and personal growth

WINONA CHRISTIAN SCHOOL ADMISSION POLICY

The Board of Directors must approve all students who attend WCS. Before a student is admitted to WCS the following must take place:

1. Prospective student(s) must be interviewed by the administration of WCS.
2. All application papers are to be filled out.
3. The contract is to be signed with appropriate fees and/or registration paid.
4. Students entering 3-year old kindergarten must have reached their 3rd birthday on or before September 1. Students entering 4-year old kindergarten must have reached their 4th birthday on or before September 1. Students entering 5-year old kindergarten must have reached their 5th birthday on or before September 1.
5. The following information must be provided prior to admittance into WCS:
 - a) A certified birth certificate
 - b) The student's social security card
 - c) Up to date immunization records (Form 121)
 - d) The most current grades form previous school
6. Students transferring from another school shall receive a favorable background report as stated by former school officials (including behavior and proper actions).
7. All students in grades 9-12 must take an admission test administered by a school official.
8. Class size could limit enrollment, this will be determined by the administration.

9. Home school students may be accepted pending the validation of previous work and documentation of courses taken. Placement of a home-schooled student will be determined by the administration and may require testing. In order for a home-schooled student to receive a diploma from WCS their last six (6) credits must be earned from WCS.
10. All students entering grades 7-12 not enrolled at Winona Christian School the previous year, must complete and pass a drug test screening process prior to acceptance at Winona Christian School.

Upon completion of these procedures and with approval of the Board of Directors, the student(s) will be admitted to WCS.

NON-DISCRIMINATORY POLICY

Winona Christian School does not discriminate on the basis of race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational, employment or admissions policies, athletic or other school-administered programs.

TUITION

Tuition payments are to be made in accordance with the contract submitted at registration. It is our responsibility to provide an educational opportunity for your child. It is the parent's responsibility to see that all financial obligations to the school are met. We understand fully when parents meet hard times, and it is our wish that your child's education never be interrupted. With this in mind we will work diligently with the parents to insure this does not happen, however, all financial obligations must be fulfilled before the end of the school year.

WCS reserves the right to refuse to allow the student(s) to take mid-term or final exams, refuse to admit the student(s) to class, or withhold the transcript or other records of grades awarded for courses completed until all financial obligations are met.

WCS operates on a yearly budget, and thus makes financial commitments based on enrollment contract. Thus, the student(s) are admitted on a yearly basis, and the person on the contract is responsible for the financial obligations on the contract for that year. In order to be released from a contract a person must submit, in writing, a letter stating the detailed reasons for the withdrawal of their student(s). The Winona Christian Board of Directors will take up the issue at their normal meeting to determine if the individual will be released from their obligations. If this procedure is not followed and the student(s) are not released, no records will be released.

GENERAL INFORMATION

- **Accreditation** - WCS holds accreditation with the Mississippi Association of Independent Schools and the Southern Association of Colleges and Schools. The standards of these two agencies are used as guidelines for the educational programs of the school.

All administrators and faculty of the school meet the requirements as set forth in the teacher certification standards of the MAIS to hold a teaching certificate issued by the MAIS.

- **School Hours** – School hours are from 7:55a.m. to 3:00p.m. Teachers are on duty from 7:30a.m. until 3:30p.m.
- **Visitors** – All parents are welcome to visit our school at any time. However, we do ask that all visitors report to the office upon their arrival at school. We encourage parents to visit the school but we must insure that the educational flow is not interrupted. Also, for the safety of our children we must know who is on our campus at all times. Do not go directly to the classroom.
- **After School Care** – WCS provides after school care for a nominal fee. Any students that are not picked up by 3:15p.m. will be placed in after school care. After school care is for any student in grades Kindergarten through 6th grade. The hours are 3:00p.m. – 5:30p.m.
- **Arrival & Parking** – When you arrive on campus be aware of children and the flow of traffic. The speed limit is 10mph. To avoid the morning rush, arrive at school before 7:50a.m. Kindergarten students are to be dropped off at their building. 1st – 12th grade may be dropped off in the front or rear of the building. Students that drive must have a valid driver's license and park in designated parking lots. A \$15.00 parking decal must be purchased from the office for all student vehicles. Seniors will be given decals first.
- **Departure & Pick up** – The elementary school (K2-6th grade) will be dismissed at 2:55p.m. each day to help eliminate some of the congestion at 3:00p.m. All afternoon pickups will be in the middle parking lot. If a child is to be picked up by someone else other than their normal ride a note needs to be given to their teacher that morning. Due to the safety of our children, if there is an issue with custody, appropriate documentation will be required regarding custody. This is to prevent a child from being released to a non-custodial parent. No student will be released to anyone other than the custodial parent or guardian unless the school has been notified in writing by the custodial parent. Personnel on duty will escort children to vehicles, do not leave your vehicle and come to the classroom.
- **Check-Out and Check-In Procedures** – Before leaving school, students must be signed out by his/her parent or someone on the emergency card. Including parents, a total of four people may be included on each student's emergency card. (STUDENTS WILL NEVER BE ALLOWED TO LEAVE SCHOOL WITH SOMEONE WHO IS NOT ON THEIR EMERGENCY CARD!) For the student's protection, anyone who picks students up may be asked to show identification.

Upon returning to school, students must check in at the office BEFORE going to class. High school students who have 6th and/or 7th periods vacant may check out each day. Parents must come to the office to fill out the proper paperwork.

Keep the following in mind concerning checking out and returning to school:

1. When the time to check out arrives, students are to come by the office to sign out.
 2. If a child gets sick during the day, they are to report to the office and the office will contact the parents about them leaving or being picked up. A note the next day will need to accompany the student to receive an excused absence.
 3. If there is an emergency in the family, parents may contact the office and talk to the administration. Appropriate steps will be taken to insure the care of the student. Again, a note will need to be brought upon their return to school.
- **School calendar** – Can be accessed through our website or a hard copy can be obtained in the office.
 - **Star text** – If you wish to be informed of any calendar changes or updates to schedules or any messages sent from the school, sign up for our texting service by texting “stars” to 95577. Text will be for school activities and events only.
 - **Ren-Web** – Our Ren-Web program allows parents to access their student(s) grades and assignments at any time. We will no longer send progress reports and report cards via hard copy. To get signed up for this service, please contact the office.
 - **Conferences** – Communication is a key to the success of the student. We encourage parents to visit with the teachers on occasion in regard to their student. Conferences with a teacher can be made prior to school, after school or during a teacher’s planning period. We ask that if you need a conference that you call the office to get an appointment with the teacher. If you wish to speak with the business office or administration, please call and make an appointment between the hours of 7:30a.m. and 4:00p.m. Under no circumstances should a parent go directly to the classroom without securing permission from the office.
 - **Grievance Procedure** – WCS has a line of authority in which all problems and/or grievances shall be handled. First, any problems should be discussed with the parties involved. Hopefully the problem can be handled at this level. However, if the problem persists, the next step is to contact the administration. Only after these steps have been taken should a patron contact the Board of Directors. If you have a problem, it is important to remember that these people are the only ones with whom the problem should be discussed.
 - **Open House** – WCS will hold an Open House in the fall and one in the spring. The Fall Open House is a meet and greet type setting. It is not designed as a conference time. You can set a

parent/teacher conference for later if desired. The Spring Open House coincides with Early Registration.

- **Social Networking Policy** – WCS provides an array of technology resources for students. We will advance our technology resources accordingly. The following outlines appropriate use of prohibited activities when using technology resources. Every student and/or parent is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate good citizenship and ethical behavior at all times.

By enrolling and attending WCS you agree and acknowledge the following information. When you sign the front page of this handbook, you are stating that you are aware of this information.

As a WCS student, I understand that my school technology and social networking programs are owned by the school and are not private. WCS has the rights to review any information that pertains to or includes information about the school. I understand that my right to have a cell phone or other electronic devices at the school is a privilege and not a right.

Government Laws

Computers should be used in conformity with the laws of the United States and the State of Mississippi. Violations include but are not limited to the following:

1. *Criminal Acts* – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyber-stalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.
2. *Libel Laws* – Publically defaming people through the published material on the internet, email, text messaging, etc...
3. *Copyright Violations* – Copying, selling or distributing copyrighted material without the express written consent of the author or publisher users should assume that all material on The internet are protected by copyright, engaging in plagiarism using other’s words or ideas as your own, is prohibited.

Netiquette and Responsible Use

1. I understand that passwords are private. I will not allow others to use my account name or password, or try to use others.
2. I will be polite and use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by the school administrators.
3. I will use email and other means of communications (e.g. blogs, wikis, chat, instant messaging, discussion boards, cell phones, etc.) responsibly. I will not use computers, cell phones, personal digital devices or the internet to intentionally access, transmit, copy or create material that violate the school’s code of conduct such as messages that are

pornographic, threatening, rude, or send or post hate or harassing mail, make discriminatory or derogatory emails about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.

4. I understand that I am an Ambassador for the school in all my online activities. I understand that what I do on social networking websites such as MySpace, Twitter, Facebook, etc., should not reflect negatively on my fellow students, teachers or WCS. I understand that I will be held responsible for how I represent myself and my school on the internet.
5. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to sending out email, creating accounts, or posting messages or other online content in someone else's name as a joke.
6. I will use school computer resources responsibly. I will not retrieve, save or display hate-based, offensive or sexually explicit material using any of WCS computer resources.
7. I will not vandalize any computer files, programs, or settings on any computer or other technology resource.
8. Student work is not to be saved on the school's computers or other technology resources. Students are to provide their own flash drive or other saving device.
9. I understand that the internet is a source for information that is both true and false, and that the school is not responsible for inaccurate information obtained from the internet.
10. I understand that WCS administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
11. I agree to abide by all internet safety guidelines that are provided by the school and to complete all assignments related to internet safety.

Consequences for Violation of this Agreement

Students should understand and abide by the above Internet and Computer Policy. Should a violation occur, students should understand that consequences could include suspension of computer privileges, school disciplinary action including suspension or expulsion and/or referral to law enforcement. Parents also need to be aware that any social media used to portray the school or its employees or students in a bad light or negatively could be called before the administration and/or the Board of Directors.

- **Lost & Found** – Items found at school are turned in to the office. Please check with the office to claim lost books, clothes, lunch boxes, etc. Unclaimed items will be discarded two weeks after the school year ends.
- **Solicitation** – There will be no solicitation by students for personal gain. Students will be allowed to sell only items for school groups as a part of approved fund-raising activities. Anyone caught

using the school's name in the community for solicitation for personal gain will be turned over to the proper authority with the possibility of expulsion.

- **Field Trips** – We at WCS understand that field trips are an important part of the educational experience for students. All field trips will be planned and organized by the teacher with administrative approval. Parents may be asked to help chaperone the event.
- **Medication** – Any medication that must be taken while at school must be turned in to the student's teacher or to the office upon arrival at school. It must be in the original container with written instructions authorizing the type, dosage and method for its dispensing. Any student caught on campus with medication is subject to disciplinary action. No student is to give or sell medication to another student. Any student caught doing this is subject to being turned over to the appropriate authority with possible expulsion.
- **Snack & lunch** – The school offers a snack break in the mid-morning and lunch around noon. Students may bring their snack or lunch from home or they may purchase them from our cafeteria. We have a closed lunch policy. No student can leave campus to purchase food and no food can be brought in for students. All students must remain in the cafeteria. No food will be allowed in the classrooms or gym.
- **Office telephone** – All telephones in the school office are business phones. Students are not allowed to use the office phone except with approval by the office staff.
- **Copiers** – The copiers are for teachers use only. If a student needs copies made, then a teacher is to make the copies for the student. The cost per copy for students is .15 per copy.
- **Head lice** – While head lice do not transmit any human diseases; they are a considerable nuisance and require a cooperative effort on the part of parents and school officials to control. When a teacher suspects that a child has head lice or nits, the child will quietly and discretely be sent to the office for an examination in private. If lice or nits are found, the parents will be notified and asked to pick up the child and treat him/her. When a case of head lice is found in a room, a note will be sent home with every student in that room, informing parents and requesting that they check their child that evening and treat if necessary.

Children will not be allowed to return to school the following day. Upon return, the student must present proof of treatment and have no lice or nits.

- **Searches** – WCS reserves the right to conduct routine searches. The student is responsible for contents of bookbags and desks. WCS also reserves the right to inspect vehicles for contraband or items not allowed on or near a school's premises. A student's person and/or personal effects may be searched upon reasonable suspicion of a student being in possession of illegal or unauthorized materials. If a "pat down" is required, a school official of the same sex, in private, will do it with a witness of the same sex.

- **Textbook Usage & Fines** –Students will be responsible for taking care of the textbooks assigned to them. All hardback books will be assessed a fine at the end of the school year based on the condition of the book.

New Books

Wear & tear = \$2 - \$4
 Spine damage = \$5 - \$10
 Missing cover = full price of book
 Water damage = full price of book

Used Books

Wear & tear = \$1 - \$2
 Spine damage = \$5
 Missing cover = half price of book
 Water damage = half price of book

- **Attendance** – Absences are recorded by class/period. Absence is defined as the student not being present for at least 20 minutes of the class period. A student shall be allowed a maximum of 10 absences, including check-in and check-out, excused by a parent note per one school year. A doctor’s excuse must be presented if the 10 absences with parent notes have been used. Students must have a parent note for each day missed (Example: A student misses 3 consecutive days, one note will count as 3 parent notes.)

A written excuse (parent note or doctor’s) must be given to the officials on the day that the student returns to school in order for the student to receive an excused absence. A parent’s note excusing an absence should include date(s) the student was absent, the reason for the absence, the parent/legal guardian’s signature, and a phone number where the parent/legal guardian may be reached during the school day. A student with an excused absence will be allowed to make up missed work with full credit. If a student receives an unexcused absence, he/she will not be allowed to make up any work that was missed and will receive a “0” for the work that was missed, and may face further disciplinary action as deemed appropriate by the Headmaster.

Students must be at school half of the school day in order to be eligible to participate in any extra-curricular activities on that day.

School related absences will be excused.

College Days

Seniors will be permitted two excused college days during their senior year. These visits should be used during the months of September through April. Students wishing to make a college visit should submit a College Day Request Form one week prior to the scheduled visit. In order for the absence to be excused, the student must present a signed college visitation form upon his return to school (visitation forms are generally available on all college campuses). A college day absence will not count against exam exemption.

Make-up Work

It is the student's responsibility to make up work that has been missed. A student who needs to make up work after an absence must contact each of his/her teachers immediately upon returning to school to make arrangements for making up the work. If a student has received an assignment before the absence, the assignment is due the day the student returns to class.

All work missed during an absence must be made up within the time allowed by the one day plus rule. For example, if a student missed school on Wednesday, then all make up work will be due Friday, (1 day + 1 day missed).

For school-sponsored trips, assignments should be secured ahead of time and are due on the day the student returns to class.

A student who received out-of-school suspension will not be allowed to make up any daily work missed. A grade of zero will be recorded for all assigned work missed during the suspension.

Request for assignments in advance will be honored to the extent that the teacher and the Headmaster deem them appropriate. Advanced assignments will not be provided on material that has not been taught in class.

The MAIS mandates that no student shall be granted a credit whose absences exceed 20 days during a yearlong course or 10 days for a semester course. This refers to both excused and unexcused absences. The Board of Directors reserves the right to grant a waiver in case of an extended illness. (Extended illness is defined as a sickness that requires 10 consecutive school day absences.) Anyone that exceeds the limited amount of absences may ask for an appointment with the Board of Directors to discuss the waiver.

If a student wishes to participate in an extra-curricular activity, he/she must have attended a majority of the day which is four (4) academic periods. The administration reserves the right to evaluate extreme circumstances.

- **Tardiness** – Teachers and students have the right not to have instruction time interrupted by students who come to class tardy. This offense will not be tolerated. If the student is twenty (20) minutes or later for a class, the student will be considered absent from the class. Attendance and tardies can be checked on Ren-Web.

Procedure

1. Students are allowed three (3) minutes to move from one class to another.
2. A tardy bell will sound to signal the end of the class exchange. When this bell rings the teacher will close the door.

Each student may accumulate a total of three (3) tardies each nine weeks without action being taken. This does not mean three (3) tardies per class, but rather three (3) tardies total.

- On the fourth and fifth tardies, the student will receive corporal punishment. On the sixth tardy and thereafter, the student will be issued an unexcused absence.

- **Discipline** – Discipline in its true form does not mean punishment. Discipline is much deeper and should encompass several objectives:
 1. To create conditions essential to the orderly progress of school
 2. To prepare our students to cope with life as an adult
 3. To instill lessons of self-control
 4. To help develop the character of the student

Students at WCS should be able to conduct themselves in a manner that is acceptable and compatible with the rules and regulations of the school. All students are expected to carry themselves in a way whether at school, school sponsored events and in the community, that is a good reflection of Winona Christian School.

Any student who behaves in a way that is socially unacceptable, or cast a bad reflection on Winona Christian School is subject to being dismissed from school. A matter of this level will be brought before the Board of Directors for review.

- Teachers, coaches, staff and administration have the right and are expected to have full control when involved with the student body. Students are to be respectful and obedient to all school personnel at all times. Teachers will have classroom rules that are to be followed as long as they are not in contradiction with the school policy. Teachers are expected to maintain an environment within the classroom that is conducive to learning. Teachers will inform their students of the rules and regulations regarding their classroom. If the teacher is not able to maintain the appropriate environment the students that are causing the disruption will be sent to the office with a conduct slip and discipline will be overseen by the administration.

Winona Christian School will use various methods of discipline to insure that the school has the appropriate environment for education and athletic competition. The following types of disciplinary action will be used when needed:

1. *School Service / Detention* – This lower level of discipline will vary according to the offense. Times, dates and duties will be determined by the teacher or administration.
2. *Corporal Punishment* – Corporal punishment will be administered as needed by WCS.
3. *Out-of-School Suspension* – A student that is given OSS will receive an unexcused absence for each day that they are suspended. This will result in “0” for each day missed. Anyone who receives an OSS will lose their exemption status. The length of the OSS will be determined by the administration. A student that accumulates ten (10) days of OSS will be expelled from the school for the remainder of the year. Worked missed during OSS will not be made up.

4. *Expulsion* – This is the permanent (remainder of the school year) removal from the school. The Board of Directors will review each case. A student expelled from school must go before the Board of Directors before they can be reinstated the following year. This hearing will be to determine if the student will be allowed to return.

The student's disciplinary record will be kept on file in the administration office. This is not a part of the student's permanent record. However, if a student is expelled from WCS this will be included in their permanent record.

EMERGENCY PROCEDURES

Fire

1. Fire alarm - Continuous ringing of the bell with instructions over the speaker system, "CLEARING THE BUILDING"
2. When the alarm sounds, the students are to leave the room in single file under the supervision of the teacher. The student is to take nothing with them except what they have in their hands when the alarm sounds.

Tornado

1. Tornado alarm - Three short rings of the bell with instructions over the speaker system, "TORNADO POSITION".
2. When the alarm sounds, the students are to leave the room in a single file under the supervision of the teacher.
3. Students are to sit down on the floor at the assigned area with their heads down inside the knees and arms over their head. No one is to be up and moving about. Avoid looking up and toward areas with glass.
4. When the all-clear signal of multiple short rings, the students will return to class in an orderly manner.

LOCK-DOWN

1. The Administration will make an announcement over the intercom. Upon receiving this announcement, the doors will be locked.
2. Students are not to leave the room. Everyone should keep a low profile.
3. All bells should be disregarded during a period of lock-down.
4. You will be notified with further instructions as soon as possible.

FIRST AID

If a student sustains an injury, a teacher should be notified immediately. If a doctor is needed, transportation will be provided. Each and every accident must be reported to the office by the student or the teacher in charge of the student at the time of the accident. A written report of the accident must be filed. Students having to go to the doctor for treatments of any accident covered by school insurance should notify school officials.

GENERAL RULES OF BEHAVIOR

Alcohol/Drugs: The use or possession of, or being under the influence of alcohol/drugs on school grounds, school sponsored events, or any activity at another school is strictly forbidden. Any student caught in violation of this rule will automatically receive five (5) day out-of-school suspension. After the suspension, the student and parents will have to meet with the school's administration before being admitted back into school. If necessary, the Board of Directors will determine the reinstatement of the student. A second infraction of this policy will result in automatic expulsion from WCS. The administration and Board of Directors ask those parents that give parties for students refrain from providing or allowing alcohol to minors. This is a serious problem in our nation today and it is illegal.

Drug Policy: All students in grades 7-12 will be drug tested. It is intended to encourage students to attain the skills necessary to resist peer pressure and say "no" to drugs. It is also the intention of the program to encourage any student who tests positive for illegal substance abuse to get appropriate recovery assistance.

The General Purpose of the Program is to:

1. Educate about the dangers of drug use
2. Prevention of drug use at Winona Christian School
3. Identify students who may be using drugs and have an opportunity for that student to receive treatment
4. Provide evidence that the mental and physical well-being of Winona Christian School students is a matter of importance
5. Provide an incentive to avoid drug use
6. Emphasize to each student his/her responsibility as a positive role model
7. Discourage the use of drugs/alcohol at any function on or off campus where Winona Christian School students are present

Testing Procedures:

1. Parents have signed consent for the drug testing as a part of the contract.
2. All teachers, Headmaster, employees, and board member may be tested.

3. Each student in grades 7-12 may be drug tested and may be randomly tested again at any time during the school year.
4. Testing will be by urinalysis.
5. If a student tests positive a parent/guardian may request a retest at their expense, but the results will be only considered if scientifically meaningful, timely performed, and in compliance with the professional testing of laboratory's guidelines.
6. Urine samples will be collected and analyzed by a private laboratory or qualified nurse.
7. Drug screening results will be reported only to the Headmaster and Board of Directors.

Positive Test Results:

A refusal or failure to take a drug and alcohol test under the conditions of reasonable suspicion shall be considered a positive drug and alcohol test result or offense. All specimens showing a positive result will automatically be re-tested by the laboratory immediately to insure that no error has occurred. If a positive test results and is confirmed, the following steps will be taken:

1. The Headmaster will be notified.
2. The student and parents will be notified.
3. The student will serve five (5) days of OSS.
4. The student will be required to attend a drug counseling program at the parents' expense.
5. The drug counselor will determine the length and focus of the program based on the needs of the student and must be approved by the administration of WCS.
6. If a parent refuses to enroll the student or the student does not complete the counseling program, the student will be dismissed from school.
7. If a staff or board member tests positive, dismissal actions will be initiated.

Second Positive Results:

The specimen showing a positive result will be immediately re-tested for accuracy. If the positive test is confirmed:

1. The Headmaster will be notified.
2. The student and parents will be notified.
3. The student will be expelled and may re-apply the next school year.

Cheating: Cheating will not be tolerated. Students caught cheating, plagiarizing or copying an assignment will be given the grade of zero (0), and the parents will be notified.

Cell Phone and Electronic Devices: Cell phones , iPods, iPads, Mp3 players, etc., are a distraction in the classroom and a disruption to the learning process. Students may not use these devices during school hours. School hours are defined as the time a student arrives at school in the morning (including during detention) until 3:15 p.m. in the afternoon. Students caught with prohibited devices during school hours will suffer the following consequences:

1st Offense – cell phone taken, parent must pick up the device and pay \$25.00.

2nd Offense – 1 day In School Suspension (ISS), the parent must pick up the device
and pay \$25.00

Additional Offenses – 1 day ISS and parent must pick up the device and pay \$25.00

Disruptive behavior: No student will be allowed to disrupt the flow of school due to inappropriate behavior. Any student who becomes a disruption to school will be removed immediately. Parents will be notified and the student will be sent home. The length of time will be determined by the administration and will reflect the offense.

If a student has to be removed from school for disruptive behavior for a second time, a minimum five (5) day out-of-school suspension will be given and the parents and student will be brought before the Board of Directors to discuss possible expulsion.

Dress Code: All students in grades 1st through 12th are expected to dress modestly and maintain a neat appearance. Any student's appearance deemed unacceptable by the administration will be removed from class and asked to change before being allowed to return to class. The dress code for WCS applies to all school activities, unless the administration has waived a particular policy for an event. The WCS administration reserves the right to make a judgment on future modes of dress not mentioned in the handbook. The following guidelines have been set forth and will be enforced.

General:

1. No clothing or accessories will be allowed that displays or promotes suggestive, provocative themes, alcoholic inscriptions, tobacco advertisements or bars.
2. No apparel with holes, tears or that are un-hemmed will be allowed.
3. No headgear allowed indoors during school hours.
4. All clothing must be size appropriate.
5. Any student whose clothing, hairstyle or accessories that draw attention or disrupts the environment intended for school, will be asked to leave the school until it is corrected.

Girls

1. No low cut or see through clothing will be allowed. All shirts or blouses must be long enough to cover the mid-section.
2. No strapless, halter, crop, spaghetti or form fitting tops are allowed.
3. The length of skirts must be no more than two (2) inches above the knee.
4. The length of shorts should be no more than six (6) inches above the knee. This will be measured by placing knee in chair and ruler in the seat of chair.
5. When tights or legging are worn the hem of the shirt should fall mid thigh.
6. All undergarments are to be covered at all times. (This includes see through material.)
7. Only ear piercing will be allowed. No other body piercing will be allowed. There shall be no visible tattoos.

Boys

1. Hair should be well groomed, clean, and of reasonable length.
2. There is to be no facial hair.
3. No body piercing and/or visible tattoos are allowed.
4. Pants should cover all undergarments.
5. No cleats, sandals or flip flops are permitted inside the building.
6. No sleeveless shirts are to be worn.

Fighting:

1st offense Three (3) day Out of School Suspension.

2nd offense Five (5) day Out-of-School Suspension.

The Board of Directors will deal with any other offense.

Insubordination / Disrespect: A student is expected to be respectful at all times. If a person in authority at the school asks a student to do or stop doing something, they must obey immediately. Any student who becomes insubordinate or disrespectful will be dealt with by the administration of the school. The severity of the offense will determine the punishment.

Pregnancy: Any female or male student who is involved in a pregnancy during the school year will be home schooled until the baby is born. The parents will be responsible for such education, with no refunds from Winona Christian School. Students involved in a pregnancy will not be allowed to

participate in any regular or extra-curricular activities (i.e graduation, awards day, awards banquet, athletic banquet, and athletic sporting event, etc.).

Profanity: Profanity will not be allowed at Winona Christian School. Any student that uses profanity or language that is deemed inappropriate will be disciplined by the headmaster.

Public Display of Affection: PDA is not allowed at WCS. We must adhere to the concepts of modesty and humility as taught in the Bible. The administration will deal with each case as needed. This includes our campus or any school function.

Harassment: Harassment or bullying is not a behavior that we condone as Christians. We must teach our children to treat others the way that they would like to be treated. The administration takes harassment seriously and will deal with each case individually.

Sexual Harassment: It is the policy and desire for the students, employees, and visitors of Winona Christian School to have an atmosphere that is free from sexual harassment. It is important that the students, teachers, administrations, and patrons understand that sexual harassment is a serious offense and will be dealt with promptly and with severe consequences.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and any other verbal or physical conduct of a sexual nature amounting to harassment.

The procedure for reporting sexual harassment:

1. The following information must be shared with the administrator in the case of suspected sexual harassment:
 - *Name of the party making complaint
 - *Name of the offender
 - *Time and date of the offense
 - *Location of the offense
 - *A detailed description of the incident that includes statements by both parties.
 - *A list of all known witnesses
2. All complaints will be investigated thoroughly by the Headmaster or appointed board members. The investigation will be completed within a three week period.
3. Upon completion of the investigation, the Headmaster will provide a detailed summary of all information gathered. This will include the complainant's report, a list of physical evidence, and a factual summary that either supports or refutes the complainant's case.

4. Should the investigation prove that sexual harassment has occurred, the proper disciplinary actions will be taken that shall include termination of employment for involved staff members or suspension or expulsion of the student.
5. This policy in no way prohibits the complainant from the pursuing their legal rights by the state of federal law.

School Violence Act: It is a crime to bring weapons of any kind onto school property or to physically assault and injure another person or make threats to a person on campus. An administrator is required by law to make an immediate oral report followed by a written report within 24 hours to the appropriate law enforcement officials. Violators may be subject to arrest and/or expulsion from school. Absolutely no weapons are permitted on school premises at any given time.

Theft: Stealing is something that will not be tolerated at WCS. It is a serious matter that deserves the administration's utmost attention. Any student caught in the theft or "borrowing" without permission any items of the school, school staff or student body will be subject to disciplinary measure as deemed necessary by the administration. This could include expulsion from school. Any theft may be reported to the proper authority as well.

Tobacco: In the interest of the health and welfare of our students and guests, WCS is a tobacco free campus. The use or possession of any form of tobacco products is forbidden at WCS. The following guidelines will be followed in regard to tobacco products:

- 1st offense* - Corporal punishment or In-School Suspension
- 2nd offense* - One (1) day Out-of-School Suspension
- 3rd offense* - Three (3) day Out-of-School Suspension

Vandalism: Vandalism is a serious offense and will not be tolerated at WCS. The following measures will be taken against those who vandalize:

1. For any act of vandalism against school property the student involved will be made to make full restitution for damages and could result in suspension or expulsion.
2. For any act of vandalism directed toward any employee, student, patron or board member or their property, the student(s) involved will face paying full restitution, and suspension with possible expulsion, depending on the incident.

Program and Assemblies: When entering into the gymnasium for a program or assembly, students should enter quietly and remain quiet during the entire program. Students are expected to give their full attention to the speaker. Students should be respectful of the speaker at all times even if they disagree or have a different opinion. Students are to applaud courteously. No food or drinks are to be in the gymnasium unless concessions are being sold at the event.

ACADEMICS

Grading Scale:

A = 90 to 100

B = 80 to 89

C = 70 to 79

F = 69 & Below

Grading Procedures: Grades 4-6: A 9 weeks test will be given in each subject at the end of each 9 weeks and will count $\frac{1}{4}$ of average.

Grades 7-12: A 9 weeks test will be given to all students at the end of first and third nine weeks and will count for $\frac{1}{4}$ of the 9 weeks average. All students will take the 9 weeks tests. At the end of 1st semester, a comprehensive mid-term exam will be given and count for $\frac{1}{4}$ of the 1st semester average. At the end of the year, a comprehensive final exam will be given and count for $\frac{1}{4}$ of the 2nd semester average. The final average is derived by the 1st semester average and 2nd semester average. Students may be exempt from the mid-term and final exams if they meet the necessary requirements.

Exemption – For all students in grades 7-12 exemption from the semester cumulative exams, which are administered in December and May, is an earned privilege. A student will be considered for exemption if he/she has no discipline referrals and meets the following requirements regarding total days of attendance and grades.

<u>Absences each semester</u>	<u>Grades each semester</u>
1	C
2	B
3	A

All absences will be counted except those that are school related. It is the student's responsibility to gather and provide documentation of school related absences. Suspensions invalidate the privilege of exemption in all classes.

Honor Rolls: Each nine-week period our school will recognize those students who have met the criteria for the honor rolls. The criteria are as follows:

1. Headmaster's List – All A's
2. A or B Honor Roll – All A's and/or B's

Make-up Work-Students are required to make up all work missed. It is the responsibility of the student to make up all work missed. The amount of time given to make up missed work, tests, etc. will be number of days missed plus one.

Course Selection: WCS will ensure that all requirements needed for our students to reach their full potential will be offered. Some classes may be added or dropped from our curriculum according to need. We will, however, maintain high standards and small class size to give each student the optimal opportunity for success.

Course selections will be made in the spring or early summer through the guidance office. No student will be allowed to make course selections until they are registered. We will do everything in our power to see that students get the classes they want, but in some circumstances we may have to place them in a class in order to meet needs.

Students in high school will be expected to plan their course of study with the consultation of parents, guidance office and teachers.

A minimum of five (5) academic classes must be taken in any given school term.

Drop Policy: No class may be dropped after the first ten days of the class meeting. However, a class may be dropped prior to this date if replaced with another class and approved by the administration.

Promotion/Retention: 1st through 8th grade students must pass all major subjects. Students must also pass all minor subjects with the exception of one subject.

Major Subjects: Reading, Grammar/ English, Math

Minor Subjects: Spelling, Social Studies, Science, Bible, Health, etc.

In grades 9 through 12 a student is earning Carnegie units. A failed class must be repeated either in summer school, correspondence or taken again the next year. A student must have 24 credits to graduate.

Correspondence: Only two units of correspondence work will apply toward graduation. This, unlike summer school, may be new units earned or repeat of failed units. The only new unit that cannot be earned by correspondence is English. Correspondence units must be from an accredited university or college. A correspondence course must be approved by the administration prior to it being taken.

Summer School or Credit Recovery: Work that is done in summer school must not exceed four (4) credits toward graduation and no more than two (2) credits in any given summer. Any student who wishes to take summer school must adhere to the following guidelines:

1. It must be from an accredited school and must be approved prior to admittance by the administration of WCS.
2. It must be for a class that has been failed. No new course credits will be accepted.

Dual Enrollment/Dual Credit

(Eligible Juniors and Seniors Only)

Dual Enrollment students are simultaneously enrolled in Winona Christian School and Holmes Community College. These students receive high school credit and college credit for the same course. In addition to Winona Christian School tuition, the students pay tuition to Holmes Community College for each dual enrollment course he or she takes. Tuition for Holmes Community College is per college hour. In addition each student must also purchase the required Holmes Community College textbooks. Those students will receive one high school credit for each semester course. The students will receive a grade at Winona Christian School and a grade at Holmes Community College.

Holmes Community College Dual Enrollment Classes

1. Cumulative GPA must be 3.0
2. Completed 14 high school credits or be a junior
3. Must have ACT sub-score of 17 in English
4. Must have ACT sub-score of 19 in Math

*Dual enrollment courses will be counted 1.05 when figuring the cumulative average and will count as a 5.0 for an A, 4.0 for a B and 3.0 for a C.

Graduation Requirements : The minimum requirement for graduation at WCS will be 24 credits. There are two types of diplomas that can be earned at WCS as follows:

Meets or Exceeds CC Requirements

General Diploma

English	4 units
Math	4 units
Science	4 units
History	4 units
Computer	1 unit
Electives	7 units
	1 unit

Total Units

24 units

Meets or Exceeds 4 year University Requirements

University Prep Diploma

English	4 units
Math	4 units
Science	4 units
History	4 units
Computer	1 unit
Electives	4 units
Advanced Electives	2 units
Arts	

Total Units 24 units

To be classified as a Sophomore you must have a minimum of 6 credits including English I.

To be classified as a Junior you must have a minimum of 12 credits including English II.

To be classified as a Senior you must have a minimum of 18 credits.

A minimum of 40 hours of community service will be required prior to graduation in order to graduate. Service forms and hours will be kept by the guidance counselor.

Presentation of Diplomas: The Headmaster will present diplomas to graduating seniors. Any current or past board member may present diplomas to their child or grandchild.

Valedictorian

1. Must complete their 10th, 11th, and 12th grades at Winona Christian School. The student must be enrolled the first day of the 10th grade year.
2. Must either take Math beyond Algebra II or Physics, if offered.
3. Student with the highest cumulative average in all credit bearing courses.

Salutatorian

1. Must complete their 10th, 11th, and 12th grades at Winona Christian School. The student must be enrolled the first day of the 10th grade year.
2. Must take Math beyond Algebra II or Physics, if offered.
3. Student with the second highest cumulative average in all credit bearing courses.

HONORS AND EXTRACURRICULAR ACTIVITIES

Student must be currently enrolled at Winona Christian School to receive any award or participate in any event.

Academic Awards Day: The elementary, Junior High, and High School will have an awards day each spring. Students will be recognized for their academic achievement, attendance, and special recognition. We strongly encourage family and friends to attend these to support our students as we recognize their achievements.

Academic Team: WCS looks to offer an opportunity for our students that excel in certain academic fields to compete against other schools in quiz based competitions. The MAIS sponsors these events throughout the year.

Beta Club: To be considered for Beta Club, a student must have a cumulative 88 average or better and above average disciplinary record. The rules of the Beta Club will be given and signed prior to the induction.

Student Council: To be considered for Student Council election a student must have a cumulative average of 88. There will be a President (Senior), Vice-President, Secretary, Treasurer and 2 Representatives per grade 7-12.

Hall of Fame: Hall of Fame will consist of 10% of the senior class but must have been at WCS for all 4 years of high school. They will be judged on leadership, service, scholarship and citizenship.

Honor graduates: Honor graduates must have a 90 or better average in all credit bearing courses.

Prom: The prom is sponsored by the Junior class for the Seniors and is held in the spring.

Who's Who: Students must have an average of 70 for the current school year up to the time of the election. They will be selected by the student body of WCS and the elections will be held in the spring. The yearbook oversees these elections.

Homecoming Queen: To be eligible for queen, senior girls must have been enrolled on the first day of the 11th grade year and completed both semesters of the previous school year at WCS, must have a cumulative average of 88 or above in all credit bearing courses and an average or better discipline record.

Homecoming Court 7th through 11th Grades: To be eligible for the court, girls must have been enrolled on the first day of the previous year and completed both semesters of the previous year at WCS, must have a cumulative average of 80 or above in all credit bearing courses and an average or better discipline record.

Mr & Miss WCS: To be eligible for Mr. & Miss WCS, students must have an overall cumulative average of 90 in all credit bearing courses and must have been enrolled on the first day of 10th grade and completed 10th, 11th and 12th grades at WCS.

Beauty Review: This pageant is broken down into six categories. The categories are:

K2-K3, K4-K5, 1-3, 4-6, 7-9, 10-12

Category winners are not be allowed to participate in the same category the following year.

ATHLETICS

Purpose: We at WCS believe athletics to be a vital part in the education and development of the student. However athletics is a privilege and with that the student must maintain a certain standard set forth by the MAIS, administration, and coaching staff.

Eligibility: To remain on the eligible status the student/athlete must maintain an overall "C" average in all of his/her academic classes. Grades will be checked every 9 weeks and the student shall be placed in one of these three categories. If they are declared eligible they are in good standing. If they are placed on probation due to not having a "C" average, they may continue to practice and play until the next

check is made. At this time they will either be cleared and eligible or declared ineligible. If a student is declared ineligible they will NOT be allowed to practice or play for a 9 week period. At the next check time if an ineligible student has a "C" average or better, they will move back to the probation level and be able to practice and play once again.

Conduct & behavior: We believe in the spirit of competition, but also strongly believe that our conduct in victory and defeat should reflect the values taught in the word of God. We should as a Christian school be above and beyond all reproach. Our parents and fans should conduct themselves in a positive manner extending courtesy and hospitality to others. We should support our students and cheer them not cheer against the opponents, players, fans, or coaches.

The officials are off limits. Anyone that acts in an inappropriate manner at an event could be asked to leave or even be banned and fined by the MAIS and school.

School work: On certain occasions an athletic event may require our students to leave school early and cause the student to miss an academic class. If this occurs the student is to go by that class prior to the absence and talk with the teacher to make arrangements for makeup work or to get assignments. If a student fails to do this they may receive a "0" or not be able to make up work.

Costs: There may be some costs involved in participating in various sports: food, clothes, etc. Some costs will be defrayed by fundraisers or paid by the school. We will keep the costs as low as possible for the student athlete. The coaches of the various sports will manage and determine each sport.

Physicals: Each student/athlete must have on file with the school a physical signed by a physician stating that they are physically fit to participate in athletics. These must be turned in prior to participation in practice or competition. If a student is injured, they may be required by the coaching staff to have clearance to return to play.

Insurance: WCS will offer school day insurance that gives some coverage to the athlete. This will be done at the beginning of each school year and will cover all athletes except varsity football. A special policy for varsity football will also be available. Please read the policy carefully before taking it out.

You do not have to take any of this coverage if you have your own policy for your family. A copy of your policy number will be kept by the coaches in case medical attention needs to be given to the student/athlete.

2018-2019	WINONA CHRISTIAN SCHOOL	School Calendar
Aug. 6-8.....		Staff Development
Aug. 9.....		First Day of School for Students
Sept. 3.....		Labor Day (No School)
Sept. 10.....		Grandparent's Day
Sept. 12.....		Progress Reports
Oct. 5-10.....		4 th - 12 th 9 Week Tests
Oct. 11-12.....		Fall Break
Oct. 17.....		Report Cards

Nov. 14.....	Progress Reports
Nov. 19-23.....	Thanksgiving Holidays
Dec. 17-19.....	4 th -6 th 9 Weeks Test
Dec. 18-21.....	7 th -12 th Mid Term Exams
Dec. 24-Jan 4.....	Christmas Holidays
Jan. 7.....	First Day 2 nd Semester
Jan. 9.....	Report Cards
Jan. 21.....	Federal Holiday (No School)
Feb. 6.....	Progress Reports
Feb. 18.....	President's Day (No School)
Mar. 4-7.....	4 th – 12 th 9 Weeks Test
Mar. 11-15.....	Spring Break
Mar. 20.....	Report Cards
Apr. 17.....	Progress Reports
Apr.19-22.....	Easter Holidays
Apr. 30 – May 2.....	Senior Exams
May 10.....	Graduation
May 13-15.....	4 th – 6 th Nine Weeks Test
May 14.....	Kindergarten Graduation
May 14-17.....	7 th – 11 th Final Exams
May 17.....	Last Day of School
May 20-21.....	Teacher Work Days

1st Semester Students 89 Days
2nd Semester Students 86 Days

1st Semester Teachers 92 Days
2nd Semester Teachers 88 Days

Tentative dates:
Sept. 26 See You at the Pole
Nov. 6 Spelling Bee
Nov. 9 Veteran's Day
Nov. 14 Reading Fair
Nov. 16-17 Beauty Review
Oct. 1 Shoe Box Kick-Off
Feb. 13 Science Fair
May 9 K2-6th Field Day