

# WARREN WOODS CHRISTIAN SCHOOL



## ***Student Handbook***

*Love the Lord your God with all your heart and with all your  
soul and with all your mind and with all your strength.*

*Mark 12:30*

*Beth Denhart, Administrator*

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# WWCS STUDENT HANDBOOK POLICY AGREEMENT

**Family Name:** \_\_\_\_\_

**Our family has read the Warren Woods Christian School Student Handbook and agrees to uphold the practices and policies stated within.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\*I understand that only one Parent Signature will be sufficient to validate this agreement.

My student(s) and I have specifically read and agree to the following policies:

\_\_\_\_\_ Conflict Resolution Policy (pg. 3)

\_\_\_\_\_ Dress Code Policy (pg. 4)

\_\_\_\_\_ Photo Release Policy (pg. 5)

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**As a student at Warren Woods Christian School, and in accordance to the practices and policies stated within, I understand that I am responsible and will be held accountable for my actions. I understand what will be expected of me during the school year and will conduct myself in a way pleasing to God at all times.**

\*All students attending WWCS for the current year must sign and date this agreement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



Dear Parents,

We are pleased that you have chosen Warren Woods Christian School to “Educate, Nurture and Develop Christian Leaders.” We take our ministry very seriously and believe that God has a very special plan for each child at our school.

Our year will be filled with many opportunities grounded in our strong Christian faith and school pride. Our mission at Warren Woods Christian School is to **“Develop QUALITY Christian leaders in a distinctively Christian atmosphere, while providing a solid spiritual and academic foundation”**. To us, this means that every decision that is made must support our mission statement, and every administrator, faculty member, employee and student should exemplify this in their attitudes and actions. We want to always give our best, without exception.

We, as the faculty and staff, will strive to give each child the tools needed to be successful. **We will listen to their concerns, and encourage them in their dreams. We will expect their best, and they can expect ours.** Everyday, as we enter the building, we have come to learn; not just for our own gain, but also to glorify the One who gave His all for us!

Serving Him & you,

Beth Denhart  
Administrator

***“Warriors!”***

***T*** ruth

***H*** ope

***R*** ighteousness

***I*** ntegrity

***V*** ision

***E*** ndurance

Mascot: Warrior



School Verse: Mark 12:30

***“Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.”***



# Why We Exist

## History

Warren Woods Christian School was founded in 1978 as a ministry of the Warren Woods Church of the Nazarene. Caring and concerned individuals from the church wanted a school for their children that would exalt Jesus Christ while teaching from a solid educational platform. Since that time, the Warren Woods congregation has stood behind the philosophy that Christian education must always remain Christ centered, and is essential in the development of our future generations. In 1983, the church purchased the current school building and invested over \$100,000 for renovations. Eleven years later, the church, once again, invested over one million dollars to add additional classrooms, a state of the art gymnasium, science lab and a youth center for school and church activities. Today, the church continues its support of the school through gifts and services. It is the desire of the church and school faculty and staff to see Warren Woods Christian School students develop into tomorrow's Christian Leaders.

## Purpose

The purpose of Warren Woods Christian School is to be a support system to families who desire that their children be loved, nurtured, guided and equipped, both academically and spiritually. We are committed to helping reinforce parental efforts and meet educational goals while training children. The school provides curriculum, activities and materials centered in and upon the eternal principles of God's Word and the life and revelation of His Son, Jesus Christ.

WWCS is open to families who desire their children to learn and grow in harmony with the Word of God. We believe that it is our responsibility and calling to give each student the opportunity to accept Christ as his or her personal Savior, and nurture their spiritual and academic growth throughout their schooling experience. It is our desire to raise a generation of leaders ready to compete in today's world without compromising their values and faith.

**"The world and its desires pass away, but the man who does the will of God lives forever." 1 John 2:17 (NIV)**

## Philosophy

Warren Woods Christian School is in existence to work with parents in fulfilling the responsibility to train their children to be men and women of Godly character with obedient hearts. Our goal is to equip our students in all areas of their life (spiritually, academically, socially and emotionally) and to help them follow God's will for their life no matter what direction they may be led.

**"My son, if you accept my words and store up my commands within you, turning your ear to wisdom and applying your heart to understanding, and if you look for it as for silver and search for it as hidden treasure, then you will understand the fear of the Lord and find the knowledge of God. For the Lord gives wisdom and from His mouth comes knowledge and understanding." Proverbs 2:1-6**

## Statement of Faith

In order that we may preserve our God-given heritage, the faith once delivered to the saints, we do hereby ordain, adopt, and set forth as the fundamental law or Constitution of the Church of the Nazarene, the Articles of Faith here following:

### ***We Believe***

In one God, the Creator of all things, who reveals Himself as Father, Son and Holy Spirit.

In Jesus Christ, who is both fully God and fully man, who became like us to bring about our salvation.

In the Holy Spirit, who is active in the world today, bringing us to salvation.

The Bible is the holy word of God. It gives us all we need to know about how to be saved and live a holy life.

We are all sinners by both nature and act, and need God's forgiveness and cleansing.

Jesus Christ died on the cross, and trusting in His death, we can be restored to a right relationship with God.

That God has enabled us to turn to Him from sin but that He has not forced us to do so.

In the resurrection of the dead, that the bodies of the just and the unjust will be raised to life and united with their spirits in eternal life or death.

We believe this personal choice is given to all people.

Each person must repent, turn away from their sins, and trust Christ to forgive their sins.

When we turn from sin and trust in Christ, our sins are completely forgiven, we are born again, and become part of the family of God.

In the new birth of believers, whereby, through the gracious work of God, the moral nature of the repentant believer is given a new spiritual life, capable to faith, love and obedience.

In the Church, the community of faith, those who confess Jesus Christ as Lord, the covenant people of God made new in Christ. We believe in baptism and encourage people to be baptized as Christians.

In the Lord's Supper as a means of God's grace.

God can heal. We also believe God can work through medical science.

Jesus is coming again.



## **Non-Discrimination Policy**

The Warren Woods Christian School Board has adopted the following non-discrimination policy:

“Warren Woods Christian School admits students of any race, color, or ethnic origin to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational policies, tuition assistance, educational programs and athletics/extracurricular activities. The Warren Woods Christian School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.”

## **Special Needs Policy**

Warren Woods Christian School has a passion to educate all children, including those with special needs.

Though we are not able to service every child with special needs due to limitations on our finances, expertise, & facilities, we strive to accommodate the needs of all potential students. Classroom teachers make the necessary accommodations that are needed to help every child succeed. Through our partnership with Warren Woods Public Schools, we are able to provide students with necessary resources to provide a successful learning environment. Our school includes a resource room that can be used on a case by case basis. In the Resource Room, students are provided direct instruction, intervention, testing accommodations, and classroom support depending on individual needs.

Though Warren Woods Christian School reserves the right to accept and/or deny enrollment to any child, with or without special needs, we strive to help each child reach their full potential. We would only deny enrollment if we don't believe we can make this possible for you and your family; moreover, we need to ensure that both parties involved will have great success.

## GENERAL SCHOOL OPERATION

WWCS is a special school, which requires special care. Caring for our school is everyone's responsibility, and it is the expectation of the school that everyone share in its cleanliness. Everyone has the right to come to school in a safe, well equipped, attractive environment. The church, our school board, and our parents have worked hard to provide all of us with a beautiful school. **WE ARE COMMITTED TO HELP MAINTAIN ITS BEAUTY!**

All of us at Warren Woods Christian School will be expected to care for, and from time to time, assist in maintaining, our school and church. Disposing of litter and trash appropriately helps everyone enjoy our surroundings. Defacing property, destroying property or intentionally vandalizing property will be considered severe acts of misconduct and will result in suspension or expulsion from school. Please display your Christian witness by caring for your school.

### Conflict Resolution Policy

Warren Woods Christian School asks that all parents and students abide by the Matthew 18 principle.

**"If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses." Matthew 18:15-16**

If a parent has a problem that is unresolved regarding his/her child, the parent needs to first approach the student's teacher to make resolution. If the parent and the teacher are unable to resolve the problem, a meeting with the parent, the teacher and the school administrator will be arranged. If the parent finds no resolution throughout these meetings, a meeting can be requested with the school board.

Adhering to Biblical principles, found in Ephesians 4:29-32, Warren Woods Christian School Board and Administration expects parents to refrain from gossip and negative conversation concerning students, staff and overall school matters. This includes personal conversations, texting and all forms of social media.

**"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. And do not grieve the Holy Spirit of God, with whom you were sealed for the day of redemption. Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ, God forgave you." Ephesians 4:29-32 (NIV)**

## Dress Code

*Below is a list of allowed uniform items. Please visit our website to see examples of the styles that are permitted. Any brand is allowed, as long as the style matches the French Toast example on the website. Polos should be solid colors, with no insignia's unless it is our school logo.*

**Girls –** Peter Pan Blouses- Light Blue, White  
Oxfords-Light Blue, White  
Polo Shirt- White, Light Blue, Navy, Burgundy, Hunter Green  
Skirts-Khaki, Navy or Blue/Red Plaid  
Scooter-Khaki, Navy or Blue/Red Plaid  
Shorts & Capri's (April thru October) -Khaki, Navy  
Jumper-Khaki, Navy or Blue/Red Plaid  
Pants-Khaki, Navy ***\*Stretchy, form fitting legging style pants are NOT allowed.\****  
Sweaters & Vest- Navy  
Hoodies – Only WWCS Spirit Wear Hoodies (October – April)  
Socks or Tights – Solid White, Tan, Navy, Black

**Boys -** Oxfords-Light Blue, White  
Polo Shirts-Red, White, Light Blue, Navy, Burgundy, Hunter Green  
Pants-Khaki, Navy  
Shorts (April thru October) -Khaki, Navy  
V-Neck Sweaters & Vest -Navy  
Hoodies – Only WWCS Spirit Wear Hoodies (October – April)  
Socks – Solid White, Tan, Navy. Black

**Shoes (Boys & Girls) Solid white, black, navy or brown. Non-scuffing soles only.**

***\*Any Brand name or logo on the shoe, must match the shoe color.\****

**Middle School Physical Education: Shorts and t-shirts are provided by the school**

**Hairstyles must conform to the following guidelines:**

**Neat, clean and out of eyes - vision must not be obstructed - no bangs hanging down in front of face**

**Boys can not wear ponytails - boys' hair length above the collar**

**No unnatural colored streaks or highlights**

**No extreme hairstyles (including but not limited to Mohawks, shaved in designs, etc...)**

**Decision is left to the discretion of the administration**

Dress Down Days (when administration allows it):

Jeans must be neat, clean and hole free, and worn at the waist.

T-Shirts must not display secular rock bands, alcohol or tobacco products, inappropriate pictures or wording.

## **Photo Release Policy**

On occasion Warren Woods Christian School uses photos on its website, social media and for school-related publicity. Student photos are used at times for classroom projects and classroom group shots are also popular auction items. When used on the WWCS website, social media, and for school-related publicity, children will never be identified by name without parental permission.

If a parent/guardian would choose to have their students' picture used ONLY classroom projects *or to not have their child photographed at all*, there is a form in the school office that would need to be completed and kept on file. It is the responsibility of the parent/guardian to complete the Photo Release form in the WWCS school office EACH YEAR that the student attends Warren Woods Christian School.

## **Personal Electronics**

iPads, handheld games, headphones, earbuds, cell phones, or other personal electronic devices are prohibited and must not be seen or heard between the hours of 8:00 am and 3:45 pm. All cell phones should be shut off and left in the students' locker. Before 8:00 am and after 3:45 pm cell phones are to be used for communication purposes only. Administration and faculty reserve the right to confiscate any electronic devices being used inappropriately at any time.

**Students violating this policy will be asked to place their electronic devices in the school office for parents to pick up after school. Repeated offenses will result in further consequences.**

## **Student Phone Calls/Messages**

Students are not permitted to use the phones unless there is an emergency or they have permission from the school office.

Parents are discouraged from calling the school to leave messages for students unless there is an emergency. The office staff will use their discretion in determining when messages will be given to students, as to alleviate classroom interruptions. Parents, please do not call or text your child during the school day.

## **Food Services**

Warren Woods Christian School has an in-house food service manager that prepares a fresh lunch each day, available for purchase. Microwaves and refrigeration are not available for student use.

## **Directory Information**

On occasion, WWCS receives requests for directory information concerning students. It is our policy not to release directory information to agencies or individuals for sales promotion purposes, unless school related. We consider directory information to be names and addresses only. The school will continue to use discretion in any release of directory information concerning students.

## **Homework Club (4<sup>th</sup> & 5<sup>th</sup> Grades)**

This teacher run service is provided free of charge for our students. The purpose of this club is to complete homework and to get academic help (this is not individual tutoring). No electronics are allowed. Homework Club is held on Tuesday, Wednesday and Thursday, from 3:45-4:45.

## **Strength Training (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grades)**

This teacher run service is provided free of charge for our students. The purpose of this club is to complete homework and to get academic help (this is not individual tutoring). No electronics are allowed. Strength Training is held on Monday, Tuesday, Wednesday and Thursday, from 3:45-5:00.

## **Afterschool Hours Policy**

Students who are not in any afterschool activity must be in Extended Care or picked up within 10 minutes of their dismissal time. If a student participates in any afterschool activity such as Homework Club, Strength Training, Choir, athletic programs, working on special projects with teachers, etc., they also will be required to be picked up within 10 minutes of their dismissal time.

To avoid these situations, it is strongly recommended that parents register their students for Extended Care at the beginning of each school year. Administration reserves the right to handle recurring incidents at their discretion.

## **Lost & Found**

Students are expected to keep track of their own belongings. This includes in the locker rooms. Any items found in the locker rooms, hallways or classrooms that are unclaimed within a reasonable amount of time will be disposed of. Students are encouraged to put their names on all belongings.

## **Restricted Areas**

For the safety of all, the following rooms are restricted to authorized personnel only. Mechanical areas (i.e. HVAC rooms, electrical rooms, storage and supply rooms), staff work/resource areas, workrooms are off limits to students unless supervised by a staff member.

## **Circle Drive Procedures**

Parents are permitted to wait in line in the circle drive but may not exit their vehicle during drop off or pick up times. For Safety reasons, students are only allowed to enter and exit on the passenger side of the car. Staff and volunteers will help your child exit the car in the morning and help place them in the vehicles at pick up time. Student dismissal is as follows:

Kindergarten 3:20pm

1st-5th grade 3:30pm

Middle School 3:40pm (students are dismissed to vehicles on their own)

## **School Visitors**

All visitors must stop by the school office upon entering the building to pick up a visitor badge. We ask that arrangements be made with the administrator a day or two in advance for observations. **School aged visitors are not usually permitted to attend school in the company of a student.**

## **Tuition Payments**

Flexible payment options are offered by FACTS Tuition Management Company. We reserve the right to suspend service or to hold records for accounts that have become delinquent.

## Library/Computer Lab

The roles of the Library and the Computer Lab area in school life is unique. In addition to their scheduled class times, these areas can also provide students a quiet place to read or study, access research materials, or a place to sit and write when time and their teacher allows. It is a privilege afforded to all students who choose to obey the rules posted and outlined in this handbook.

### Library Policy

1. The Library is a **QUIET ZONE!**
2. All books can be checked out for one week.
3. Students will come to the library once a week on a designated day.
4. Students in Kindergarten and 1<sup>st</sup> grade may check out one book per week. 2<sup>nd</sup> grade may check out two books per week. 3<sup>rd</sup> through 8<sup>th</sup> may check out a maximum of three books per week. ALL BOOKS must be returned before any new books can be checked out.
5. Students will return their library books to a designated basket in their classroom. Books must be returned no later than 9:00 am on the day before their designated library day. (ie: If class was on Wednesday, books would be due Tuesday.) This allows time for all books to be checked in and refiled. **IF BOOKS ARE NOT TURNED IN ON TIME, THEY WILL BE CONSIDERED LATE.**
6. A late fee of 10 cents per day per book will be charged to the student. It is the student's responsibility to return books on time/pay fines.
7. **NO BOOKS ARE ALLOWED TO BE CHECKED OUT IF FINES ARE OWED OR A BOOK IS OUT!**
8. If a book is lost, a new book (or comparable) must be brought in for replacement. Until the lost book is found or replaced, **LATE FEES WILL ACCUMULATE!** A notice is given weekly to the student if a book is late or fines are owed.

## Lockers (Middle School)

Lockers will be assigned to all middle school students (one locker per student) at the beginning of each school year. Students are not allowed to use more than one locker or change their assigned locker without approval from the office. Anything that is displayed in the locker is subject to approval from the administration. Secular rock groups, alcohol or tobacco ads, scantily dressed men or women are unacceptable. Students will be asked to remove items that the administration deems inappropriate.

All lockers need to be locked during class, before and after school. Students must supply their own locks, but the combination or an extra key will be kept in the office.

The following guidelines need to be followed by each student:

- Food or open drinks are not allowed in lockers overnight.
- Please refrain from keeping loose papers floating around in the locker.
- Students will not share lockers at any time during the year, unless space necessitates.
- Binders and lunch boxes may be stored on top of your locker.
- Stickers are not allowed on lockers.
- No defacing lockers.
- Lockers should be kept clean and neat.

**School lockers are the property of the Warren Woods Christian School. Lockers and the content of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.**

If a locker is damaged, the student using the locker must pay for replacement. Students are responsible for the care of their lockers and will be charged for damages. You will find that your locker will operate best and your belongings will be kept safe, if you follow these precautions:

1. Do not share your locker combination with anyone.
2. Do not “set” your lock so that it can be opened by dialing only the last number.
3. All locker combinations need to be turned into the front office.
4. Always be sure nothing obstructs the door or the latches in such a way that you must force the door closed.
5. Avoid hanging on the door once it is open. Do not slam the door.
6. Report any problem you have with your locker promptly to the office in writing. Please include your name, locker number and nature of the problem.
7. Possession and/or transmission of pornographic materials is prohibited, this includes items displayed or contained within a locker.
8. At any time, a faculty/staff member may require removal of pictures or sayings they deem inappropriate. When in doubt, throw it away!
9. Students are asked not to decorate the lockers with any items that would mar the finish of the locker on the inside or the outside. Magnets should be used to hang mirrors and other items. Please use only masking tape or sticky tack to hang pictures.

## Medications - Receiving & Administering Medication to Students

WWCS recommends and encourages parents to make every effort to medicate their children at times other than the regularly scheduled school day. If it is necessary for students to receive medication during the school day, **it is the student's responsibility to come to the office to receive his/her medication.** Medications will be dispensed in accordance with the following guidelines:

1. **New medications and authorization forms must be submitted at the beginning of each school year.**
2. The approved school staff will supervise the proper storage and dispensation of medications.
3. The approved medication authorization form must be signed by the prescribing physician and/or parent before any prescription medication can be administered. The parent or guardian must submit a new authorization form if any of the information originally provided changes.
4. The medication will be received at school in the container in which it was dispensed by the prescribing physician or other licensed professional. The medication and dosage listed on the label must be identical to the authorization form. Parents are responsible for keeping record of the amount of medication at school and for sending more when needed.
5. Students who self-administer (carry on their person) asthma inhalers, epi-pens, etc. Must have the medication authorization form completed by their physician and parent stating they may do this, on file in the school office.
6. No person who has been authorized by the school board or administration to administer a drug, and has a copy of the most recent authorization which was given to him/her prior to administering the drug, will be liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes gross negligence or reckless misconduct.
7. Over-the-counter medication must be turned into the school office with a medical authorization form provided by the school. No students are to have any medication on their person, in their desk, backpack or lunch box.
8. Students in **7<sup>th</sup> and 8<sup>th</sup> grades ONLY** may self-administer non-prescription/over-the-counter medication at the parent's discretion. The student's parent must send a signed and dated note with the student stating the name of the medication, dose, time and date it is to be taken. This note must be presented to the Administrator for approval and **a copy retained in the front office.** The student may only carry a one-day supply of medication on his/her person. **No such medication shall be given to another student. SCHOOL PERSONNEL WILL NOT BE RESPONSIBLE FOR ADMINISTERING OR SUPERVISING SELF-ADMINISTERED MEDICATION.**
9. ALL medication remaining in the building after the last day of school will be DISCARDED.

## Immunization reporting

Each year schools are required to report the immunization status of children enrolled in kindergarten, 7th grade and new entrants to the school district.

Prior to a child entering or attending school, parents or guardians are required to produce documentation confirming their child has received the school required immunizations, or in the alternative, their child received at least one dose of each of the required immunizations and is awaiting receipt of subsequent doses to be administered at appropriate intervals.

A required vaccine may be waived or delayed if: 1) A valid medical contraindication exists precluding the child from receiving the vaccine. A medical waiver must be completed and signed by the child's physician and shall state the contraindication(s), the vaccine(s) involved, and the time period during which the child is precluded from receiving the vaccine(s). 2) The parent or guardian holds religious or philosophical beliefs which preclude receipt of a vaccination(s). Any parent/guardian who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the Local Health Department.



# STUDENT ATTENDANCE REGULATIONS

## Compulsory Education

Section 380-1561 of the Michigan Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the time the school attended is in session. The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school.

## School Day

Warren Woods Christian School begins at 8:20 am and dismisses at 3:30 pm, Middle School at 3:40 pm. Teachers will pick up their students at 8:12 am to prepare for the day. All students not sitting in their seat at 8:20 am will be counted as tardy. **Students are required by law to be in attendance each day. \*Parents, unless your child is in before school care, please refrain from dropping off before 8:05 am.**

## Reporting an Absence

Please call 586-772-8787 to report an absence by 9:00 am. If the front office does not hear from you by 9:00 am, your child will be marked with an unexcused absence.

## Absences

All absences are recorded on student attendance records.

- A call from a parent is sufficient for personal illness up to 3 days. Further days will require a physician's note.
- A call from a parent is sufficient for a required court appearance, illness in family, death of a relative, observance of religious holiday, family emergencies, school related field trips, performing arts opportunities, school related functions, and special "take your child to work days."
- It is expected that all students will make up missed work due to absences for any reason.
- Teachers will work together with student and parents to assure that missed work will be given to be made up. Assignments and class work missed because of absences shall be made up with a period of time equal to the same amount of time missed.
- Excessive absences (i.e. 5 or more days) for events such as vacation/travel, hunting, moving, etc. may result in the following grade reduction being applied to the nine-week grading period for all subject matters:

6-9 unexcused absences - 5% grade reduction  
10-14 unexcused absences - 10% grade reduction  
15-19 unexcused absences - 20% grade reduction  
20 or more unexcused absences - failure of course

## Half Day/Full Day Absences

A student missing more than two hours but less than four will accumulate a 1/2 day absence. Students missing four or more periods will be counted as a full day absence.

## Tardiness to School & Class

Students that arrive late to school or class will be counted tardy. At all grade levels, four tardies per nine weeks will equal one unexcused absence. When students are late, parents must come to the office and sign the student in.

Students in the hall at any time other than between bells must have a pass. If a student is late to class, they must obtain a pass from the teacher that kept them after class or from the front office.

## Sickness

Students displaying any of the following symptoms should **not** attend school until 24 hours of symptoms have passed:

- A fever of 100.5 degrees or more
- Undiagnosed rash
- Earaches
- Vomiting or diarrhea
- Persistent cough
- Severe headaches
- Known communicable diseases (including but not limited to, lice, chicken pox, strep throat, measles, mumps, pink eye, fifth disease, ringworm, or scabies).

If your student is diagnosed with a communicable disease, please call the school office so we may watch for symptoms in other students, as well.

## Illness at School

If a student becomes ill at school, the teacher will send the student down to the office. The office team will then assess the student and contact a parent listed on the emergency card. **A parent must come to school and pick up their child in a timely manner if any of the above listed symptoms have occurred.**

No student will be released from school without direct contact with a person listed on the student's emergency card.

## Early Dismissal (on occasion)

For any early dismissal, or in the case of an unexpected emergency dismissal, all students must have a parent/guardian sign them out in the school office or a designated area before leaving.

**Students are not to enter or leave the school building during school hours without reporting to the office. A phone call or note from a parent to excuse a student after they have left the building is unacceptable.**

## Family Vacations

Warren Woods Christian School strongly encourages families to schedule vacations and trips around the school calendar. If a family insists on taking a vacation during the school year, a Vacation Policy form must be submitted to the school office prior to the vacation. Each student is limited to one approved trip of five days or less per school year without loss of academic standing, provided make-up work is completed, including all tests and exams.

{VACATION POLICY forms can be obtained in the office as needed.}

## STUDENT CONDUCT

### Conduct Overview

The standard for student conduct has been developed to insure that a Christ-centered environment permeates the learning atmosphere of Warren Woods Christian School. Students at the school should be aware of the principles of Christian living that are found in the Bible. The standard of conduct gives students an opportunity for expression and application of these principles in daily experience. Every member of the school family, students and staff alike, must abide by the following:

*Be doers of the Word and not merely hearers. (James 1:22)*

*Imitate the conduct of the Lord Jesus. (1 Peter 2:21)*

*Do only those things, which we know, will honor and glorify Christ (1 Cor. 10:31)*

*See our physical bodies as temples of the Holy Spirit (1 Cor. 6:19)*

*Dedicate our lives to the service of the Lord (Romans 12:1-2)*

*Manage our time wisely. (Colossians 4:5)*

*Put others first, rather than ourselves. (Romans 14:13)*

*Involve ourselves in activities of positive influence. (1 Cor. 6:12)*

*Avoid deliberate confrontations with temptation. (James 1:14)*

*Avoid activities where there is danger of addiction (1 Cor. 6:12)*

All students are expected to be respectful and courteous to others at all times. This is exhibited by orderliness, cooperation, quietness, polite conversation (including the use of “please” and “thank you”) and proper response to correction. Students will address teachers and staff members as Mr., Mrs., or Miss on all occasions.

Students must refrain from public displays of affection (PDA).

We exist to support the Christian home and church, and therefore believe that working with parents is very important in helping children develop Christ-like qualities. If a student exhibits an attitude or behavior which is not in harmony with Christian principles, one or a combination of the following approaches may be utilized as the situation warrants:

*Verbal warning*  
*0% on class assignments if sent to office (MS only)*  
*Removal of privileges*  
*Parents notified*  
*Detention*  
*Conferences*  
*Grade reduction*  
*Withdrawal from a particular class*  
*In-school suspension*  
*Out-of-school suspension*  
*Counseling*  
*Required professional counseling*  
*Probation*  
*Withdrawal from school*  
*Expulsion*

Parents and student will be notified of suspension and expulsion charges. **After two out-of-school suspensions for any reason, expulsion from Warren Woods Christian School will be reviewed by WWCS School Board.** Parents and student will have the opportunity to present evidence in their behalf for out-of-school suspension and expulsion situations to the WWCS School Board at the request of the parent. This request for an appeal must be made within twenty four hours after receipt of the suspension/expulsion notice to the school administrator. The appeal will be scheduled within one week of the date of the suspension/expulsion, unless the administrator grants an extension of time at the request of the student and/or parent or guardian.

All students will be informed at the beginning of each year that physical fighting will result in immediate suspension. All parties involved will be disciplined, no matter who initiated the physical contact.

## In-School Suspension

When a student is assigned an in-school suspension, he/she will be assigned to a specific location within the school to report for the regular school day. Additional restrictions pertaining to restroom use and lunch facilities may occur during such a suspension. Provisions shall be made for students to stay current for all class work missed. **All work will be recorded as one half of the credit value. Tests are counted as full credit.**

## Out-of-School Suspension

A student assigned an out-of-school suspension may not be on school grounds during the period of suspension and will be given an unexcused absence. This precludes his/her participation in after school activities during the period of suspension. **Work missed during the suspension must be completed, although no credit will be given. Missed tests and quizzes will be administered upon the student's return to school and will be given 50%.**

## Detention

Forms of discipline used at WWCS can include a lunch detention, a before or after school detention and/or a Saturday detention. The following guidelines will be followed:

- Students are not permitted to come late or leave early
- Students are not permitted to go to their lockers
- No talking is permitted
- Students will be assigned seats
- All student conduct rules apply
- Detentions supersede athletic practices

## Typical Elementary Discipline (K-5<sup>th</sup> Grade)

In elementary school, each teacher will have a classroom management policy that will be distributed at the beginning of the school year. Please refer questions to the teacher first, then to the administration if further explanation is needed.

Elementary students will be disciplined with age appropriate consequences. Typical disciplinary actions include:

*Missed recess*  
*Isolation from friends*  
*Time-out*  
*Written apologies*  
*A call home to parent explaining actions (from the Administrator)*

## Zero Tolerance

Warren Woods Christian School will exercise zero tolerance for the following behaviors:

- Foul or inappropriate language
- Racial slurs
- Disrespectful attitudes
- Verbal threats to staff or students
- Bullying, teasing or antagonizing another student with words or actions
- Use of tobacco products, alcohol, or drugs
- Carrying or concealing any weapon, or any item with a similar appearance of a weapon  
i.e. pocket knife, pepper gas, gun, starter gun, fire crackers, etc. (items will be confiscated)

Immediate punishment will occur and the police may be notified depending on the violation. WWCS Administrator reserves the right to deal with any of these behaviors in a discretionary and appropriate manner.

## Conduct Code

The following types of misconduct shall most ordinarily result in suspension, removal, expulsion, or denial of privileges:

- Theft, damage or destruction of personal, church or school property, or possession of stolen personal, church or school property
- Threatened act of physical violence
- Disruption or interference with any school classroom or school activity
- Use of profane, vulgar, or other improper language
- Stealing and/or cheating on tests or other school assignments
- Lying
- Excessive tardiness to class or school
- Fraud or forgery of school or parental documents
- Inappropriate or bizarre attire, or violation of Dress Code
- Failure to accept discipline or punishment
- Misuse of technology or any other equipment located within the church and/or school
- Food or drink in classrooms (unless authorized)
- Disrespect to staff or peers
- Bullying, teasing or antagonizing another student with words or actions

## Forgery

A student who forges any note in any manner will be, upon notification of parents, liable for suspension. Any further offenses of this nature may result in immediate expulsion.

## Textbook & Property Damage

At the beginning of each school year, each student will be issued all textbooks and supplemental materials needed to complete his/her coursework. **All textbooks must be covered. Students will sign a textbook condition form at the beginning of the year agreeing to the condition of the textbook when issued.** Students will be charged for the replacement of any book that is lost or significantly damaged. Any student who chooses to destroy school/church property will be charged for the repair and/or replacement of such property. Destruction of property can lead to expulsion from WWCS.

## Honor Pledge

A teacher may include this pledge or one of his/her own making on any test, exam, or assignment. You should always maintain the personal integrity that would allow you to sign such a pledge with a clear conscience. "I pledge on my honor that I have neither given nor received help in the completion of this work." Students, who choose to plagiarize, discuss test information with other students, cheat, or share notes, will receive a "0" for the assignment. Continued acts of dishonesty may lead to suspension.

## Computer & IT Policy

Warren Woods Christian School continues to expand its computer and IT options for our students. Technology includes, but is not limited to, computers, iPads, tablets, printers, scanners, networks, software, video and audio recorders, cameras, photocopiers, telephones, and other related electronic resources. Networks include, but are not limited to, all voice and data systems. Users include anyone who is accessing or using WWCS technology.

WWCS technology can be used to access the internet, a global information and communication network that provides significant educational opportunities to our students. The School Board has adopted the following Student Network and Internet Acceptable Use and Safety policies to be read and agreed upon by all students using WWCS technology and their parents:

1. I understand that the use of WWCS technology is a privilege and not a right. My use of technology may be monitored by Warren Woods Christian School staff, and is not to be considered confidential or private. Warren Woods Christian School reserves the right to access, review, or delete any information on the school's network.
2. My use of school technology is for educational purposes only as determined by Warren Woods Christian School.
3. I will not use Warren Woods Christian School network for commercial use, for inappropriate or illegal purposes of any kind, nor for activities that could be dangerous to myself or to others. Warren Woods Christian School will not be held responsible if I participate in such activities.
4. I will not use Warren Woods Christian School network to send or receive threatening, obscene, or harassing materials. Warren Woods Christian School will not be held responsible if I participate in such activities.
5. I will respect copyright laws and fair use practices.
6. I will not interfere with, disrupt, or cause damage to Warren Woods Christian School technology equipment, networks, and services. I will be held responsible for the cost incurred to WWCS for any damage to technology equipment due to carelessness, negligence or purposeful damage.
7. I will not use multi-user talk sites (chat rooms), games, or blogs, except those designated as permissible. (Accessing *youtube* is not allowed without teacher input.)
8. I am responsible for any misuse that results from sharing my password. Therefore, I will **not** share my password.

Most of the computers and related devices in the school have internet access or capability to have internet access. A history is recorded of all sites visited at each computer. Any student who chooses to visit sites pertaining to gambling, sexually oriented material, cult-oriented sites (i.e. fortune telling), **or games** will be **immediately** suspended from using this technology. **This suspension from the Computer Lab and related equipment will last the entire school year, no exceptions.** Internet access will be closely monitored. Students visiting internet sites that would be considered controversial will lose all internet privileges. If a student accidentally stumbles across an inappropriate site, it is the responsibility of the student to immediately summon a teacher for assistance.

Parents, the Administration and School Board would like to encourage you to monitor the content and the amount of time spent on internet activities in the home.

Computers and other technology are to be used in a responsible, efficient, ethical, and legal manner. Students who choose to disregard these policies may face disciplinary action, loss of technology privileges and network access, as well as possibly placing their parents in a serious financial and/or legal situation.

## **ACADEMIC INFORMATION**

Warren Woods Christian School meets and exceeds the academic standards set forth by the Michigan Department of Education, and The Association of Christian Schools International.

Warren Woods Christian School regularly provides standardized testing for each student at every grade level.

Our strong academic program is reflected in our standardized test scores and students' academic preparedness upon leaving WWCS.

The academic program is designed to help the student achieve a solid foundation in basic learning areas. Along with the acquisition of facts and concepts in the areas studied, emphasis is placed upon development and exercise of the powers of reasoning and critical thinking. Methods of teaching proven to be effective are utilized, along with a constant influx of new material. Since children differ in innate ability, we encourage and expect each student to do his or her best. We believe the traditional system of education develops the mind and builds character.

### **Elementary Homework**

Please follow the homework policy outlined in your classroom manual distributed at the beginning of the year.

### **Elementary Student Expectations**

Elementary students may have required assignments during the week, including but not limited to spelling words, Bible verses, and math. It is imperative that a positive, disciplined lifestyle be taught at a young age. Therefore, parental support is required.



## **Middle School Homework**

Completing homework is essential to practicing and reinforcing skills or concepts being taught. It is vitally important that each student completes his/her assigned work. It is also important that the work is brought to class the day and time it is due. Students will not be allowed to return to their lockers or call home for homework.

After a student has 3 missing assignments in one particular subject in a nine-week grading period, a warning will be given to the student. If another missed assignment occurs in the same grading period, the student will receive an after school detention. If this problem continues, appropriate disciplinary measures will be taken.

### **Middle School Homework Policy**

- Homework is to be turned in on the due date.
- Each student will receive five “homework late passes” each semester.
- Any work not turned in will result in a zero, unless turned in with a late pass the next day.
- Absent homework, quizzes and tests are to be completed and turned in within the same number of days absent, i.e. absent Monday and Tuesday, work due by Friday.
- It is the student’s responsibility to reschedule quizzes and tests by coming to the teacher and to also turn in absent work.
- Missing assignments will be recorded in the student’s agenda. Three in one week will result in a detention.

## **Test Expectations**

If a student is absent on the day a test is given, the student is expected to make it up when he/she returns to school. If a student is absent a day of review, and returns to school on the day of the test, the student is expected to take the test unless new information was reviewed in the classroom on the date the student was absent. Extended absences will be taken into consideration.

## **Student Projects**

Projects are due on the date that is assigned. There is no excuse for projects to be turned in late. Even if a student is absent the day a project is due, the project must make it to the classroom that day. Since projects are over an extended period of time, proper planning is essential to success. Extended absences due to illness or tragedy will be taken into consideration.

Projects one day late - 10% grade reduction  
Projects two days late - 30% grade reduction  
Projects three days late- zero score

## Evaluating Student Progress

Evaluation of student progress is an essential task of every classroom teacher. Evaluation marks serve as a written record to inform others of the student's progress in each course. Records follow the student if he/she transfers to another school and are frequently used by colleges and employers for reference. The grading marks are important and permanent. It is essential that the student understand how each teacher will determine the grade. The marks must be arrived at in a fair manner, which is applicable to all students. Each classroom situation provides the basis for day to day sampling of student work and behavior.

The following types of information in various combinations are frequently used by teachers to reach a nine-week grade; homework results, attendance, punctuality, reports, projects, oral presentations, demonstrations, recitations, attitude, and classroom behavior. All work is converted to percentages. To determine the nine-week grade, the following grading scale will be used:

<b>A+</b>	<b>100</b>	<b>C+</b>	<b>77-79</b>	<b>F</b>	<b>59-below</b>
<b>A</b>	<b>95-99</b>	<b>C</b>	<b>74-76</b>		
<b>A-</b>	<b>90-94</b>	<b>C-</b>	<b>70-73</b>		
<b>B+</b>	<b>87-89</b>	<b>D+</b>	<b>67-69</b>		
<b>B</b>	<b>84-86</b>	<b>D</b>	<b>64-66</b>		
<b>B-</b>	<b>80-83</b>	<b>D-</b>	<b>60-63</b>		

Students who receive two grades below a D+ on a nine-week report card will be put on academic probation for the following grading period. A conference with the administration will be required. Students who continue to be placed on academic probation may be withdrawn from the school.

## Progress Reports

Report cards will be mailed and/or distributed to parents every nine weeks. Interim reports will be mailed and/or distributed to the parents of all Middle School students in the middle of each nine-week grading period. Parents are always encouraged to ask questions and monitor the educational success of their student.

Students who have outstanding library books, unpaid tuition or childcare balances will not receive nine week report cards.

## Incomplete Grade

A student with an excused absence who has not made up work during a nine-week grading period is to receive an Incomplete (I) on his/her Report Card. Failure to make up the work in the specified time period could result in a zero being given for all missed work and the nine week grade changed from an Incomplete to the appropriate letter grade earned. A student must comply with all course requirements to receive credit.

## Elementary Promotion

Promotion to the next grade level in elementary school is based not only on grades, but maturity and responsibility. Students being considered for retention will be evaluated monthly beginning in February. The classroom teacher will give recommendations to the administrator.

Parent conferences will be established and a plan of action will be determined. Promotion and/or retention decisions are made by the administration.

## **Academic Acceleration**

The practice of educational acceleration has long been used to match appropriate learning opportunities with student abilities. The goals of acceleration are to adjust the pace of instruction to the student's capabilities, provide an appropriate level of challenge, and to reduce the time period necessary for students to complete traditional schooling. Although instructional adaptations, such as compacting, telescoping, and curriculum revision, which allow more economic use of time are desirable practices for exceptionally talented students, there are situations in which such modifications are insufficient in fulfilling the academic potential of all highly capable children. Personal acceleration is called for in these cases.

Personal acceleration involves moving a student through the traditional educational organization more quickly and includes such practices as grade skipping, concurrent enrollment in two grades, early entrance into kindergarten, credit by examination, combining three years of middle school into two, acceleration in particular content areas. Students may be accelerated in one discipline or across disciplines. (Excerpted from National Association for Gifted Children policy statement.)

When considering a student for academic acceleration at Warren Woods Christian School beyond his/her age appropriate grade level, the following criteria must be documented and considered before the final decision is made:

- Strong spiritual leadership qualities
- IQ score at or above 130 (individual test given by school psychologist or outside agency)
- Achievement on individually administered test with psychologist or using Stanford Achievement test, total battery 98%.
- Social and emotional readiness and stability; interview by independent psychologist, checklist on behaviors completed by classroom teachers, administration and parents.
- Data on task commitment/work ethic; sample of work, grades and documentation of motivation, and age.
- Statement from requester of the acceleration as to why acceleration is needed.
- For a grade level acceleration, across the board strengths in all areas must be demonstrated.
- The administration and school board will determine approval for acceleration.

## **Academic Information**

The school year consists of two 18-week semesters. Each semester is divided into two quarters.

### **Agenda/Planners (4<sup>th</sup>-8<sup>th</sup> Grades)**

The school provides students with a planner at the beginning of the year. They are used everyday in the classroom. The following rules are expected:

- Students must have planners at all times in each class.
- Students' participation grade will decline at each infraction.
- Students are responsible to write their assignments for each class.
- Students are responsible to have their planners signed each night by a parent. The planner will be checked each morning for the parent signature.

## **Communications (Newsletter/E-mail/Flyers/Website/RemindMe App)**

Weekly newsletters are sent home with all students via e-mail. These newsletters contain test and quiz schedules for the upcoming week as well as information on classroom happenings and other important announcements. Although listed, teachers reserve the right to adjust test and quiz schedules when necessary.

WWCS will utilize various forms of communication to remain in touch with families. E-mail, flyers and the school website ([wwchristianschool.org](http://wwchristianschool.org)) will be used regularly. In cases of school closings or cancelation, we will utilize the RemindMe App, as well as the local news stations.

In the case of an emergency early dismissal (building problem, power outage, etc.), WWCS will utilize the RemindME app, email, and or phone calls. In this case, Extended care would not be available and student's must be picked up by an authorized adult.

## **STUDENT ACTIVITIES**

There are plenty of opportunities to get involved at Warren Woods Christian School and at The Woods Church. The church invites WWCS students to participate in all children's and youth activities. Flyers and information are made available to all students.

### **WWCS Athletic Department Program**

WWCS takes pride in offering volleyball, soccer, basketball, baseball and softball for its students. For more information regarding our sports programs and guidelines, please refer to the WWCS Athletic Department Handbook. If by chance, there is a contradiction between the two handbooks, the Administration will make all decisions in accordance with the WWCS Student Handbook.

### **Sports Eligibility**

To be eligible to participate in the sports program, a student must maintain a 70% or higher GPA overall; F's are not allowed. If a student is absent on game day, they cannot play or dress.

## Student Trip Policy

In an effort to provide the safest possible environment for the students of WWCS, this policy for student trips will be enforced on any and all trips that require students to be away from the property located at 14000 13 Mile Road, Warren, Michigan.

Any trip taken away from the school is a privilege, not a right, and students are required to represent our school, as well as our Lord, in a responsible and Christ-like manner. This privilege could be revoked as a disciplinary measure if deemed necessary by school administration.

Any breach of this policy, either intended or omitted, could result in the student/students involved losing all privileges of attending any future school trips.

- A representative from the school (teacher, board member, administrator, coach) must accompany the group to represent the school and to be responsible for appropriateness of all decisions concerning the students while away from WWCS.
- School administration must approve all trip destinations and itineraries before students are allowed to select any desired trip and before any deposits are made.
- Parents must agree and sign all forms relevant to the cost of trip, chaperone/student rules and expectations, medical release forms, and any other forms deemed necessary by the school before student will be accepted to attend trip.
- All chaperones must be approved by the administration and must follow all written and implied rules of conduct that are expected of an adult accompanying a Christian school student group.
- All rules for conduct and student dress held within the WWCS Student Handbook and the WWCS Athletic Department Handbook must be adhered to on any school-sponsored trip.
- Students must adhere to the Off-Site Expected Behavior Policy that follows. They will then be held accountable for their behavior on the trip at the risk of being sent home at parent's expense if they ignore the expectations.
- All parents and staff driving for off-site trips must complete a Driver Form located in the school office.
- The school will not fund chaperones' trips and chaperones should not expect fundraising efforts to benefit them. They will be fully responsible for their own expenses.
- All fundraising ideas must be approved by school administration and monies raised are used solely for the purpose of defraying the expense of the trip for the students.
- Parents are ultimately responsible for all expenses for their child if the fundraising efforts fall short of the goal.
- WWCS will not be responsible for any expenses incurred as a result of or by the trip unless prior approval of School Board has been obtained.
- Field trip payments are due at least two days before the trip.
- For overnight trips, one parent will be required to stay in every hotel room with a reasonable number of students. Women **MUST** stay with girls and men **MUST** stay with boys. **NO EXCEPTIONS!** The chaperone in charge will determine a designated "lights out" time. After that time, no one is to leave the room, and televisions are to remain off.
- Any television or movie watched in the room must be rated PG or less. **NO EXCEPTIONS!**
- Siblings are discouraged from accompanying student participants during off-campus activities. Please remember, this is not a vacation.

- Boys in girl's rooms and girls in boy's rooms will not be tolerated and could result in a student/students being sent home immediately. **NO EXCEPTIONS!** Even siblings must adhere to this rule.
- No alcohol/tobacco is to be used by chaperones or students. Actions imitating the use of these substances will not be tolerated i.e. ordering "virgin" drinks, buying candy cigarettes, etc.
- No public displays of affection i.e. holding hands, kissing, hugging, etc.
- If parents are going to be required to transport any child from WWCS, a school administrator, teacher, or school board member must grant approval. Upon parental agreement to transport WWCS students, that parent has thusly given his/her express approval to abide by all rules herein stated.
- Any WWCS students transported by school or commercial bus/plane will abide by the following: WWCS recognized representative (school administrator, school board member, teacher, and/or coach) has the right, at their discretion, to separate boys from girls by placing one group in the front of the transportation vehicle and one group in the back. This rule is a requirement, not an exception, if trip involves any over-night travel where students will be sleeping.
- Chaperones have the right to confiscate any materials (including but not limited to CDs, magazines, books, tee shirts, etc.) students bring on the trip that they deem inappropriate for a Christian school group. Students should remember that they are representing WWCS and our Lord and Savior, Jesus Christ, and therefore be prudent in their packing.
- No student's (or chaperones) desires or behavior will be allowed to, in any way, harm the group as a whole. The school representative has the right to warn, reprimand, or act in accordance with the above stated penalties if the undesired behavior continues or warrants immediate attention.
- If a parent accompanying the trip has their own vehicle, they will be permitted to drive only their own child in that vehicle with the school representative's approval. Written permission must be obtained from the parent if a non-custodial person wishes to take another child in their vehicle.
- WWCS students must ride in the transportation provided by the school unless prior written permission has been given to WWCS administration outlining the details of alternate transportation. Only the custodial parent will be allowed to remove his/her child from any trip to his/her own vehicle, i.e. away sporting events.

## **Student Off-Site Expected Behavior Policy**

Warren Woods Christian School expects any student participating in an off-site, school-sponsored trip to adhere to the following testimony:

**"As a student in good standing at Warren Woods Christian School, I agree to all rules set forth by the administration of WWCS. I will abide by the rules written in both the WWCS student Handbook and the WWCS Athletic Department Handbook, and any rules expressed by the adult chaperones assigned to the trip. I have read the Student Trip Policy and understand that I am responsible for my actions and will, therefore, be held accountable for those actions should I choose to disobey. I understand that these rules are for my safety and for the safety of my fellow students. I will do my best to display a Christ-like attitude at all times and will represent my school proudly in order to be a Christian example as the Bible directs."**

## **Chaperone (Parent) Off-Site Expected Behavior Policy**

Warren Woods Christian School expects any chaperone (parent) participating in an off-site, school-sponsored trip to adhere to the following testimony:

**“As a parent chosen to chaperone a trip sponsored by Warren Woods Christian School, I agree to all rules set forth by the administration of WWCS. I will abide by the rules written in both the WWCS student Handbook and the WWCS Athletic Department Handbook, and any rules expressed by the school administration. I understand that my sole purpose on this trip is to provide adult supervision that will maintain a safe environment for the students from WWCS that have been entrusted to me. I understand that while chaperoning this trip I may not use any alcohol or tobacco. I must remain the “adult” in all circumstances and enforce the rules that have been set forth by WWCS in order to minimize my liability. I realize that other parents will be depending on me to be responsible in order to protect their children and that responsibility means knowing where my assigned children are AT ALL TIMES! I realize that this is not MY vacation but rather is an event that is being sponsored by WWCS to benefit the students of WWCS. I will display a Christ-like attitude at all times and will behave as is expected of a Christian adult. I understand that while traveling in my vehicle, no non-Christian music will be played. I also recognize that there will be a school representative to whom I must answer. I understand that I am not “in charge” and will take directions from the assigned school representative. If I have a problem, I will address the school representative in private and not risk an unnecessary display in front of the students. I understand that the children should be allowed to enjoy their trip within the guidelines mentioned and not suffer with unnecessary harshness or discipline.”**