

# Junior High Handbook

2019-2020



"Let us hold unwaveringly to the hope we profess, for he who promised is faithful. And let us consider how we may spur one another on toward love and good deeds."

**Hebrews 10:23-24**

August 2019

Dear Junior High Students,

Welcome to Wheaton Christian Grammar School! We are so thankful to have you as a part of the 2019-2020 junior high this year. We believe that it is part of God's plan for you to be a member of this community. The faculty, staff, and administration want your experience to be a memorable one in which you acquire new skills and knowledge, experience personal growth, and mature in your relationship with the Lord Jesus Christ, within a positive context of shared experiences and fellowship.

In order for learning and growth to take place, it is important that the junior high environment be one that is safe and supportive of the activities taking place within. Wheaton Christian Grammar School has established the guidelines found in this handbook to foster this safe and supportive environment. These guidelines pertain to all school activities and are to the benefit of all students. God's Word contains specific commands for all of us. A disciplined life shows proper respect and love for God, neighbor, and self. Let's be obedient and respectful to teachers and staff, considerate and inclusive of other students, and responsible for the care of property, supplies, and equipment.

Junior high students and parents should read this handbook and sign and return the back page by Monday, August 26. **Because this handbook is revised annually, it is important that you take the time to carefully read over these policies and guidelines, as some have changed.**

Please keep this handbook throughout the year so that it can be used as a reference. Parent and Junior High Student Handbooks are also available on our school website, <https://wheatonchristian.org/news-events/forms-and-links/>.

We look forward to a *great* year!

Sincerely,  
WCGS Administrative Team

YEAR VERSES 2019-2020

"Let us hold unswervingly to the hope we profess, for he who promised is faithful.  
And let us consider how we may spur one another on toward love and good deeds."  
Hebrews 10:23-24

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# JUNIOR HIGH STUDENT HANDBOOK

## 2019-2020

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## **ANTI-HARASSMENT POLICY**

The policy of Wheaton Christian Grammar School is to provide an academic environment that is free from intimidation, exploitation, and harassment, where all individuals treat each other with dignity and respect. For a complete copy of the WCGS Anti-Harassment Policy, please contact the school office.

## **ATTENDANCE/ABSENCE**

### **Arriving at School Late (Tardiness)**

Being on time to school and ready to learn is important to students and teachers. Tardiness has a negative impact on students and on school culture. Not only does being on time instill an important life habit in students, it allows teachers to connect with students before the school day begins and to start instruction on time. Students who are late are missing time with friends and an opportunity to get organized for the day. Teachers begin the day with devotions and prayer, and tardy students often enter during this time. WCGS seeks to partner with parents to reduce the instances of tardiness.

Students are expected to be seated in their homeroom classroom seats by 8:50 a.m. Jr. High students attending "0" period classes are expected to be seated by 7:45 a.m. **Any student failing to meet this basic requirement is considered tardy and must sign in at the office and be issued a "Tardy Pass" before proceeding to his/her classroom. Students arriving in classrooms after the bell without a "Tardy Pass" will be sent to the office to sign in and be issued their "Tardy Pass."** In order to be ready and prepared for instruction, it is highly recommended that students be in their classrooms a minimum of three minutes (7:42 a.m. or 8:47 a.m.) prior to the beginning of "0" hour or first period.

Tardies are recorded and reported on report cards and permanent record cards.

**Tardiness due to professional appointments (medical, dental, ortho, physical therapy, etc.) will be considered "excused" if supported by a signed parent/doctor note. This policy will be STRICTLY ENFORCED.**

Students are allowed **four** unexcused tardies to their first period class each quarter without penalty, to allow for unforeseen problems (late car pools, traffic accidents, etc.). Students in grades 5-8 with more than **four** unexcused tardies in one quarter will serve a 30-minute detention following the **fifth** (and each subsequent) tardy in that quarter. **Detentions may not be deferred for participation in co-curricular activities.** At the discretion of coaches/activity directors, students may be permitted to participate in that day's activity after the detention has been served. If a pattern of tardiness is not deterred by the detention, further disciplinary action may be taken which may include student/parent meetings with the Principal and/or Head of School.

***Any student arriving after 10:30 a.m. or departing before 2:00 p.m. will be marked as ½ day absent and therefore ineligible to participate in any co-curricular activity that day (unless the absence was due to a professional appointment supported by a signed parent/doctor note).***

### **Leaving School Early or During the Day**

We understand that it is often difficult to obtain medical/dental/orthodontic and other appointments outside of school hours and are happy to work with parents when they need to take their children out of school during the day for unavoidable appointments. **If you need to pick your child up during the day, please follow these procedures:**

1. **Prior to 9:30 a.m.**, notify THE OFFICE of the need to pick up your child **via the attendance e-mail ([attendance@wheatonchristian.org](mailto:attendance@wheatonchristian.org)) OR attendance voicemail** (630-668-1385, option 3). You're welcome to ALSO inform the teacher by copying them on the e-mail or

sending a separate, hand-written note with your child.

**After 9:30 a.m.**, you may still use the **attendance e-mail** OR call and **speak with someone in the office**. Please be aware that the attendance voicemail is not monitored after 9:30 a.m., once the day's attendance has been recorded.

2. **Upon your arrival at school**, office personnel will call the classroom and ask for your child to be sent. Please allow at least 5 minutes for your child to complete their task, pack up, and come to the office. **IF YOU ARE RUNNING LATE**, please call the office a few minutes prior to your arrival at school and ask that your child be called to the office.
3. Please remember to **come into the office when picking up your child**. Although students are permitted to sign themselves out, **office personnel need to see you** before they will release your child.
4. If a student returns to school, he/she must sign in.

Students are also discouraged from leaving school early or arriving late due to private lessons. Parents should consult with the Principal before making any arrangements that will necessitate their student leaving school early or arriving late on a regular basis.

### **Unavoidable Absences**

If your child must be absent, please **notify the school no later than 9:00 a.m.** via:

- an e-mail to [attendance@wheatonchristian.org](mailto:attendance@wheatonchristian.org)
- a phone message left on the attendance line, 630-668-1385, option 3

Both methods of absence reporting are available 24 hours a day, 7 days a week. WCGS is required by law to account for *every* enrolled student on *every* school day. If you have not informed us of your student's absence and the reason for that absence by 9:00 a.m., we will be calling *you*.

PLEASE DO NOT ASK YOUR CHILD TO BE EXCUSED FOR REASONS OTHER THAN SICKNESS OR EMERGENCY. Students who are sick should not be sent to school until fully recovered. Students who have been sick with a fever and/or vomiting should wait 24 hours before returning to school. Please help others stay healthy by observing these guidelines.

### **Homework may be requested on the 2<sup>nd</sup> day of absence, when reporting your child's absence.**

Please indicate what arrangements you would like made for the homework at that time. Homework will not be available for pickup until 3:00 p.m. This allows teachers time to prepare the necessary materials to be sent home. (Assignments for students in grades 2-8 are available on ParentsWeb.)

When a student is absent due to illness, medical appointments, or death in the family, he will have the same number of days plus one extra day to make up missed assignments/homework. Unit tests and long-term assignments (if missed) must be made up as soon as possible, but always within a week of return to school.

It is the responsibility of the student to obtain his make-up assignments and complete them by the deadline. A student should arrange his time to care for this and see his teachers well before the deadline if he needs help on assignments. This may require his meeting with teachers after school. In the case of a younger child, it may be appropriate for the parent to be involved in this process.

### **Pre-Arranged Absence**

Wheaton Christian Grammar School seeks to provide ample time during the academic year for vacations. It is our expectation that parents will arrange vacations and other planned-for absences during scheduled school breaks.



If a parent chooses for a student to miss one or more full days of school, the following procedures should be followed:

1. A Pre-Arranged Absence Notification Form should be completed and **submitted to the office at least one week prior to the absence**. At that time, a maximum of two days' pre-assigned work *may be requested*. Older students are responsible for collecting the pre-assigned work and any materials necessary to complete the assignments, and to obtain all other missed work upon his/her return. Teachers may assist younger students. Students are encouraged to do pre-assigned work *prior to the absence*. (Complete and submit this form electronically through ParentsWeb – click *School Information* then *Web Forms* to access this easy-to-use form!)
2. Upon returning to school, the student will have the same number of days (as school days missed) plus one extra day to turn in all missed assignments/homework, up to a maximum of one week, after which the “Missing Assignment/Task” policy at that grade level will apply.
3. The student must arrange to come in before or after school to make up tests or lab work. Missed quizzes and tests are to be completed in consultation with each teacher by the end of the first week back at school.

Complete and submit this form online!

There is no substitute for daily attendance. **Grades usually suffer as a result of a prolonged absence.**

Unless students are sick, **they must be in attendance during standardized testing**. Please do not schedule vacations or appointments during these dates. Making up testing is very difficult and time-consuming. Unavoidable illnesses are understandable, and teachers will work with students to get all their testing done, however, planned absences that cause a student to miss one or more subtests during the dates of administration of the TerraNova 3 will incur a \$25 charge (per day) to cover the cost of the proctor to administer the test to the student. This fee will be billed to your account.

### **Long-Term Absences**

A long-term absence is considered three weeks or more, but not longer than one school quarter. For more specific details, the policy is located in the Parent Handbook.

### **High School Visitation**

Eighth grade students are allowed one visit per school. All high school visits need to be completed by the first week of May. This is a Pre-Arranged Absence, and parents and students should follow the procedures as indicated. Please consider arranging the visitation on a day when WCGS is not in session.

### **Employment**

When a student is absent from school due to his/her employment, it is considered an unexcused absence.

## **ACADEMIC**

### **Academic Honesty**

WCGS places a high value on academic honesty. As Christians we are called to lives that are characterized by holiness (1 Peter 1:14-16). One of the characteristics of a holy life is truthfulness and honesty. In the school context this applies to academic work as well as relationships with adults and peers.

During the first week of classes, teachers will clearly define honest and dishonest academic work in their classes by discussing expectations and the importance of honest effort. Teachers will inform students of procedures and practices relating to tests, homework, and class work.

Teachers will advocate the importance of honesty by employing teaching and testing strategies that reduce the opportunities for dishonest behavior.

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity and must resist peer pressure to violate WCGS standards. Whenever students have a question about this procedure or any procedure, they should ask their teachers and/or advisors.

Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

Examples of academic dishonesty may include, but not be limited to, the following:

- Communicating with another student during a test or quiz;
- Working cooperatively on an assignment specifically assigned as independent work;
- Copying from another student's test, quiz, or assignment;
- Allowing a student to copy from one's test, quiz, or assignment;
- Using unauthorized notes or devices during a test or quiz;
- Obtaining a copy of and/or information about a test or quiz without the knowledge and consent of the teacher (i.e. sharing information about a test or quiz with a student who has not yet taken it);
- Submitting falsified information for grading purposes;
- Submitting an assignment, paper, or project which is not the student's original work;
- Changing answers and seeking credit on an assignment or test after the work has been graded and returned;
- Using electronic devices in violation of guidelines established by the teacher;
- Misusing school computer systems which are used for student, staff, or administrative purposes; and
- Any other violation intended to obtain credit for work which is not one's own.

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writings. This definition includes computer programs, drawings, artwork, and all other types of work which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without documentation), and indirect (paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but not be limited to, the following:

- Failing to cite with quotation marks the written words or symbols of another author;
- Failing to cite the author and sources of materials used in a composition;
- Failing to cite research materials in a bibliography;
- Failing to name a person quoted in an oral report;
- Failing to cite another whose works are paraphrased or summarized;
- Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, or other projects; and
- Copying or paraphrasing ideas from study aids without documentation.

The following procedures and consequences for academic dishonesty and/or plagiarism are to be implemented by all teachers:

1. The teacher shall report any incident of academic dishonesty or plagiarism to the student, principal, and parents.



## 2. Consequences

### a. Academic Dishonesty:

*1st offense* - A zero will be given for the academic work, and a conference arranged with the student, parents, and principal.

*2nd offense* - A zero will be given on the academic work, and the student will be suspended from school for one day.

### b. Plagiarism:

*1st offense* - Rewrite the assignment. Only half credit will be given, and a conference will be required with the student, parents, and principal.

*2nd offense* - A zero will be given, but the student will still be required to rewrite the assignment.

*3rd offense* - A zero will be given on the assignment, and the student will be suspended from school for one day. The rewritten assignment will be due the day the student returns to class.

3. Any additional offenses will be dealt with on an individual basis with increasing severity.
4. In a case where the assignment must be re-written, the student will fail the class for the quarter if the re-write is not completed.
5. The listed "offenses" (i.e. first, second) apply to all the student's classes. For example, if a student is academically dishonest or plagiarizes for an English book report and then later plagiarizes or is academically dishonest on a science report, that is the second offense. For this reason, the principal is to be informed of all cases of plagiarism.
6. Records will be kept in the principal's office of students who are charged with academic dishonesty and/or plagiarism.

### **Printing of Student Work**

Due to the high cost of printing supplies and the ever-changing issues of software compatibility, *unless specific permission has been granted by the teacher*, all printing of student work should be done at home.

### **Standard of Written Work**

#### ***Neatness:***

- All assignments must be completed neatly. All written assignments should be written in cursive or typed. Math assignments should be completed in pencil.
- An assignment that is not completed neatly will be returned to the student to be redone.
- Each teacher will make a major emphasis on neatness at the beginning of the school year and enforce it throughout the year.

#### ***Format:***

The student's name, teacher's name, class, assignment, and date should be listed in the upper left-hand corner of the page.

Fred Flintstone  
Koslosky, Period 3  
p. 27 Ques. 1-8  
February 6, 2021

### ***Grammar, Spelling, and Punctuation:***

- Correct usage in these areas is expected in all written work.
- The grade will be lowered if there are errors.
- A paper may be required to be rewritten if the errors are excessive.

### **Homework**

Homework and practice provide students with opportunities to deepen their understanding and skills relative to new content that *has been* presented to them or as a preparation for new content that *will be* introduced to them. Therefore, students will be expected to complete and turn in all homework assigned by the teacher. It is unacceptable to not complete a homework assignment.

Students in grades 6-8 should expect to spend an average of 1 to 1½ hours each night on homework (i.e. 15-20 minutes per subject). Students taking advanced or high school level courses (foreign language, algebra, geometry, or Advanced English) may have up to 2 hours of homework.

### **Missing Assignment/Task**

If a student does not come to class with a formative assignment completed:

- The student will receive an “M” in the gradebook that day.
- Parents will receive an e-mail informing them of the missing assignment, which will remain as a zero in the gradebook until it is completed.
- The student has 24 hours to turn in the completed assignment, at which time the grade can be revised from a zero up to a 70% (85% for grade 5).

If the student does NOT turn in the completed work within 24 hours of it being late:

- The student will earn a maximum of 50% (75% for grade 5) in the gradebook for the missing assignment.
- The teacher will issue the student a detention to be served on a “midweek detention day.”
- The student will be expected to complete the homework assignment during the detention.

If the student neglects to report to the detention, it will be communicated to the principal and a more severe consequence will be warranted.

### **Make-Up Work**

When a student is absent, all assigned work must be made up. This includes when a student misses a class for a music sectional, illness, doctor appointment, etc. A student will have the same number of days plus one extra day to make up missed assignments/homework. For example, absent two days, work due by the end of the third day back.

It is the responsibility of the student to obtain make-up assignments and complete them by the deadline (see ParentsWeb, below). A student should arrange his time to care for this and see his teachers well before the deadline if he needs help on assignments. This may require his meeting with teachers after school. If the student finds it impossible to meet the deadline, he must see the teacher before the day work is due for an extension of time. After the deadline, the homework policy will be followed.

### **Test Retakes**

Test retakes may be offered to any student as a form of differentiation, allowing the student to show the teacher what they know, understand and can do (KUD). Providing a retake on a test or assignment offers the students an opportunity to show development in their learning. The test/quiz is scored and returned to the students as early as the day after a test/quiz and as late

as 3 school days after the test/quiz. If a student scored less than 73%, a retake may be offered. The two scores are averaged and the combined score would not be greater than 73%. The following guidelines should be implemented for retakes:

If the teacher agrees to allow a student to retake a test the student agrees to participate in a 3-day “turn-around” process involving the following:

**Day 1:**

- The original test is signed by his/her parent, agreeing to the retake process.
- Correct test answers and sufficient re-directions are given to the student so he/she can correct his/her mistakes.

**Day 2:** The teacher equips the student to adequately prepare for the retake by going over test questions and answers so that the student can study the material.

**Day 3:** The retest is given.

- An alternate form of the test shall be given that provides an assessment of the same skills, concepts, or knowledge being mastered but is not the exact same test as previously administered.
- When assigning the final score, the teacher will average the two scores; the second score shall NOT replace the first score; and the final averaged score cannot be greater than 73%.

**ParentsWeb**

WCGS uses the Internet-based ParentsWeb system to provide academic information for parents and students. **Homework will be posted by 4:00 p.m. on the day it is assigned.** It is important to understand that the student’s assignment notebook is the primary method by which students organize their schoolwork. The ParentsWeb system is a backup to the assignment notebook and should primarily be used for students needing to make up missed assignments and/or homework due to absence. Instructions on the use of the ParentsWeb system are available on our school website and from the school office. **Grades will be updated on a weekly basis.**

**Grading System**

Report cards are issued at the end of each quarter. Parents and students may view “live” grades in ParentsWeb. These grades are calculated from the weekly input of student scores by teachers. Teachers in all grades will e-mail parents at the mid-point of each quarter of any academic subject area grade that is below satisfactory (C- or lower).

<b>Grade</b>	<b>Percentage</b>	<b>GPA</b>
A	95-100	4.0
A-	90-94	3.7
B+	88-89	3.3
B	83-87	3.0
B-	80-82	2.7
C+	78-79	2.3
C	73-77	2.0
C-	70-72	1.7
D+	68-69	1.3
D	63-67	1.0
D-	60-62	0.7
F	below 59	0.0

### **Honor Roll (7<sup>th</sup> and 8<sup>th</sup> grades only)**

Honor roll is based on grades earned in all subjects. A student on the High Honor Roll must have a GPA of 3.75 or above and no grade lower than a “C.” A student on the Honor Roll must have a GPA of 3.3 – 3.74 and no grade lower than a “C.” The value of classes which do not meet daily will be considered one-half of the value of classes which meet daily.

At the May Awards Assembly, a certificate will be awarded to each seventh and eighth grade student who has made the Honor Roll for at least three grading periods.

### **Eighth Grade Graduation Awards**

To become a candidate for certain graduation awards (*Wheaton Academy Scholarship, American Legion Awards*) at the end of grade eight, a student must be on the Honor Roll the first three quarters of his eighth grade year. The record of each candidate is then examined in these areas:

1. Academic Achievement. 50%
2. Christian character. This includes honesty, unselfishness, concern for needs of others, use of school and personal property, cooperation, consistent use of good judgment, dependability, knowledge of and obedience to biblical teachings, consistent Christian living, respect for one's peers and adults, general cleanliness, and good grooming. 45%
3. Participation in school activities. 5%

The *Administrators’ Award* may be given annually to one or more graduating eighth graders whose Christian character and attitude is exemplary of those standards for which WCGS exists. These characteristics and standards are best summarized in Phil. 4:8, “... whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”

The *Todd Beamer Memorial Award and Scholarship* may be given annually to an eighth-grade student(s) who exemplifies those character traits (courage, leadership, unwavering faith, boldness, love for God and fellow man, and perseverance under pressure) that were lived out in the life of Todd Beamer. Teachers and junior high students may nominate eighth graders for this award, with the administration making the final selection. If no student is found to meet the qualifications in any given year, the award will not be given. The scholarship will be added to the award should the receiving student(s) choose to attend Wheaton Academy.

### **APPEARANCE CODE**

The guidelines regarding personal appearance are intended to promote an atmosphere where students can comfortably focus on learning and positive growth. Clothing should not distract from the educational process. The primary goal is that the student’s appearance should be modest, neat, clean, and safe. A student’s appearance should also reflect the Christian value of encouraging the focus on the inner self, not the outer. In general, any student’s dress or appearance, while not specifically outlined below, may be considered unacceptable if it does not conform to the spirit of these standards or other WCGS community standards. Provisions for the *Appearance Code* shall be enforced equally for all students.

#### **Guidelines**

##### ***General:***

- Clothes are to be clean and worn modestly and properly.
- Frayed or torn clothing is not acceptable for school wear.
- Oversized, baggy clothing or clothing that is too tight-fitting is not acceptable.
- All clothing should cover shoulder to mid-thigh, at a minimum.
- Underwear should not be visible.

### ***Upper Garments:***

- Boys are to wear collared shirts. Appropriate choices are polo-style shirts, dress/oxford shirts with collars, or turtleneck shirts/sweaters. Shirt collars must be visible when worn under other garments (e.g. sweatshirts, sweaters, vests, jackets, etc.).
- Girls are to wear modest, dressy shirts (no “t-shirts”) with high necklines front and back which stay in place and have no writing or pictures. Tops must be of a material and style so that undergarments are not visible. Girls may also wear dresses that meet these same guidelines. Dresses must touch the knee when standing and be modest when sitting.
- With the exception of WCGS Spirit Wear (which can be worn daily), garments worn at school should have NO writing or pictures. Visible logos should be smaller than a credit card.
- All shirts/tops (boys’ and girls’) should have some sort of sleeve – long, short, or cap – and should be properly buttoned at all times. Cold-shoulder tops do not fit this criteria and should not be worn to school.

### ***Lower Garments:***

- Jeans (of any color), khakis, cargo pants, and dress pants are permitted, but must not be frayed or torn.
- Pants may not be constructed of knit fabric. They must have pockets and should not be constructed in an overall style that is too tight or body shape revealing. Under no circumstances are leggings considered pants.
- **Skirts, skorts, and dresses must touch the knee when standing** AND be modest when sitting. Skirts should not have slits that reach above mid-thigh. **Leggings** may be worn under skirts and dresses that meet Appearance Code guidelines (“touch the knee when standing”).
- Camouflage pants and shorts are not permitted.
- Shorts may be worn by students in grades K-5 during 1<sup>st</sup> and 4<sup>th</sup> quarters. Junior High students (grades 6-8) may wear shorts throughout the school year, with the exception of chapel days, the Awards Assembly, or any other day for which more formal attire is prescribed. All shorts must come to below mid-thigh.
- Athletic wear such as warm-up pants, yoga pants, sweatpants, and sports shorts are not permitted.
- Unless worn as part of an approved athletic uniform or underneath other garments that meet Appearance Code guidelines, spandex shorts/tights are not permitted at any school function.

### ***Hair/Grooming/Accessories:***

- Hair should be neatly trimmed and combed.
- Hair should not be below the eyebrows in the front.
- Boys’ hair should be off the collar in the back.
- Extremes in hairstyles are not appropriate.
- Hats may not be worn indoors.
- Boys may not wear pierced jewelry; girls may wear pierced earrings (only).
- Boys and girls may wear rings, bracelets, and necklaces that are in good taste, moderate in number (one or two) and appearance, and non-distracting as determined by the school.
- Extreme accessories such as pocket chains are not permitted.

- Students may not wear jewelry during physical education classes or other athletic competition.
- Makeup may be worn in moderation by 7<sup>th</sup> and 8<sup>th</sup> grade girls only.

**Footwear:**

- **Kdg-Grade 5:** Closed shoes or closed-toe sandals are to be worn. Flip-flops, athletic sandals, or any other type of “open-toe” footwear are not permitted. Socks are to be worn at all times by students in K-5.
- **Junior High students (grades 6-8):** Students may wear open-toe sandals without socks – all sandals must have a strap at the back, holding them firmly to the foot (no “flip-flops”).

**Gym Clothes:** For gym classes, students in grades 5-8 will wear uniforms purchased from the school. Gym shoes and athletic socks must be worn. For outdoor gym classes, sweatshirts and/or sweatpants may be worn when suggested by the gym teacher. No clothes worn in gym class are to be worn in the classroom, or vice versa. Gym clothes should be laundered weekly and identified with the student’s name.

**Exceptions**

**General:**

- Teachers may instruct or give permission for students to dress outside of the *Appearance Code* as appropriate for certain field trips, special events, or theme days. In all of these cases, students will receive specific directions regarding what attire will be acceptable on that day.
- Special Dress Days—there will be occasions throughout the school year when alternative clothing may be worn. Examples include: Career Day, Jersey Day, etc. Students/families will be advised in advance what clothing is acceptable on these days.

**Chapel Days/Awards Assembly:**

It is our intent that students recognize that chapel days are unique, special days that we come together as a school to corporately worship God. Just as our athletic teams often “dress up” for game days, to signify the distinctiveness of the day, we think it is appropriate for students to “dress up” on chapel days as an outward gesture of an inward attitude of our hearts. Students should refrain from wearing jeans, shorts, or sweatshirts on these days and boys in grades 6-8 should wear shirts with ties. Girls should wear pants, dresses or skirts that conform to our school appearance code. We do not desire to be legalistic or harsh in the application of these expectations, God ultimately cares more about our hearts than our clothes, but we do wish to signify that the day has a special meaning and purpose that is different from most school days. Similarly, students are asked to “dress up” for the annual Awards Assembly.

**School Spirit Wear:**

Spirit Wear can be worn daily by students unless there is chapel, an assembly, or another special event at school. Appearance Code guidelines for upper garments are relaxed to allow students to show their school spirit by wearing WCGS school spirit apparel, including t-shirts. WCGS “Spirit Wear” is available by online order and cash-and-carry sales that are held periodically throughout the school year.

Please note that the general guidelines regarding student attire, such as modesty and cleanliness, are always in effect. Students should not wear athletic jerseys, uniforms, or sleeveless shirts/tops. Appearance Code guidelines for **lower garments, hair/grooming/accessories, and footwear** remain in effect daily.



## **Representing WCGS Off-Campus:**

Students may be off campus during or outside school hours for a variety of reasons, including field trips, service/outreach activities, fine arts activities, athletic contests, etc. Unless specifically instructed otherwise, the WCGS standards of behavior and appearance are in effect at any and all school-sponsored or school-related events.

## **Enforcement**

### ***Grades K-4:***

The classroom teacher will contact the parent requesting greater attention be given to adherence to the school's Appearance Code. Repeated violations will be handled by school administration and may require a change of clothing to be brought from home.

### ***Grades 5-8:***

The teacher will address the violation with the student and the student will go to the office to call parents for a change of clothing. Should circumstances prohibit a change of clothing being brought from home, students will be provided with appropriate garments from the WCGS office "wardrobe" to wear for the day. Parents' support for the natural process of consequential decisions by students is greatly appreciated and helpful in the maturation process.

Our goal at WCGS is not to inconvenience parents at home or at work during the school day, therefore parents should make themselves familiar with the *Appearance Code* and ensure that their child is appropriately dressed before leaving home each day. Parents' support for the natural process of consequential decisions by students is greatly appreciated and helpful in the maturation process.

## **BULLYING**

### **Philosophy**

We at Wheaton Christian Grammar School believe that students should have an educational environment that is free from humiliation, oppression, and abuse. Every person who is a part of WCGS has the responsibility to support and care for each other and to behave in a non-threatening fashion. As a school community, we expect all incidences of bullying to be reported. Bullying will not be tolerated and will be addressed in accordance with our discipline policy.

### **Definition**

Bullying is any persistent, willful, and deliberate action done by an individual or a group to hurt, distress, upset, frighten, or threaten another person(s). It is usually not an isolated incident of argument or aggression between students. Bullying can be:

- Physical: pushing, kicking, hitting, pinching, or any use of violence
- Verbal: name calling, sarcasm, spreading rumors, malicious gossip or teasing, either written, oral, or via the Internet (cyberbullying)
- Emotional: deliberate excluding, tormenting (hiding books, threatening gestures, extorting money), racial taunts, graffiti
- Sexual: unwanted physical contact or abusive and/or suggestive comments

WCGS considers any inappropriate interaction between its students, whether on or off campus or via the Internet, to be a school issue, and may be addressed by administration in the same manner as any on-campus incident.

### **Responsibility of Students**

- Refuse to be involved in any bullying situation.
- Take some form of preventative action if present when bullying occurs.

- Report the incident or suspected incident to a teacher to help break down the code of secrecy.

### **Responsibility of Parents**

- Watch for signs of unusual behavior or distress in their child, such as not wishing to attend school, missing equipment, damaged clothes, or bruising.
- Monitor their child's cell phone and social media activity.
- Advise their child to tell a staff member about any incidents of bullying. If possible, parents should allow him/her to report and deal with the problem. If the child will not report the incident, parents should inform the school.

## **STANDARDS OF CONDUCT**

Students are expected to behave in a manner that promotes God's glory, a good learning environment, physical well-being, and personal growth in grace. Students' attitudes are of prime importance to the teachers and staff at WCGS. Many problems arise not from what we do but how we do it. Because WCGS is a Christian school, we expect students to evidence biblical attitudes, respect our Christian beliefs, and abide by our community standards.

In order to provide a consistent framework across the school of what our expectations are for student conduct, the following guidelines have been developed for WCGS students. The list is by no means exhaustive. It does, however, represent some of the characteristics and behaviors that we desire and expect to see demonstrated in the lives of our students.

- Look at someone when they are talking to you or you are talking to them.
- Don't walk away when someone is talking to you or you are talking to them.
- Don't interrupt when someone is talking to you.
- Don't interrupt a conversation between other people; wait until they have finished before speaking.
- Don't walk between conversing people.
- Don't argue with an adult.
- Use proper language:
  - say "thank you" when you are given something;
  - say "please" when asking for something;
  - say "excuse me" when you bump into someone or need to pass someone in close confines.
- During discussions, be respectful of other students' comments, opinions, and ideas.
- When you cough, sneeze, or burp, turn your head away from others and cover your mouth. Afterwards, say, "Excuse me."
- When walking in the hallways, talk in quiet voices so as not to disturb other classes.
- When entering a classroom, do so quietly so as not to disturb those who may already be working.
- Treat all property (school's, others') as you would want others to treat your belongings.
- Clean up after yourself; if you spill something, clean it up or ask for help in doing so.

*In the classroom*, students are expected to sit properly, contribute to class discussion, and refrain from unnecessary disturbances of any kind. Students should talk only when they have been recognized by the teacher. Talking out of turn is selfish and discourteous.

*At chapels and assemblies*, students will enter quietly and remain quiet as they listen and act appropriately when participating in programs. *At games and assemblies*, booing, whistling, and stomping are not to be done. Spectators at games should remain on the bleachers, except at halftime and between games.

*In hallways*, loud talking and disruptive behavior are not appropriate. Students should respect the rights of students who are in class.

Students are encouraged to develop friendships with members of both genders. In all relationships, respect and consideration are required.

Student behavioral problems are dealt with by teacher intervention, detention, loss of privileges, parent conferences, counseling, probation, suspension, and/or expulsion from WCGS.

While student behavior outside of the school context falls under the jurisdiction of individual families, WCGS reserves the right to address situations that may impact the school community and/or its reputation.

### **General Classroom Expectations**

- Be prepared:
  - Come to class ready to learn.
  - Be ready to discuss the assigned material.
  - Plan ahead! Take needed materials to class including pencils (sharpened), pens, notebook, textbook, etc.
- Be on time for all classes.
  - Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to succeed in the working world.
- Complete all in-class and homework assignments by their due dates.
  - The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete outside assignments.
- Be courteous
- Pay attention
- Visit the restroom during passing periods or ask for permission before the class begins (preferred).
- Treat people and their property with respect.
- Don't talk out of turn.
- Ask permission to leave the classroom.

In addition, students are expected to observe the following rules while at school:

- Gum is not allowed to be chewed on school property or at any school activity, including field trips, unless approved by the administration. While not encouraged, candy may be eaten at lunch.
- Students may bring water to drink in their classrooms, but no other beverages should be brought into classrooms (unless approved for a special occasion).
- Toys (including "figit" toys) should not be brought into the classroom (unless approved for a special occasion).

### **Consequences for Not Meeting Expectations**

#### ***In-Class Discipline/Detention:***

Most offenses will be dealt with by the teacher within the framework of each class. Action which evidences disobedience to school rules, general disturbance, and other such misdemeanors will result in an automatic detention. These minor offences include, but are not limited to the following:

- tardy to class
- unprepared for class
- out of seat without permission

When a student is assigned a detention, a note will be sent to the parents telling them when and why the student has been assigned an after-school detention. Parents may request the rescheduling of a detention due to an unavoidable conflict such as a dental appointment, however, participation in after-school activities is not an acceptable reason to reschedule a detention. The note must be returned to the classroom teacher with the parent's signature.

***Parent/Teacher/Student Dialogue:***

There are, however, certain behaviors which are considered more serious and will involve teacher, parent, and student dialogue. Most often these behaviors are related to issues of disrespect. Disrespect may be demonstrated by talking back to the teacher, by an inappropriate attitude, by willful disobedience, or by a lack of cooperation. The behaviors listed above are not intended to be an exhaustive list, but rather to serve as an illustration of the types of behavior and attitudes which are unacceptable and will be dealt with by the teacher on an individual basis.

***Administrative Intervention:***

Recurring or disruptive behavior will not be tolerated. Situations which the teacher deems to be chronic, flagrant or otherwise worthy of special handling will be referred to the administration. Should the incident be deemed sufficiently serious by the administrator, a face-to-face meeting between parents, teacher, administrator, and student will be arranged. Consequences will be discussed and agreed upon during the conference.

Behaviors that the administration deems too serious to be handled within the framework described above may result in probation, suspension, and/or expulsion. These include but are not limited to:

1. Willful disrespect to any other student or school authority.
2. Willful destruction or defacement of school property.
3. Slander, mockery, disrespectful talk toward others, taking God's name in vain, profanity, vulgar or offensive speech or conduct.
4. Any form of dishonesty, including but not limited to lying, cheating, forgery, or plagiarism.
5. Theft.
6. Verbal abuse, threatening language, intimidation, or placing in danger (pushing, shoving, fighting, or hitting) the health and/or safety of others.
7. Cyberbullying.
8. Possession, use, or distribution of a weapon (gun, knife, etc.).
9. Possession or distribution of pornographic images or literature, or provision to another student of access to a pornographic website; "sexting."
10. Use, sale, possession, or distribution of tobacco products, alcohol, or drugs.
11. Any other behavior in action or words that is willfully antagonistic to the basic goals and objectives of the school and has an adverse effect on other students.

***Final Thoughts for Students:***

The intent of our Standards of Conduct is not to beat students down with a list of rules and regulations or to intimidate them with a list of dire consequences. Rather, the intention is to clearly explain the behavior that is expected and the consequences that will follow should a student choose not to behave according to these expectations. Hebrews 12:11 reminds us: *"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."*

## **CHRISTIAN COMMUNITY AND STANDARDS**

WCGS is a Christian community that exercises and expresses our Christian beliefs and Christian mission through community standards established by the WCGS Board of Directors or administration and published in its policies and statements, as well as in handbooks for faculty, parents and students. Although participants in our Christian community (including students, parents, guardians, volunteers and guests) do not officially represent WCGS, they do contribute to our community, to the experiences of other participants and to the accomplishment of WCGS's mission. Accordingly, the WCGS Christian Community Policy clarifies that WCGS expects all community participants, including students, parents and guardians, to respect our Christian beliefs and abide by the Christian community standards applicable to them. In addition, because students and their parents and/or guardians contribute in a meaningful and unique way to our Christian community, the Christian Community Policy requires that at least one parent and/or guardian or each student (1) affirm our Declaration of Faith, and (2) respect and live in accordance with the Christian beliefs delineated in our Statement on Marriage, Gender and Sexuality. The WCGS Policy Regarding Our Christian Community and Standards (referred to in this handbook as the Christian Community Policy), Declaration of Faith, and Statement on Marriage, Gender and Sexuality are all available in the Resource Documents section of our Parents Web.

### **What We Believe about Marriage, Gender, and Sexuality.**

**We believe** that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-15; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

**We believe** that God created mankind in His own image, male and female (Genesis 1:27, 31), intends for the gender of each person to be determined according to that person's biological sex at birth (Genesis 1:27, 31), and has ordained marriage from the beginning to be a covenant relationship between one man and one woman (Genesis 2:24). God-ordained marriage uniquely reflects the triune nature of God (Genesis 1:27 & 2:24) and Christ's relationship with His church (Ephesians 5:21-33). For these reasons we believe that identifying or behaving in any manner contrary to God's design is sinful and offensive to God. This includes any form of sexual immorality, including, but not limited to, adultery, fornication, homosexual behavior, bisexual conduct, and use of pornography (Exodus 20:14, Leviticus 18, Matthew 5:27-30, Matthew 15:18-20, Romans 1:26-27, 1 Corinthians 6:12-20, Hebrews 13:4). It also includes rejecting one's biological sex, medical/surgical alteration of one's physical sex, and expressing oneself as the opposite gender or as an alternative sexuality.

**We believe** that every person deserves to be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31, Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the principles of WCGS. When it is necessary to confront unbiblical behavior, we will seek to communicate the truth in a loving manner (Ephesians 4:15).

*Students are expected to respect and live in accordance with these Christian beliefs at all times while enrolled at WCGS.*

## **CO-CURRICULAR ACTIVITIES**

WCGS provides a wide range of co-curricular activities to augment its classroom instruction and activities. Students of all ages are encouraged to discover and develop their gifts and talents in the areas of fine arts, athletics, and academics. God is glorified as students learn to express

their love for him as commanded in 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.”

### **General**

Coaches and directors of co-curricular activities endeavor to keep students and their families well-informed by distributing practice/rehearsal/game/performance schedules and details, usually via e-mail. The school website is also a good source for this important information; however, *schedules do change*—sometimes at the last minute! The ParentsWeb e-mail alert system will be used to inform families of last-minute changes to before- and after-school activities. Please ensure your family’s contact information is kept current so that these advisories will be received in a timely manner.

**Students should be picked up within fifteen minutes of the conclusion of school, games, practices, or other activities.**

### **Priorities**

Students and parents should carefully consider the number of co-curricular activities in which a student should participate. **Homework/school should be a priority.** We realize that there are many opportunities outside of the normal school day that require/vie for young people’s time such as athletics, music lessons, youth groups, and volunteer work, to name a few. It is our observation that students who are overcommitted do not fare as well in their studies. As they prepare for high school, now is the time for young people to develop a good habit/discipline of finding a healthy balance in their lives, as well as giving schoolwork its rightful due.

### **Athletics**

WCGS has a well-rounded, competitive athletic program. Most JV and Varsity team sports practice or play after school at least four times per week.

Season	Sport	Team (s)	Grade Levels	Team size limits
<i>Fall</i>	Boys’ Soccer	JV and Varsity	6 <sup>th</sup> – 8 <sup>th</sup>	Yes
	Girls’ Volleyball	JV and Varsity	7 <sup>th</sup> and 8 <sup>th</sup>	Yes
	Coed Cross Country	One team	6 <sup>th</sup> – 8 <sup>th</sup>	No
<i>Early Winter</i>	Boys’ Basketball	JV and Varsity	7 <sup>th</sup> and 8 <sup>th</sup>	Yes
	6 <sup>th</sup> Grade Boys’ Basketball	One team	6 <sup>th</sup>	No
	5 <sup>th</sup> Grade Boys’ Basketball	One team	5 <sup>th</sup>	No
<i>Late Winter</i>	Girls’ Basketball	JV and Varsity	7 <sup>th</sup> and 8 <sup>th</sup>	Yes
	6 <sup>th</sup> Grade Girls’ Basketball	One team	6 <sup>th</sup>	No
	5 <sup>th</sup> Grade Girls’ Basketball	One team	5 <sup>th</sup>	No
<i>Early Spring</i>	Boys’ Volleyball	JV and Varsity	7 <sup>th</sup> and 8 <sup>th</sup>	Yes
<i>Late Spring</i>	Coed Track and Field	One team	5 <sup>th</sup> – 8 <sup>th</sup>	No
	Girls’ Soccer	Varsity	6 <sup>th</sup> – 8 <sup>th</sup>	Yes

\*For JV and Varsity sports noted as 7<sup>th</sup> and 8<sup>th</sup> grades only, there may be opportunity to add 6<sup>th</sup> graders to the roster if there are openings. A separate tryout for 6<sup>th</sup> graders will be arranged to fill open roster spots as needed.

\*\*JV and Varsity teams are “mixed grade teams” at each level. Team placement is determined by coaches during tryouts.

*Any student not able to fully participate in physical education classes may not be permitted to participate in inter-school sports.*



### ***A Note about Tryouts:***

Because junior high sports help prepare students for the rigors of high school athletic competition and our gym time and space availability are limited, **sports with “team size limits” must go through tryouts**. Tryouts usually take two to three days. Selections are based on skill, attitude, effort, and a coachable spirit. Students who for medical reasons are not able to participate during the tryout period may be given one of the designated spots on the roster if, in the coach’s sole discretion, that student would have been selected had he/she been able to participate in the tryouts. No student who is selected and participates on a team will be guaranteed playing time unless the coach determines that effort, skill, attitude, and the particular game conditions warrant playing the student.

### ***Athletic Awards:***

The WCGS letter is awarded to any student on a junior high team who plays in the equivalent of half of the games during any season, or whose extra effort during the season merits it. A student will receive one letter when he/she has completed his/her first athletic season. All students participating in any sport will also receive a certificate.

### ***Sports Physicals:***

Each student who plans to participate in an interscholastic sport must have a current physical on file. The physical exam must be received in the office BEFORE TRYOUTS in order for the student to participate.

The Illinois Health Certificate/School Physical Form is valid for sports participation, provided the examining physician completed the “Interscholastic Sports” section. The date of the physical exam must be current and cover the entire duration of the sport’s season, from tryouts through the very last game. The Health Certificate/School Physical Form is valid for 395 days from the date of the exam. CHECK WITH THE NURSE’S OFFICE IF YOU ARE UNSURE IF YOUR PHYSICAL EXAM IS CURRENT. All coaches strictly enforce this policy.

Registration through ParentsWeb is required in advance of each sports season. Families of students eligible to participate in that season’s interscholastic sports will receive an e-mail from the School Nurse with registration instructions and deadlines. Students may not attend a tryout or first practice unless they have registered. Exclusion from tryouts or participation will apply to students without current Health Certificates or Concussion Sign-off Forms regardless of registration.

### **Spring Musical**

Students in junior high may be involved in the Spring Musical in a number of ways. All casting is done by audition; however, help is also needed in the areas of set design and construction, costumes, sound and lighting, promotion and ticket sales, stage crew, etc. While not a credit course, students are expected to show the same level of commitment to the spring musical as any other athletic team or fine arts performing group.

### **Student Council**

Student Council is made up of representatives from each junior high homeroom, a president, vice-president, secretary, and treasurer. Elections are held within each homeroom for homeroom representatives and across the junior high student body for officer positions. Student Council meets weekly to organize fundraising and social activities for junior high students.

### **Yearbook**

Students in 6th, 7th, and 8th grade apply to assist in the preparation of the WCGS yearbook. Twenty students are chosen with eight to ten of them appointed as editors.

## **Co-Curricular Eligibility**

In order to participate in any co-curricular activity (athletic practice or game, fine arts practice or performance), a student must not be absent for any part of the day of the activity. **Any student arriving after 10:30 a.m. or departing before 2:00 p.m. will be marked ½ day absent, and therefore ineligible to participate in any co-curricular activity that day.** The only exception is in the case of a pre-arranged absence, such as a dental appointment, or as the result of direct, personal consultation (not by note), between a parent and teacher/director/coach.

**Detentions may not be deferred for participation in co-curricular activities.** At the discretion of coaches/activity directors, students may be permitted to participate in that day's activity after the detention has been served.

Grades for all students who participate in co-curricular activities (athletics or fine arts) will be reviewed every three weeks by the administration and coaches. To be eligible for games/performances, a student must be passing in all classes (no "F's"). A student's average for all grades must be at least a "C." Ineligibility begins the day after the grade report is issued and will last until the average is raised to a "C" average of all grades. *Participation in practice sessions during the ineligible period is at the discretion of the coach or teacher.*

If a student has missing work or outstanding make-up work when grades are issued and reviewed, he will be academically ineligible for the following week (and all subsequent weeks that work is outstanding). Ineligible students will have their grades checked at the end of each week. Once the average of all subjects is "C" and no work is outstanding, a student may again participate in activities.

Any teacher may report to the administration problems of discipline, lack of courtesy, scholarship, etc. Together they will decide on the student's eligibility.

## **User Fees**

To help offset the costs of interscholastic sports and the production of the Spring Musical, a \$75 fee will be charged for participation in the musical and for each sports team on which the student participates.

## **FINE ARTS**

### **Instrumental Music**

Concert Band (grades 6-8), Jazz Ensemble (grades 6-8), Concert Orchestra (grades 6-8), and Honors Ensemble (grades 7-8) are performing groups for students who have instrumental playing experience. Students are admitted by audition and are expected to make a commitment to the group for one year. These groups meet during the school day.

### **Junior High Praise Team**

Junior High Praise Team (grades 7-8) is an instrumental and vocal performing group which is dedicated to learning, practicing, and leading contemporary worship and praise music at school chapels and other school fine arts concerts. Students are admitted by audition and are expected to make a commitment to the group for one year. The group typically meets/rehearses 2-3 times per month.

### **Choral Music**

The Concert Choir (grades 7-8) and Sixth Grade Choir are organizations which attempt to foster good singing habits, cooperation, dependability, and an awareness that all our personal gifts, including music, come from God. Each choir member is expected to be a supportive, well-behaved group member. The choirs perform at several concerts, festivals, and/or contests throughout the year. Each group rehearses twice weekly.

## **Concert Attire**

Concert attire is worn for most performances by the Concert Band, Concert Orchestra, and Concert Choir. Further details regarding concert attire requirements will be provided to students by their ensemble director(s).

## **Fine Arts Requirement and Grading**

Jr. High students must participate in at least one graded fine arts ensemble or class per year in order to meet WCGS graduation requirements. All instrumental and choral groups (except Junior High Praise Team) are credit classes, and as such students belonging to these groups are expected to participate in all rehearsals and concerts. Quarterly grades for these classes are based on participation, improvement in skills, attendance, cooperation, and positive attitude. If a student misses any class due to a rehearsal or sectional, he/she is responsible to turn in all class assignments on time and obtain homework assignments.

## **RELATIONSHIP GUIDELINES**

Teamwork, flexibility, and communication are all essential to the harmony of any school. The importance of good communication among faculty, administration, parents, students, and the Board cannot be overemphasized. Each individual must strive to develop and maintain open communication. If interpersonal problems arise, the biblical response is for the parties directly involved to discuss their differences and resolve the problem (see Matthew 18:15-17). If it is impossible for the parties to resolve a problem themselves, they should seek help from an administrator. Avoid discussing the situation with people not directly involved as this generally amplifies and elevates the problem.

## **STUDENT LIFE**

### **Care of School Property**

WCGS students have the privilege of attending school at a beautiful, new, state-of-the-art facility. Many people have given sacrificially over the years to make this possible. Students should respect and care for school property both inside and outside of school buildings.

Classrooms and hallways are to be kept clear of athletic bags, instruments, lunches, and backpacks/bookbags. Ample storage for these items has been provided. All trash should be deposited in the appropriate receptacle.

Gym and hall lockers will be assigned to each student. **It is the responsibility of the student to keep his/her locker clean, organized, and free from clutter.** WCGS cannot be held responsible for any personal property students may choose to keep in their lockers.

Proper use of lockers is the responsibility of each student, and students should not open another student's locker. Students may "accessorize" the interior of their lockers in a manner that is consistent with the values and community standards of the school but are expected to keep their lockers clean and free of accumulation. Stickers and sticky tape ARE NOT to be used inside lockers. Magnets, sticky tack, and "Command Strips" are permitted. Lockers are subject to periodic inspection.

Students may not decorate/accessorize the exterior of lockers. Participation in teams or other groups may be displayed by a magnetic decoration that is made available to every member of the team/group. Classroom teachers may choose to place magnetic decorations on their students' lockers to celebrate birthdays or other appropriate occasions/accomplishments.

### ***Textbooks***

Books will be issued to each student. All books should be covered within the first week of school and remain covered throughout the school year. Adhesive back covers and fabric covers

are not acceptable. Students are expected to exercise utmost care for their texts and other materials supplied by the school. Fines will be charged for excessive wear and tear, as follows:

- No charge is made for normal wear.
- \$1.00 minimum fine – page torn (but not missing), pages dirty.
- ¼ the replacement value of the book – many pen/pencil marks in book and/or excessive dirt.
- ½ the replacement value of the book – minor water damage, excessive wear and tear so that the binding is beginning to loosen and the edges are frayed.
- Rebinding cost – excessive wear and tear so that the book needs to be rebound (back binding may be broken or pulled away from cover.)
- Full replacement value of the book – book lost; book damaged in such a way that it cannot be reused (water damage, page missing, etc.).

### **Connect Groups**

At the beginning of the school year, students in grades 6-8 are organized into groups of 10-15 students. Each group is led by a member of the administration, faculty, or staff. These groups meet weekly to discuss a variety of topics geared towards helping students be successful and feel connected at WCGS.

### **Daily Schedule (Grades 6-8)**

*Breaks:* The morning and afternoon breaks that have been scheduled are designed to allow students to use the bathroom, get a drink of water, eat a small snack, and on nice weather days, possibly step outside for a few moments. We trust that these short breaks will allow students to be even more productive while they are in their scheduled classes and minimize interruptions during learning.

#### ***R (Regular) Schedule – Monday, Tuesday, Thursday, and Friday (41-minute class periods)***

7:45 - 8:40	Period 0
8:50 - 9:41	Homeroom/Period 1
9:44 -10:25	Period 2
10:25-10:31	Break
10:31 -11:12	Period 3
11:15 -11:57	Period 4
11:57 -12:20	Lunch
12:26 - 1:07	Period 5
1:10 - 1:51	Period 6
1:51-1:57	Break
1:57 - 2:38	Period 7
2:43 - 3:25	Period 8

#### ***C (Chapel-Connect) Schedule – Wednesdays with chapels or other special assemblies AND Connect Groups (38-minute class periods 1-4 and 25-minute class periods 5-7 with a 35-minute 8th period) on Chapel Days; no Period 0 on Wednesdays***

8:50 - 9:38	Period 1
9:41 -10:19	Period 2
10:19 -10:25	Break
10:25 -11:03	Period 3
11:06 -11:51	<b>Chapel/Assembly</b>
11:51 -12:14	<b>Lunch</b>
12:14 -12:34	<b>Connect/6<sup>th</sup> Recess</b>

12:39 - 1:17	Period 4
1:20 - 1:45	Period 5
1:45 - 1:51	Break
1:51 - 2:16	Period 6
2:19 - 2:44	Period 7
2:49 - 3:25	Period 8

**W (Connect) Schedule** – *Wednesdays without chapels or other special assemblies (39-minute class periods); no Period 0 on Wednesdays*

8:50 - 9:39	Homeroom/Period 1
9:42 -10:21	Period 2
10:21-10:27	Break
10:27 -11:06	Period 3
11:09 -11:48	Period 4
11:49 -12:12	<b>Lunch</b>
12:12 -12:32	<b>Connect</b>
12:37 - 1:16	Period 5
1:19 - 1:58	Period 6
1:58 - 2:04	Break
2:04 - 2:43	Period 7
2:48 - 3:25	Period 8

**A (Assembly) Schedule** – *Days with assemblies or chapels AND NO Connect Groups (36-minute class periods); IF schedule is on a Wednesday, there will be no Period 0*

7:45 - 8:40	Period 0
8:50 - 9:36	Period 1
9:39 -10:15	Period 2
10:15-10:21	Break
10:21 -10:57	Period 3
11:00 -11:40	<b>Assembly</b>
11:40 -12:03	<b>Lunch</b>
12:09 -12:45	Period 4
12:48 - 1:24	Period 5
1:24-1:30	Break
1:30-2:06	Period 6
2:09-2:45	Period 7
2:50-3:25	Period 8

**Lunch**

All WCGS junior high students eat their lunch in the Commons. The school provides one carton of milk for each student; junior high students (6<sup>th</sup>-8<sup>th</sup> grade) may choose from white or chocolate milk. Students are expected to remain seated while eating and talk to those nearby in a low, conversational tone. Prior to departure from the Commons, students are expected to deposit all garbage in the bins provided and leave the tables and floor around them free of refuse. Lunchroom supervisors will issue detentions to any student or table of students neglecting to clean up after themselves or behaving inappropriately in the Commons.

***Hot Lunch Program***

The WCGS Auxiliary runs a hot lunch program Monday through Wednesday of each week. Sign-ups for hot lunch will be communicated by the Auxiliary early in the school year. Dates of service are shown on the school calendar.

## Health Services

Mrs. Cockrell and Mrs. Farrell are the WCGS School Nurses on staff. One of them will be available in the Nurse's Office daily between 10am-3pm on school days to care for all aspects of student health:

- PHYSICAL
- MENTAL
- EMOTIONAL
- SOCIAL
- SPIRITUAL

### *What do our School Nurses do?*

- Assess and treat students who become ill or injured at school
- Administer medications, when applicable, that are authorized by the parent/guardian
- Communicate with parents/guardians when a student may need further medical care
- Support the WCGS community with health education and resources
- Provide health counseling to students as needed
- Maintain all required health forms and authorizations

### *What else do you need to know?*

- If you are injured or not feeling well for any reason, check in with your teacher to receive a pass to go to the Nurse's Office.
- It is against school policy for students to carry ANY medications in backpacks, pockets or lunches, or to store them in their lockers. The only exceptions to this policy are asthma inhalers and emergency allergic reaction epinephrine injectors (EpiPens), but ONLY if specific written authorization from the parent/guardian is on file with the nurse.
- Feminine hygiene products are available in the Nurse's Office restroom. There is no need to ask permission to have access to them. Just request to use the Nurse's Restroom.
- The nurses are always available to discuss any health questions or concerns you may have.
- If you need to be **excused from P.E.** due to a medical reason, you must have a note from your parent/guardian. **This note is to be given to the Nurse's Office.** If you do not have a note, you will be expected to participate in the P.E. class. A note from your parent/guardian will be accepted **for two consecutive P.E. class times only**, and a **NEW note will be required for each of those two consecutive days.** If you need to be excused from P.E. for **LONGER** than two consecutive class periods due to a medical reason, a note is required from a licensed healthcare provider that gives further explanation. All graded class content (i.e. graded runs, skills assessments, etc.) will be made up the following P.E. class period, or at the P.E. teacher's discretion.

## Jr. High Gala

Each May a social is hosted by the WCGS Auxiliary to honor the 8<sup>th</sup> grade students as they complete their time at WCGS. This special occasion, attended by all 7<sup>th</sup> and 8<sup>th</sup> grade students, is a memorable evening where students enjoy food and fellowship in a social setting. Further details regarding the Jr. High Gala will be communicated later in the school year.

## Phone Calls

The office phone may be used by students for **urgent or school-related calls** to home/parents.

## Cell Phones



Cell phones **must be kept turned off and in lockers** during school hours. Before and after school use of cell phones on campus should be confined to transportation and other logistical arrangements between students and their families or car pools. Smartwatches may be worn during the school day but may only be used as watches. Any violation of these expectations may result in having the student's phone or Smartwatch taken away and retained by the principal until the student and a parent come to claim it. Repeated offenses of this rule will be met with increasingly severe consequences. This policy applies to field trips unless otherwise communicated by the teacher.

### **Social Media**

Teacher/student relationships on social media are to remain respectful and professional. The WCGS Administration highly discourages teachers "friending/following" and posting pictures of and with current students on their personal social media pages. Students should also follow this guideline and should refrain from "friending/following" teachers. This is to protect both students and faculty/staff. If you have any items that you want to post, please send it to the Marketing Specialist, and it will be posted in alignment with the WCGS social media plan.

### **Music Players/Earbuds**

In the interests of safety and promoting an atmosphere of community at WCGS, the use of personal, portable music players is **prohibited at any time** on school campus or at school-sponsored off-campus events (e.g. field trips, concerts, etc.) unless the teacher or event supervisor has given specific permission to the contrary. Any student violating this policy will have the device taken away and retained by the principal until the student and a parent comes to claim it.

### **Personally-Owned Device Policy**

Students are NOT to bring personal computing devices (tablets, laptops, etc.) to school. Requests for any exception to this policy must be approved by the principal prior to the device being brought onto school campus.

### **Electronics, Magazines, Playing Cards, Toys, Etc.**

Electronic games, magazines, and laser pens are not to be brought to school or to school functions unless the teacher or administration has given permission for a special occasion. The same applies to cards, games, and other toys (including "figit" toys). Any student violating this policy will have the item confiscated and retained by the teacher until the student and a parent comes to claim it.

### **Weapons (real, replica, or toy)**

To reduce the potential for false alarm or misunderstanding, no weapon, *or anything resembling a weapon*, should be brought onto the school campus. This means that knives, swords, guns, or other weapons (real or play) may not be brought to school as part of a project or used as props for an oral presentation.

Requests for any exception to this policy must be approved by administration prior to the object(s) being brought onto school campus.

### **Bicycles/ Rollerblades/Skateboards**

Bicycles are to be locked in the bicycle racks and left there. Bicycles may be walked on the sidewalk but never ridden on school grounds. Skateboards, rollerblades, or shoes with wheels are not to be used on school property.

### **School Supplies**

A school supply list is provided for all students. Students are expected to come to class prepared with the necessary supplies and may be penalized if not sufficiently prepared.

## **Rules Applying to ALL WCGS Students**

See Parent Handbook for school policies that apply to all WCGS students.

## **TECHNOLOGY USE BY STUDENTS**

### **Acceptable Use Policy**

Wheaton Christian Grammar School computers and networks exist and are maintained to further the mission of the school. We are blessed and able to provide excellent computer equipment, computer services, and Internet access to our students and staff for educational purposes. The use of these resources is a privilege, not a right arising from membership in the school community.

WCGS is committed to providing educational resources while limiting access to inappropriate material. This includes using multiple content filters to block inappropriate sites/materials, supervising students when they are using the Internet, and training students in what is appropriate and inappropriate on the Internet as well as how to navigate the Internet effectively.

WCGS makes every effort to block inappropriate material; however, the Internet user will be held responsible for his/her actions. Students engaged in activities that violate the WCGS Acceptable Use Policy, whether in or out of school, may be subject to state laws and school discipline. Unacceptable use may result in suspension or revoking of those privileges. Some examples of unacceptable use are:

1. using the Internet for any illegal activity;
2. degrading or disrupting the equipment or system performance;
3. accessing, modifying or reading another person's files, e-mail, or online accounts without their permission;
4. posting rude or inappropriate messages or pictures;
5. downloading material and/or software programs without permission;
6. accessing or attempting to access or posting on unauthorized or unacceptable sites, apps and resources;
7. circumventing filters/censor ware (attempting to bypass filters);
8. using a teacher's or staff member's computer without the consent and supervision of the teacher or staff member;
9. accessing the Internet during the school day, whether it be through the WCGS network or not, with a personal device without the consent and supervision of a teacher or staff member;
10. engaging in cyberbullying; or
11. sexting.

Considering the provisions mentioned previously, WCGS cannot assume responsibility for:

1. the reliability of the content of a source received by a user. Students must evaluate and cite sources appropriately.
2. costs the student incurs if they request a product or service for a fee.
3. any consequences of disruption in service that may result in a lack of resources. Though every effort will be made to ensure a reliable connection, there may be times when the

Internet service is down or scheduled for use by teachers, classes, or other students.

4. guaranteeing privacy of computer use. For example, although we do support privacy of e-mail, users must not assume that this is guaranteed. The administration, faculty, and staff reserve the right to investigate possible misuses and/or to monitor any e-mail that comes through WCGS computers.

*"...whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable-if anything is excellent or praiseworthy-think about such things."*

*Philippians 4:8*

Willful destruction or defacement of school property is considered a serious offense (see Discipline: Definition of Serious Offenses). This includes all technology equipment used by students on a daily basis. Students will be fined the replacement or repair cost of equipment that they intentionally break, damage, or alter. This includes, but is not limited to:

- Removal of keys from laptop keyboards, \$75
- Breaking or damaging headphones/microphones, \$30
- Changing the appearance of computer desktop, icons, screensavers, backgrounds, etc. or turning off the wireless switch on laptops, \$5

### **Student Access to Third Party "Under 13" Website Services**

Technology is a great resource used to support and deepen learning. As we prepare our students to be effective servants of Christ in contemporary society, we try to incorporate digital tools into learning experiences for content creation, communication, collaboration, and information management. When offering these online services to children under 13, WCGS recognizes that COPPA (Child Online Privacy Protection Act) is a regulation that requires parental consents for the online collection of information about users younger than 13. Some examples of these websites that WCGS staff use for instruction are: Prezi ([www.prezi.com](http://www.prezi.com)), Glogster ([www.glogster.com](http://www.glogster.com)), and Animoto ([www.animoto.com](http://www.animoto.com)). It is important that parents and students understand and help ensure that our technology is used in a responsible, ethical, and legal manner. WCGS requires all students to have parental permission on file annually prior to utilizing these website services.



1N350 Taylor Drive · Winfield, IL · 60190  
(630) 668-1385 · (630) 668-2475 fax

[www.wheatonchristian.org](http://www.wheatonchristian.org)

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ATTENDANCE REPORTING (24 hours/day):

[attendance@wheatonchristian.org](mailto:attendance@wheatonchristian.org)

or

(630) 668-1385, opt. 3

