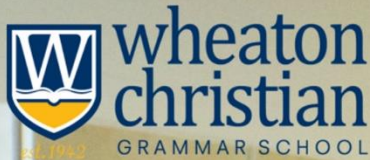


Parent Handbook

2018-2019



“BE VERY CAREFUL, THEN, HOW YOU LIVE—NOT AS UNWISE BUT AS WISE, MAKING THE MOST OF EVERY OPPORTUNITY, BECAUSE THE DAYS ARE EVIL.”
EPHESIANS 5:15-16

August 2018

Dear WCGS Parents,

Welcome to a new school year at Wheaton Christian Grammar School! We count it a privilege to join with you in training and nurturing your children to know, love, and serve Jesus Christ.

This handbook is designed to give you important information about the policies and procedures at WCGS which directly affect you and your life here at the school. It is our hope that the information contained in these pages will help you understand how things operate, what our expectations of students and parents are, and whom to contact for help and information. If you have any questions, need additional information, or if something is unclear, please do not hesitate to contact us. **Because this handbook is revised annually, we trust that you will take the time to carefully read over these policies and guidelines, as some have changed.** Our handbooks are always available on our school website, www.wheatonchristian.org/forms.

You will find a 5th Grade Addendum at the back of the handbook. These are policies that apply specifically to 5th grade students. Junior high students (grades 6-8) also receive a Junior High Student Handbook on the first day of school. Your support in following these guidelines will help us maintain an orderly and supportive atmosphere as we work together.

Finally, we would like to take this opportunity to caution school families to avoid the trap of over-commitment. There is no shortage of activities competing for our time and attention – many of them worthy! Good health, spiritual growth, and academic success require adequate rest, proper nutrition, and freedom from the stress of “overload.”

We look forward to a *great* year!

Sincerely,
WCGS Administrative Team

YEAR VERSES 2018-2019

“Be very careful, then, how you live—not as unwise but as wise,
making the most of every opportunity, because the days are evil.”

Ephesians 5:15-16

PARENT HANDBOOK

2018-2019

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WHAT WE'RE ABOUT

Mission Statement

Wheaton Christian Grammar School exists, under the authority of God and His Word, to educate, train, and nurture children for godliness and excellence, equipping them to engage and transform their world for Jesus Christ.

Vision Statement

Wheaton Christian Grammar School will be a biblically faithful and transformative K-8 educational institution available to those who desire a Christian education and support the school's mission and values.

WCGS Core Values

- The fear of the Lord is the beginning of wisdom and knowledge.
- The Bible is the source of all truth, authoritative in all matters.
- Education is best achieved through a partnership between parents and educators.
- Effective education uses advances in curriculum, technology, and teaching methods.
- A strong foundation in academic, artistic, social, and spiritual disciplines is necessary for fulfillment of one's potential life.
- Every community benefits from individuals who have been taught to pursue excellence and to obey God's authority.

Declaration of Faith

- We believe in the Scriptures of the Old and the New Testaments as verbally inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life.
- We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
- We believe that man was created in the image of God; that he sinned, and thereby incurred, not only physical death, but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature, and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed.
- We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the ground of His shed blood.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us as High Priest and Advocate.
- We believe in "that blessed hope," the personal, premillennial, and imminent return of our Lord and Savior, Jesus Christ.
- We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

Governance

WCGS operates under the governance of the Wheaton Society for Christian Instruction, membership of which is open to any interested parents and friends who agree with the objectives of the Society and make a financial contribution. The Board members of the Society

are elected by the members of the Society attending the annual meeting as provided for in the Constitution (Article VI and Amendment 1).

As Christians, each one of us is under the authority of God and His Word and is ultimately accountable to Him.

Accreditation

WCGS was granted accreditation by the Association of Christian Schools International (ACSI) in 2008; by the North Central Association Commission on Accreditation and School Improvement (NCA CASI) in 2009; and is annually certified as a "Recognized Non-Public School" by the Illinois State Board of Education (ISBE). WCGS ensures general compliance with applicable sections of the Illinois School Code (105 ILCS 5), and relevant case law including *Plyler v. Doe*, 457 U.S. 202, 102 S.Ct. 2382 (1982), and 23 ILL. Admin. Code Part 425 10(c).

Accreditation renewal was granted in 2015 by ACSI and AdvancED (formerly NCA CASI). The next re-accreditation will take place in 2020.

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 Antiharassment Policy, please contact the school office.

ATTENDANCE/ABSENCE

Regular attendance is required by state law and makes good educational sense.

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 5th-8th grades 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. Please understand, however, that it is very difficult when teachers receive notes and e-mails from parents asking the teacher "to have the child in the office" at a particular time, ready for pick-up. Teachers are busy delivering instruction and interacting with students, not necessarily keeping their eye on the clock to dismiss a student at a particular time. **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) **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
- 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 2nd 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 Absences

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

Regular school attendance is a key component in the acquisition of a thorough and quality educational experience. We recognize, however, that parental job assignments or special interests and opportunities may sometimes result in an extended absence from school. To accommodate these special situations, the following guidelines are set forth:

- A long-term absence is considered three weeks or more, but not longer than one school quarter.
- Absences longer than one quarter will require that the student withdraw from school and subsequently apply for readmission.
- The administration must approve all extended absences and details related to the ongoing accommodations.
- The student's ongoing educational instruction during the long-term absence is the responsibility of the parents and may be accommodated by a private teacher, tutor, or the parent.
- Tuition will be charged during the time of extended absence.
- WCGS will provide the curriculum resources—textbooks, workbooks, and lesson plans—as needed.
- An additional fee will be charged if the classroom teacher provides materials (worksheets, quizzes, tests, etc.) that require “extra” time over and above the teacher's regular responsibilities.
- Expenses for mailings, etc. will be the responsibility of the parents.
- Grading will be the responsibility of the private teacher, tutor, or parent, and results should be provided to the classroom teacher in a timely manner. Grading for special long-term assignments (Country Reports, etc.) may be accomplished by the classroom teacher, according to arrangements made in advance of the absence.
- It is expected that the student returning to class after a long-term absence will assimilate into the ongoing grade-level curriculum.

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 and other WCGS community standards. Provisions for the *Appearance Code* shall be enforced equally for all students.

Responsibility of Parents

- Parents should work with and guide their children to make good choices in the area of appropriate clothing and good grooming. We expect appropriate clothing and appearance decisions be handled at home to insure compliance with WCGS standards.
- Because it is updated regularly to reflect current styles and trends, parents should review and familiarize themselves with the *Appearance Code* on an annual basis.
- Should your child's attire be deemed inappropriate, parents should expect to receive a call from the school and be prepared to bring a change of clothing.

- In order to set a good example for students and others who may be visiting our school, parents are respectfully requested to refrain from wearing abbreviated leisure and exercise attire, plunging necklines, halter tops, or tight and revealing clothing of any kind when visiting the school, no matter how brief the visit may be.

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, 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 1st and 4th 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 7th and 8th 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: School Spirit Day (see below), 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 Day:

On most Fridays*, 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 on School Spirit Days.

**Check calendar for exceptions (e.g. special chapels or assemblies).*

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.

AWARDS

Near the end of the school year, awards assemblies are held for students in grades 1-5 and 6-8. Various awards are given in the areas of academics, music, art, and service. Recognition is given for those on the Junior High Honor Rolls, and the American Legion Awards, Administrators’ Award(s), Todd Beamer Memorial Award and Scholarship, and Wheaton Academy Scholarship are presented. Parents are welcome to attend.

BEHAVIORAL EXPECTATIONS OF STUDENTS

Students of all ages 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. Many problems arise not from what is done but from how it is done. 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; and
 - 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.

The teaching and modeling of these guidelines are part of our mission to train and nurture children for godliness and excellence. We recognize, however, the difference between "behavior" and "heart." Transformation of the heart is an enduring process in which one is radically reformed and does not revert back to one's previous condition. Only God brings about lasting transformation in a person's life (Romans 12:2, 2 Corinthians 3:18). While we cannot transform the heart or even know what the heart is actually thinking or feeling, we can control, or at least regulate, the outward manifestation of that. In other words, we can and will expect that our students conduct themselves in a manner that shows respect for both adults and peers, and for our Christian beliefs.

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).

Parents, as our partners in this mission to raise up a generation that will glorify God, we need your prayers and your support. Please review these expectations with your children and help us by reinforcing these guidelines at home.

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.

CHAPELS/ASSEMBLIES

Chapels will be held on a monthly basis. Students are expected to "dress up" for Chapel Days (see Appearance Code for details). We use outside speakers as well as school parents and faculty/staff. A spirit of reverence should be maintained in all chapel services. Attentive, courteous conduct that is honoring to the Lord should be observed at all assemblies. Other special interest chapels and assemblies are planned for various grade levels and sometimes for the entire student body. Parents are always welcome to attend. Unless otherwise advised, chapels are held in the Commons on the second Wednesday of each month:

9:00 Grades K-2

9:45 Grades 3-5

11:05 Grades 6-8

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.

CHRISTIAN PHILOSOPHY OF EDUCATION

Wheaton Christian Grammar School teaches students that the Lord Jesus Christ is to be preeminent in every area of their lives, including their education. We acknowledge that every aspect of academic study and each school activity is based upon this biblical truth. "For by him all things were created: things in heaven and on earth...all things were created by him and for him...he is before all things, and in him all things hold together...so that in everything he might have supremacy" (Colossians 1:16-18). Jesus is to be at the center of all learning and living.

We affirm that the triune God is sovereign and the creator of all things. Man is the direct creation of God and made in His image. Man is to live his life as a response to his Creator and Savior, knowing Him and living in harmony with Him. God has revealed Himself to us in His Son Jesus Christ and in the Holy Scriptures. We can by His grace know and communicate His truth, generation after generation.

While most of the world divides truth between sacred and secular, Christian education acknowledges that God's truth is of universal scope. The Christian world view is that God has revealed Himself through both natural and written revelation. In Christian education, all subjects are taught as part of the total truth of God. Thus Christian education is the process of seeing things through the perspective of God's Word. We encourage our students to become all that they were created by God to be – in mind, in body, in spirit – for the glory of God. An education that includes the spiritual nature must be provided so that a child will be fully developed. Only then will the child know the true purpose of living.

Wheaton Christian Grammar School embraces the Bible's teaching that God has given the family the responsibility of educating or "bringing up" children. Parents have the primary responsibility to prayerfully study and teach the Word of God to their children. "Teach them to your children, talking about them when you walk along the road, when you lie down and when you get up" (Deuteronomy 11:19). The values, goals, discipline, and atmosphere of the home and the school need to be in harmony with one another. The partnership shared between parents and teachers is essential to an integrated and meaningful education.

Our school is committed to Christ-centered education and the teaching of God's truth, whether it is scientific, historical, philosophical, or spiritual. Our faculty is committed to providing a high-

quality program of academics and co-curricular opportunities. Our students are challenged individually to excel in every facet of learning. It is our desire that we clearly honor God in all our pursuits. It is our hope that our students follow Christ, forthrightly proclaim Him, and recognize and use their gifts as members of the body of Christ.

DAILY SCHEDULE

1. With the exception of children going to Extended Care and those in 0 period classes, students should arrive no earlier than 8:30 a.m. without written permission and approval of the administration.
2. When weather permits, students should remain outside until 8:40 a.m.
3. During inclement weather, students may wait in the entrances prior to 8:40 a.m.
4. Students begin classes at 8:50 a.m. and need to be seated by this time.
5. Dismissal for the end of the school day is 3:25 p.m.
6. Unless supervised by a teacher, students should be out of the building and on their way home by 3:40 p.m. Students on the school grounds after 3:40 p.m. must be under the supervision of parents. Students left unsupervised on the playground past 3:45 p.m. will be placed in Extended Care and the family charged accordingly.

DISCIPLINE

Philosophy

As Christian parents and educators, we discipline our children because we love them and it is our scriptural mandate. “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” (Hebrews 12:11). The ultimate goal for each student is self-discipline. Therefore, we train our students to be accountable for their words and actions.

Rules and standards of conduct expected from students at WCGS are necessary to help promote a safe school environment that pleases God and reflects our commitment to apply Scripture to everyday situations. The student application signed by each parent says, “We support the authority in the school to discipline our child as necessary. We further agree that we will cooperate and discipline our child in the home as needed.” It is understood that the school and home cooperate as partners in the implementation of disciplinary measures. With this in mind, the teachers and administrators will carefully evaluate each incidence of student misconduct and will take the disciplinary action it deems necessary for the good of the student and the school.

“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work” (2 Timothy 3:16,17). In keeping with this scriptural mandate, there are three aspects to discipline: instruction, admonition, and correction. The majority of disciplinary actions will be handled within the framework of the classroom through personal conference, detention, and communication with parents. Suspension or expulsion for any of the serious offenses as defined below will be determined in consultation between the teacher and administration. Other offenses may be referred to the administration for further review and/or action.

Policy and Procedures

According to the nature of the offense, one or more of the following will be utilized:

1. Personal conference. The teacher will speak to the child on a one-to-one basis in the spirit of Proverbs 22:6. This will be done in a manner so as not to embarrass or single out the child. However, there are times when a child may need to be addressed in front of the entire class. Parents will be notified of student misconduct. When necessary, a conference will be arranged between the student, his teacher, his parents, and an administrator. The goal of the conference will be to work through the details and cooperatively implement a plan of action.
2. Detention. Misconduct, tardiness, lack of obedience and/or respect of authority, unfinished homework, etc., will warrant a detention. This list is not all-inclusive. The detention will be 30 minutes in length and will be held after school (3:30-4:00 p.m.) at a date agreed upon by the teacher and parent. Parents will always be notified at least one day in advance and will be responsible for picking up their children promptly at 4:00 p.m.
3. Probation. Periods of probationary status may result when a student is suspended and when deemed necessary by the administration as a result of other serious disciplinary situations. Probation periods may range from one academic quarter to the entire school year. While on probation a student may be ineligible for participation in athletics or other performing groups, at the discretion of the administration. At the end of the probationary period, the student may be considered for expulsion or requested to be withdrawn if the behavior or academic performance has not been satisfactorily remedied.
4. Suspension. Certain behaviors and actions or repetition of a serious offense may require that a student be suspended from school for a period of 1 to 5 days. This will be implemented at the discretion of the administration. Parents will be invited to meet with an administrator before the student is sent home. The chair of the Academic Committee will be advised of the action. The student will be readmitted after a follow-up conference with an administrator. Students are required to make up all work that is missed due to the suspension. A reduced grade will also be assigned for this work.
5. Expulsion. A child will be expelled from the school only by a majority vote of the Board on the recommendation of the Academic Committee after consultation with the administration, the child's teachers, the child himself, and his parents. In some situations, the administration may request that parents withdraw their child from Wheaton Christian Grammar School. Such a request may occur when the student's conduct would otherwise warrant expulsion. If the parents or legal guardians refuse to withdraw their student upon request of the Board, the student will be expelled.

Definition of Serious Offenses

Each student at Wheaton Christian Grammar School is expected to honor God in their daily work, conduct, and relationships with students, teachers, and administration. Respect, obedience, and common courtesy are considered normal and expected behavior. When inappropriate behavior occurs, reconciliation will be sought in a biblical manner. Inappropriate behavior may be defined as willful disobedience, defiance of authority and/or disrespect shown to other people, students, parents, and/or staff members.

Wheaton Christian Grammar School has **zero tolerance** for certain behaviors. 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. Possession, use, or distribution of a weapon (gun, knife, etc.).
8. Possession or distribution of pornographic images or literature, or provision to another student of access to a pornographic website.
9. Use, sale, possession, or distribution of tobacco products, alcohol, or drugs.
10. 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.

Discipline for any of the above actions will be swift and decisive. The first line of response will be to confirm that the student actually committed the offense. The second response will be to connect the appropriate consequence with the gravity or frequency of the offense. For every serious offense committed, parents will be notified the same day, or the day it is brought to the administration's attention. It is expected that parents will promptly participate in the necessary dialogue regarding the situation and in the necessary instruction, admonition, and correction of the student.

EMERGENCY CLOSING OF SCHOOL

In the event that school is closed:

- an **e-mail** will be sent (via RenWeb) to all families as quickly as possible;
- the automated greeting on the **school phone** will reflect open or closed status;
- a notification will be placed on the **school website** (www.wheatonchristian.org); and
- the school status will be available at www.emergencyclosings.com.

EXTENDED CARE

For the convenience and peace of mind of parents, WCGS makes available on-site before- and after-school care from 7:45-8:40 a.m. and 3:30-5:45 p.m. on regular school days. Further information about the program and fees may be found in the Extended Care Handbook and Registration Form. Both are available in the school office and on the website.

FINANCES

Financial Assistance

A special endowment has been established and funded to help provide financial assistance in situations where a hardship (death of a parent, loss of job, disability, etc.) may require a family to consider withdrawing their children from the school. Families to whom this may apply should contact the business office to discuss their situation.

Financial Aid Fund

Financial Aid applications may be found on the school website and are also available in the office. Every year, a significant amount is budgeted to provide financial aid for the school year. Early application is encouraged.

Fees and Expenses

Tuition covers the costs associated with most field trips and classroom activities. Optional activities such as after-school clubs, athletics, junior high musical, Rockford music tour, and Extended Care will be billed according to participation. Other items that may be billed to accounts include (but are not limited to) instrumental music supplies and gym uniforms.

The WCGS Auxiliary may request money for teacher gifts and student lunch or party expenses.

GRADING SYSTEM

Report cards are issued four times during the school year. Grades are displayed in ParentsWeb for parents to view “live” as teachers input student scores (grades 3-8 only) each week. At the mid-point of each quarter, all parents receive a Mid-Quarter Progress Report.

Kindergarten - 2nd Grade Grading Scale

E = Excellent	= Excels in grade level expectations
G = Good	= Meets grade level expectations
P = Progressing	= Working towards grade level expectations
N = Needs Improvement	= Minimal development toward grade level expectations

3rd – 8th Grade Grading Scale

Grade	Percentage
A	95-100
A-	90-94
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D+	68-69
D	63-67
D-	60-62
F	below 59

Special Classes Grading Scale

These classes receive either a performance score or a grade on the report card as follows:

- K – 3rd Grade: performance score of 4, 3, 2, or 1
- 4th – 8th Grade: graded according to the 3rd -8th Grade grading scale

Special classes include:

- Art (Digital, Studio)
- Band (Beginning, Cadet, Concert, Jazz)
- Orchestra (Strings, Cadet, Concert, Honors)
- Choir (6th grade, Concert)
- Multi-Media Literacy
- Music, Music Foundations
- Physical Education
- Foreign Language (French, Spanish)

HEALTH

Forms

The following health-related forms are available on the WCGS website > Connections > Medical Requirements:

Illinois Health Certificate/School Physical Form (also valid for sports physical)
 School Dental Exam Form
 Vision Exam
 Over-the-Counter Medication Administration Authorization (OMAA)
 School Medication Administration Authorization (SMAA)
 Asthma Action Plan
 Allergy Emergency Action Plan & Treatment Authorization
 Diabetes Medical Management Plan (DMMP)
 Concussion Sign-Off Form

Medical Exam and Immunization Requirements 2018-2019

According to the Illinois School Code (105 ILCS 5/27-8.1), all Illinois schools, whether public or private, are mandated to provide annual compliance reports regarding proof of required immunizations, school physicals, dental exams and eye exams of enrolled students.

All student health records are handled in accordance with all applicable laws and statutes.

Forms can be mailed, dropped off, or FAXED (630.668.2475) to WCGS. We discourage e-mail for security reasons.

Examinations

Kindergarten

Health Certificate/School Physical Form	<i>Due August 1, 2018 or within 30 days of enrollment*</i>
Vision Exam	<i>Due October 15, 2018 or earlier</i>
Dental Exam	<i>Due May 14, 2019 or earlier</i>
Immunizations	<i>Due with Health Certificate</i>

2nd Grade

Dental Exam	<i>Due May 14, 2019 or earlier</i>
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6th Grade

Health Certificate/School Physical Form	<i>Due August 1, 2018 or within 30 days of enrollment</i>
Dental Exam	<i>Due May 14, 2019 or earlier</i>
Immunizations	<i>Due with Health Certificate</i>

*Exclusion from school will apply to students without Health Certificates until proper documentation is received. The established deadlines keep WCGS compliant with Illinois School Code.

Immunizations

For current immunization requirements, go to the WCGS website (*Connections > Medical Requirements*) for the **Illinois Required Immunizations** chart. The school nurses highly recommend that you print this chart at home and take it to the doctor’s appointment.

Signatures

The Health Certificate/School Physical Form should be **completed and signed** by a physician licensed to practice medicine in all of its branches (M.D. or D.O.) or an advanced practice nurse (APN/Nurse Practitioner) or a Physician Assistant (PA) in Illinois or from the state/country in which the student is transferring from. A parent/legal guardian is required to complete and sign the “parent portion” of the Illinois Health Certificate/School Physical Form, located on the reverse side of the form.

Sports participants (grades 5-8 only)

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.

The **Illinois Health Certificate/School Physical Form** is valid for sports participation. 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 STUDENT'S PHYSICAL EXAM IS CURRENT. All coaches strictly enforce this policy.

Local (In-State) Transfer Students

If your student is entering Kindergarten, transferring into 6th grade, or intends to play sports at WCGS, you must submit an Illinois Health Certificate/School Physical Form along with documentation of required immunizations by the due dates indicated above. All other students must have records transferred from their former school within 30 days of enrollment at WCGS, or must provide a new Illinois Health Certificate/School Physical Form.

Out-of-State Transfer Students

All out-of-state transfer students or those transferring into the United States from another country are required to provide a new Illinois Health Certificate/School Physical Form and Vision Exam form from a licensed healthcare provider within 30 days of enrollment at WCGS. THIS FORM DOES NOT NEED TO BE COMPLETED BY AN ILLINOIS HEALTHCARE PROVIDER. The Illinois forms can be completed by a physician licensed to practice medicine in all of its branches (M.D. or O.D.) or an advanced practice nurse (APN/Nurse Practitioner) or a Physician Assistant in the state or country from which the student is transferring.

A Dental Exam form is also required for Kindergarten, 2nd and 6th grade out-of-state transfers.

Forms can be mailed, dropped off, or FAXED (630-668-2475) to WCGS. We discourage e-mail for security reasons.

Vision and Hearing Screenings

With the assistance of the DuPage County Health Department, the WCGS school nurses run the annual vision and hearing screenings for the recommended grade levels.

Concussions

The impact of a concussion diagnosis is both a medical and academic concern. Current medical research indicates the most important factor in recovery at any age is to provide cognitive and physical rest. Cognitive stimulation can be identified as: reading, studying, video games, computer use, texting, television, driving and any loud or bright environments. Physical activity will be regulated and/or not permitted while a student is recovering from a concussion. Physical activity is defined as anything that may increase the heart rate and trigger symptoms.

Each diagnosis and symptom experience is unique to the individual. Do not compare students with concussions as each will progress through the recovery process differently. Also, it is important to recognize that a student's age will have an impact on recovery. A younger student will most likely have a prolonged recovery compared to an older student. The experience of symptoms at varied lengths of time, intervals and severity will be taken into account when customizing a plan. Individualized plans will be developed within the framework of a phased recovery system to achieve favorable outcomes both medically and academically. Any extra-curricular activity and field trip participation will be taken into consideration when prioritizing

activities of a student's learning plan. The emphasis will be on reducing overall demand to maximize recovery and decrease cognitive and physical symptoms.

The healthcare provider will establish appropriate levels of cognitive and physical activity based on the student's symptoms throughout the recovery. The Concussion Oversight Team will provide an interdisciplinary and collaborative approach when applying the protocol phases and discern the student's progression between phases. The full cooperation of all members of the Concussion Oversight Team, student, parent/guardian, and healthcare provider are necessary to achieve the greatest outcomes in school performance and health of the student.

Age Guidelines

Kindergarten and Elementary School grades 1-5: Symptoms tend to be complaints of physical problems or behavioral responses to cognitive overload.

Junior High grade 6-8: This age group tends to minimize symptoms in order to maintain peer relationships or because they are sensitive about being different than others. The expectations of organization, academic performance, time management of assignments and executive functioning (like goal setting), is at a higher level. Many students have more than one extra-curricular activity.

Concussion Document for Sports Participation

The Youth Sports Safety Act, which became legislation on August 3, 2015, states that every student athlete and parent/guardian are required to complete a **Concussion Sign-off Form** PRIOR TO SPORTS PARTICIPATION. This document ensures that every student athlete and parent understand the signs/symptoms of a concussion. The student must read this information so they are aware of the importance of telling their coach, teacher or parent/guardian if they have any symptoms of concussion after a head injury. Signatures of BOTH the student and the parent/guardian are required on this form. One appropriately signed form is valid for an entire school year, for all three sports seasons. It is to be kept on file in the Nurse's office. This document is available through the enrollment process and can be found on the WCGS website (*Connections < Medical Requirements*).

Concussion Protocol After a Concussion Diagnosis

In response to the Youth Sports Safety Act, which became legislation on August 3, 2015, we have developed a **Return to Learn (RTL)** and **Return to Play (RTP)** protocol for any student diagnosed with a concussion. The student may have incurred the injury on or off school campus.

The impact of a concussion diagnosis is both a medical and academic concern. Current medical research indicates that the most important factor in recovery at any age is to provide cognitive and physical rest. Cognitive stimulation can be identified as: reading, studying, video games, computer use, texting, television, driving and any loud or bright environments. Physical activity will be regulated and/or not permitted while a student is recovering from a concussion. Physical activity is defined as anything that may increase the heart rate and trigger symptoms.

A **Concussion Oversight Team (COT)** will identify a point person and this point person is interwoven into the medical management plan of the student. It is a request of Wheaton Christian Grammar School that a parent complete a **Release of Medical Information (ROMI)** from the physician's office permitting the physician to speak with school staff about specific medical care and guidance as the RTL and RTP plans are implemented. The healthcare provider will establish appropriate levels of cognitive and physical activity based on the student's symptoms throughout the recovery. The COT will provide an interdisciplinary and collaborative

approach when applying the protocol phases and discern the student's progression between phases. The full cooperation of all members of the COT, student, parent/guardian, and healthcare provider are necessary to achieve the greatest outcomes in school performance and health of the student. A well-integrated plan and proactive team approach to symptom management leads to better outcomes for the student.

Once a concussion diagnosis is made, parental engagement, close communication and attendance of periodic conferences will ensure successful implementation of the protocol. Upon meeting with the COT, the following topics will be addressed:

- Youth Sports Safety Act
- Parental Agreement documentation to be obtained
- Assessment of knowledge/awareness of concussions among family, student and staff involved
- Educational resources available to family, student and staff regarding concussions symptoms, management and implementation of protocol
- Roles and responsibilities of family, student and staff within RTL and RTP protocol
- Discussion of necessary medical support, monitoring and medical clearance throughout process
- Evaluation of the impact of RTL and RTP in the student's recovery

For a complete copy of the RTL and RTP protocol, please contact the Nurse's office during school hours. For more specific information on concussions, you may visit our WCGS website link to the CDC's HEADS UP program.

Allergies (Life-Threatening)

WCGS has developed a set of guidelines to assist faculty and staff in balancing the safety of students who have been diagnosed with life-threatening allergies with the rights of other students. Because the most common of these life-threatening allergies are based on food items commonly found in the classroom, we desire to attempt to reduce the risk of accidental exposure to these foods by working with students, parents, teachers and physicians to provide a safe educational environment for food-allergic students.

It is the responsibility of the parent/guardian of children with life-threatening allergies to notify the school of their child's allergies and to complete and submit to the school office an **ALLERGY EMERGENCY ACTION PLAN AND TREATMENT AUTHORIZATION** form along with all required rescue medications. A new form must be submitted at the beginning of each school year.

All parents and students are asked to respect any modifications made in the classrooms to ensure the safety of fellow students. Further details regarding this policy may be obtained from the school office.

Latex-Free School

WCGS currently maintains a latex-free environment for the health and safety of students with severe latex allergies. ***Latex balloons should not be used anywhere inside of the school building.** A latex allergy is a reaction to certain proteins in latex rubber. Latex is found in many common items such as gloves, BandAids, elastic and balloons. Mild reactions to latex involve skin redness, rash, hives, or itching. More severe reactions involve the respiratory system and can become life-threatening.

Medication

** New medication-related forms are required each school year. **

All medication must be kept in the office. Do not send any medication in lunches, pockets, or school bags. No student may have any medication on his/her person or in a storage area assigned to him/her except as noted below for asthmatic students.

Prescription Medications

No prescription medications are dispensed at WCGS without the written directions and signature of the prescribing physician and the signature of the parent/guardian on the **SCHOOL MEDICATION ADMINISTRATION AUTHORIZATION (SMAA)** form obtained from the school. The fully completed SMAA form must be on record BEFORE any dose will be administered. The prescribed medication must be in its ORIGINAL pharmaceutical container and include the student's name, identification of the medication, dosage, frequency, and method of administration. The school retains the right to require further instruction with regards to administering any medication.

If the School Nurse is not available to administer the medication, the WCGS staff assumes no responsibility for the proper administration of such medication and specifically disclaims any adverse effects after such administration.

If a student who requires a dose of a prescription medication during the school day is off campus for a day field trip, the parent/guardian must provide a separate, single dose of the medication in a prescription-labeled bottle to the Nurse's Office. Ideally, this single dose should be provided to the Nurse's Office at the beginning of the school year.

The School Nurse will inform parents/guardians by email when it is time to restock their student's medication at school.

Over-the-Counter Medications

OTC medications such as acetaminophen (Tylenol), ibuprofen (Advil/Motrin), allergy medications, eye drops, cold medications and antacids **WILL** be administered by the school nurse or designated staff upon obtaining parent/guardian verbal authorization. To provide the School Nurse or designated staff member the authorization to administer specific OTC medications to the student during the school day **WITHOUT** contacting the parent/guardian in advance of every dose, an **Over-the-Counter Medication Administration Authorization Form (OMAA)** may be signed and submitted to the School Nurse. If this form is on file, the nurse will notify the authorizing parent/guardian of medication given via email, documenting the symptoms, dosage and time it was given. The dosage administered will be calculated according to the medication manufacturer's administration guidelines.* This document is in effect for the **entire school year**, OR for the length of time indicated by the signing parent/guardian. **Please note: the only OTC medications that are kept in stock in the nurse's office are adult and children's acetaminophen, ibuprofen, diphenhydramine (Benadryl), and antacids (Tums).** If a student requires a dose of any other OTC medication that is not kept in the nurse's stock, including dye-free or liquid, the parent/guardian must provide the office with the needed medication in its ORIGINAL pharmaceutical container, labeled with the student's name. **Physician signature is required on OTC medications if dosage requested is not within the manufacturer's recommended guidelines.*

Asthma Inhalers

If a student has been diagnosed with asthma and requires an inhaler at school, the student's parent/guardian must provide the school with a fully completed **SMAA** form as well as an **ASTHMA ACTION PLAN**, fully completed by a licensed healthcare provider.

Asthmatic students may carry an inhaler with them if the school has a current SMAA form signed by the parent with SPECIFIC INDICATION THAT THE STUDENT MAY "SELF-CARRY AND

SELF-ADMINISTER.” In these cases, it is strongly recommended that an additional inhaler for the student be held in the school office in case the student experiences a respiratory emergency and does not have it on his/her person. Parents are to take full responsibility for the risks and consequences associated with not providing the office with additional prescribed rescue medications.

Allergy Emergency Medications

(See “Allergies” section.)

Diabetes Medication

If a student has been diagnosed with diabetes, the student’s parent/guardian must provide the school with a complete **Diabetes Medical Management Plan (DMMP)** and all prescribed diabetic medications. The healthcare provider’s DMMP will be accepted or one is available on the school website. The DMMP shall be signed by the healthcare provider and include the prescription and the methods of insulin administration, requirements for diet (including carbohydrate-to-insulin ratio), glucose testing, and treatment instructions for hyperglycemia, hypoglycemia, and the prescription for glucagon, if prescribed for treating hypoglycemia. It shall also include all emergency contact numbers. The student’s parent/guardian shall be responsible for informing the school in a timely manner of any changes to the DMMP and their emergency contact numbers.

The school will not be responsible to administer any medication until at least three (3) doses of that medication have been given at home under parental observation.

Medical Excuse from P.E. Class

All parent/guardian notes requesting a student be excused from P.E. due to a MEDICAL REASON must go through the Nurse’s Office.

A parent/guardian note 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 a new note requesting a student be excused from P.E. class is not received, the student will be expected to participate in the P.E. class.

A licensed healthcare provider’s note is required if a student needs to be excused from P.E. due to a MEDICAL REASON for more than two consecutive P.E. classes, or if the nurse or P.E. teacher requires more information to excuse the student.

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.

HOMEWORK

The education of the child is a joint effort between home and school. With this in mind, **we ask that a child’s homework/schoolwork be a priority**. We realize that there are many opportunities outside of the normal school day that require/vie for a child’s time. It is our observation that children who are overcommitted do not fare as well in their studies. Please work with your children to develop a good habit/discipline of finding a healthy balance, as well as giving schoolwork its rightful due.

Values of homework include:

- Providing review and practice for skills
- Teaching independence and encouraging self-discovery
- Development of time management and organizational skills
- Logical consequences (may raise or lower grade)

- Fostering of good work habits which will last a lifetime

Homework is a reinforcement of daily work. The teacher may allow the student time in class to begin assigned work. In some cases, work will need to be taken home and finished. Students will need to spend time at home studying for tests, working on projects, reading out loud, memorizing Scripture, etc. Because each student is an individual and has needs that vary, some students will spend more time doing homework than others. When students have more than one teacher, the teachers will endeavor to coordinate the homework schedule. The following should serve as a guideline for the average time spent each night on homework:

Kindergarten	10 minutes
1 st and 2 nd	20 minutes
3 rd and 4 th	30-40 minutes
5 th and 6 th	50-60 minutes
7 th and 8 th	1 to 1 1/2 hours (i.e., 15-20 min. 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.

Students will be expected to complete and turn in all homework assigned by the teacher. It is unacceptable to not complete a homework assignment.

LUNCH

All WCGS students eat their lunch in the Commons. Parents are asked to clearly mark their child's name and class on the exterior of lunch bags – this may be written on the bag in permanent marker or on a tag that is attached to the bag (the Auxiliary sells a tag that works well). Milk is provided by the school. Chocolate milk is available for students in grades 6-8. 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.

Lunch/Recess Times

Grades	Lunch time	Recess time
6, 7, 8	11:57 a.m.-12:20 p.m. (<i>Regular Schedule</i>)	
	11:51 a.m.-12:14 p.m. (<i>Chapel days</i>)	
	11:49 a.m.-12:12 p.m. (<i>Wednesdays, no chapel</i>)	
K, 1, 2	12:25-12:48 p.m.	11:55-12:15 p.m.
3, 4, 5	12:25-12:48 p.m.	12:50-1:10 p.m.

At lunch recess, the playground is overseen by parent supervisors. No child will leave the school premises without the permission of a parent, homeroom teacher, or the playground supervisor.

Hot Lunch Program – Auxiliary

Students will have the opportunity to purchase a hot lunch, organized and served by the WCGS Auxiliary each week on Tuesday, Wednesday, and Thursday. Sign-ups for hot lunch will be communicated by the Auxiliary early in the school year.

Out for Lunch

A child who is being taken out to lunch must bring a note from a parent (preferably in advance), sign out in the office before leaving the school premises, and sign in upon return. When taking a child out to lunch, parents should take care, whenever possible, to adhere to their child's lunch schedule.

Dropping Off Lunches

Parents dropping off forgotten or purchased lunches after the start of the school day should leave them in the office.

Grades K-2: Office staff will call the child's teacher to inform them that a lunch/snack has been dropped off.

Grades 3-8: At 11:30 a.m. each day, lunches for students in grades 3-8 are taken to the Commons for pickup by students during their lunch period.

Please be sure that all lunch bags or purchased lunch items are clearly marked with the student's name and class.

PARENT ACTIVITIES

The WCGS Auxiliary organizes a wide range of spiritual, social, service and fundraising activities in which parents are encouraged to participate. Attendance at school business meetings and the Annual Fund-raising Gala is also encouraged. Most events and activities are listed on the school calendar and on the school website, www.wheatonchristian.org. Reminders or changes will be sent via e-mail and/or noted in the Thursday Notes.

SAFETY

Please obey all traffic rules while driving, walking, or riding bicycles to and from school. Each teacher will carefully review the instructions and procedures for fire, earthquake, tornado, lockdown, bus evacuation, and other emergency drills. These drills are held periodically during the school year.

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. Children below third grade may not ride bicycles to school unless specific arrangements are made with the administration. Skateboards, rollerblades, or shoes with wheels are not to be used on school property.

Playgrounds

To ensure safety on the playground, we will tolerate no roughness or improper play on playground equipment. No sticks, toy guns, knives, hard baseballs, or bats are to be brought to school. Snowballs may not be thrown on school property. **Students need to remember the importance of treating one another with kindness, courtesy, and respect.** They are expected to have fun and play within the rules. The students should do their part to see that the playground is kept clear of litter and help bring in playground equipment. Adult playground supervisors are on duty during lunch recess.

SCHOOL/HOME PARTNERSHIP

The key to any successful partnership is communication. Communication works two ways—WCGS will make every effort to communicate openly with parents and ask that parents do the same. Please keep teachers informed of any concerns you may have and any unique situations of which they should be aware. A variety of methods are available to facilitate this communication:

Newsletters

A great deal of information about what's going on at school is communicated through weekly classroom newsletters which are e-mailed or sent home with your children.

The **Thursday Notes**, e-mailed to families weekly, is the WCGS all-school newsletter. It contains important and often time-sensitive information for families. Back issues of the Thursday Notes can be found in ParentsWeb.

Be sure to look for and read these publications thoroughly.

Classroom Blogs

Some teachers maintain a classroom blog site and post forms, newsletters, pictures, and other useful information for access by parents and students.

ParentsWeb/RenWeb

RenWeb is an Internet-based school management software suite that WCGS uses to manage most aspects of school operations. ParentsWeb interfaces to our RenWeb databases, providing parents with a user-friendly method of accessing information and performing tasks. Through ParentsWeb, families can access school information and forms, obtain and pay account balances, and re-enroll for the next school year!

ParentsWeb also provides academic information for parents and students in grades 2-8. 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. Grades will be updated on a weekly basis. Instructions on the use of the ParentsWeb system are available on our school website and from the school office.

WCGS faculty/staff use RenWeb to e-mail alerts, newsletters, and most other information regarding school/classroom events and activities. While paper copies of some forms are available in the office, e-mail is the primary method of communication between school and home. WCGS assumes that e-mail sent to families will be received in a timely manner.

School Correspondence

Important announcements or information for parents from the administration are *occasionally* sent to homes through the mail or by student mail carriers (the youngest student in the family).

School Website

We would encourage you to check our website, www.wheatonchristian.org, for information about what's going on at school. For the convenience of school families, numerous forms are available on the school website under the *Connections* tab.

Social Media

Since so many of our parents use Facebook, Twitter, Pinterest, and LinkedIn, we've chosen to be there, too! We encourage parents to stay connected to us through any and all of those communication channels.

- Our [Facebook](#) friends are often the first to see event photos and learn of last-minute schedule changes for games and events.
- [Twitter](#) allows us to push out short reminders and point to news of interest to our constituency.
- [Pinterest](#) highlights activity ideas, community features, and worthy parenting tips.

- [LinkedIn](#) is a great way for alumni, current parents, or business partners to stay connected with us.

If you have anything 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.

Best of all, your participation helps expand our reach to get the word out about WCGS. That saves advertising dollars and ultimately reduces operating costs!

Messages for Students

Emergency messages for students can be left by calling the school office. Reasonable effort will be made to pass on messages to students in a timely manner. Please call as early as possible because it is often difficult to reach classrooms later in the day. Phone calls from parents are not put through to the classroom during the school day. According to school rules, student cell phones must be kept turned off and stored in lockers during school hours. While it is reasonable for students to check their phones for messages after dismissal, please help your children stay focused on classroom learning and activities by routing daytime messages through the school office.

Scheduled Events

Events such as Back to School Night and the Annual Business Meeting provide opportunities for parents to receive information about the school and their child's classroom. The Board of Directors may also schedule Town Hall Meetings in order to communicate and discuss important topics with school parents.

Parent-Teacher Conferences

Parent-teacher conferences are held on both a formal and informal basis throughout the year. One individual conference will be planned after the first quarter and an opportunity for a follow-up conference will be made available after 2nd quarter. Special conferences should be held frequently when children are having difficulties, or whenever parents feel the need to discuss any concerns or issues with teachers. These may be requested by the parent or by the teacher.

Ad-hoc Meetings

Teachers are usually available to meet with parents Monday through Thursday from 3:30-4:00 p.m. in their classrooms. Parents are always welcome to "drop in" for a chat.

E-mail*

All faculty and staff at WCGS have an e-mail address, formatted as follows: first initial last name @ wheatonchristian.org. Thus, the e-mail for Barney Rubble would be brubble@wheatonchristian.org. E-mail provides a convenient and confidential avenue of communication between parents and teachers or administration. Teachers check their e-mail several times a day.

Voicemail*

Voicemail is available 24 hours a day for all faculty, staff, and coaches. Every effort will be made to return calls promptly.

**Please respect the fact that teachers have families, friends, and commitments outside of school. Teachers may choose to respond to parent calls or e-mails outside of their contracted school hours (8:00 a.m. – 4:00 p.m.); however, they are under no obligation to do so.*

SCHOOL PHOTOS

Individual student photos are taken shortly before the first day of school (6-8th grades) or shortly after the school year begins (kindergarten-5th grade) and may be purchased by parents. All students receive a class picture.

SCHOOL PUBLICATIONS

A 12-month school **calendar** is sent home to each family on the first day of school, and a **school directory** is distributed soon after school begins. While most school news is sent via e-mail, printed items are occasionally sent home to parents via their student(s). Please see that your child understands the importance of getting these items to you promptly. Children should be instructed not to open mail that is addressed to parents. We also mail a quarterly publication called **The CHALKBOARD**. The annual **yearbook** is distributed in late May.

SECURITY

Building Access

WCGS endeavors to provide a safe and secure environment for students, faculty, and staff. The security of your children depends upon the consistent enforcement of procedures put into place for their protection. Access by non-students to the school building from 8:00 a.m. to 4:00 p.m. on schooldays is restricted to those displaying appropriate identification. Visitor badges may be obtained by signing in at the main entrance of the school and should be worn and clearly visible at all times. Parents, please do not ask teachers, staff, or students to just “let you in” through the main entrance or any other entrance. Doing so compromises building security and places the individual in an awkward position. All teachers and staff have been instructed to refer any parents and visitors to the main office. When leaving the building, please be sure to sign out and return your visitor badge. It is imperative that we know who is in the building so that they may be accounted for in the event of an emergency situation.

Classroom Interruptions

Please be sensitive to not enter classrooms during instructional time unless previous arrangements have been made with the teacher. Lunches, musical instruments, and any other items being dropped off for your child should be left in the office.

Lockers

Each student in grades 1-4 is assigned a “vertical locker” for storage of outerwear, backpacks, and other personal items. Typically, students in these grades keep most educational materials in their classroom desks. Each student in grades 5-8 is assigned two lockers: one for clothing and personal items; the other for books and supplies. Kindergarten students use cubbies inside their classrooms. **Lockers are not locked.**

Students may “accessorize” the interior of their lockers in a manner that is consistent with the values 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.

Gym Lockers

Students in 5-8th grades are each issued a gym locker along with a combination lock for storage of PE clothes and athletic gear. Gym lockers are located in the boys' and girls' dressing rooms adjacent to the gym. Students are encouraged to take PE clothing home for laundering each week.

Personal Property

Students should not bring valuables to school. Parents should be aware that **lockers are not locked**. WCGS assumes no responsibility for items left in lockers. Electronic games, magazines, and laser pens are not to be brought to school or to school functions unless the teacher has given permission for a special occasion. The same applies to cards, games and other toys. Any student violating this policy will have the item taken away and retained by the teacher until a parent comes to claim it.

In the interests of safety and promoting an atmosphere of community at WCGS, the use of personal, portable music players (cellphones, iPods, MP3 music players, etc.) 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 be issued a detention and have the device taken away and retained by the principal 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.

SPIRITUAL AND CHARACTER DEVELOPMENT

WCGS is committed to discipling students so they will hear the Gospel of Jesus Christ, respond to Him in faith as Savior and Lord, and begin a life path of integrity, conviction, and compassion based upon the Word of God.

WCGS understands that parents have primary responsibility for developing spiritual disciplines and character traits in their children. WCGS desires to support and collaborate with parents in this process, with the realization that this is a lifetime journey, and is ultimately dependent upon the transforming work of the Holy Spirit to breathe true spiritual life into a child's heart. WCGS will focus on both cultivating a sensitive heart and equipping the mind. (Prov. 22:6, Prov. 4:23, Col. 3:16, Phil. 2:5)

Spiritual maturity starts by hearing the gospel of Jesus Christ, responding by faith and then cultivated by a focus on Jesus Christ and our role as image bearers of Christlikeness. WCGS will ground spiritual formation and character development in the life and teachings of Jesus Christ.

At every grade level, faculty will proclaim the gospel of Jesus Christ, and His offer of salvation by grace through faith. (Luke 2:52, Eph. 5:1-2, John 15:5, Matt. 13:23)

WCGS focuses on encouraging these spiritual disciplines as a response to growing faith in Christ:

- Prayer – Spending time communicating with the Lord privately and in community. (1 Thes. 5:16-18, Eph. 6:18, Phil. 4:6)

- Scripture Reading –Developing a habit of regular, systematic Scripture reading to understand the story of God at work in the world and, by application, in one’s own life. (Deut. 17:19)
- Scripture Memorization – Committing to memory key truths from the Word of God. (Ps 119:11)
- Journaling – Writing thoughtful reflections, and applications, from the Word of God. (2 Tim. 2:7)
- Service – Helping others and sharing the love of Jesus Christ through action. (Eph. 6:7, Mark 10:45)
- Evangelism – Sharing your faith with others. (Matt. 28:19)
- Worship – Praising the Lord, and hearing from the Word of God, in community. (Ps. 7:17, 30:4, 147:1)

WCGS focuses on developing the following character traits as a response to reflecting Christlikeness:

- Respect for self and others - Knowing who you are in Christ. Seeing self and others as made in God’s image. (Rom. 12:1-2, 1 Peter 2:17, 1 Cor. 10:24, 1 John 3:1, Eph. 2:10, Matt. 19:19)
- Integrity / Honesty – Being upright, wholesome, trustworthy. Not being deceitful in speech or action. (Prov. 12:22, Prov. 10:9, Col. 3:9-10, Eph. 4:25)
- Self-Control / Self-Mastery – Understanding there is a time and place for everything. Allow the Holy Spirit to control you from the inside out. (Gal. 5:22-23, 1 Cor. 9:24-27, Prov. 25:28, 2 Peter 1:5-8)
- Compassion / Kindness – Kind, forgiving, servant heart, putting the needs of others before your own. Concern for the spiritually lost. (Col. 3:12, Eph. 4:32, Rom. 12:10, Mark 6:34, 1 Peter 3:8, Phil. 2:3-8)
- Gratitude / Contentment – Being thankful in all situations for God’s provision. (Eph. 5:20, 1 Th. 5:16-18, 1 Tim. 6:6)
- Responsive to Authority – Respectful of authority including parents and school personnel. Willing to listen to godly counsel. (Eph. 6:1-3, Prov. 12:15, Prov. 19:10, Rom. 13:1-2, John 14:15)

These disciplines and traits are incorporated into each grade level with consideration of age-appropriate lessons and activities. WCGS expects each student to prepare, and own, their development goals as they mature over time. WCGS encourages individual reflection of year-over-year growth; not a peer comparison. WCGS expects faculty, staff and the Board of Directors to lead by example and set their own goals related to spiritual growth.

It is our fervent prayer that WCGS will be a growing community of faculty, staff, board members, parents, and students who are rooted in Jesus Christ as Lord and Savior. (Col. 2:6-7)

STANDARD OF WRITTEN WORK

Neatness

- All assignments must be completed neatly. All written assignments such as reports, themes, and research papers in the upper grades 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.

STUDENT CONTESTS AND ACTIVITIES

Students at Wheaton Christian Grammar School compete in various intra-school and inter-school scholastic competitions. These may include ACSI sponsored events such as the Spelling and Geography Bees, Math Olympics, Speech Meet, as well as the Illinois Grade School Music Association contests and Scholastic Chess Tournaments.

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."

Art

Each student is involved in various art media including clay, three-dimensional projects, drawing, painting, metal working, stained glass, and fabric and cloth work. Much of this work is displayed at the WCGS Fine Arts Festival each May and selected pieces are submitted to the ACSI Art Festival.

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. Teams that include 5th grade students typically practice or play after school or in the early evening three or four times per week.

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

	Girls' Soccer	Varsity	6 th – 8 th	Yes
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*For JV and Varsity sports noted as 7th and 8th grades only, there may be opportunity to add 6th graders to the roster if there are openings. A separate tryout for 6th 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.

Students above fourth grade may attend games, unaccompanied by an adult, if they follow the Spectator Guidelines posted in the gym.

To ensure student safety, parents are asked to pick up students (athletes and spectators) from any athletic activity no later than 15 minutes after the activity is scheduled to end. (See 5th Grade Addendum for further information regarding children’s participation in the athletic program.)

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

Music

Music is very important at Wheaton Christian Grammar School. We have a dynamic vocal and instrumental music program. Various ensembles perform both within and outside the school during the school year.

The instrumental music program provides students in grades 4-8 the opportunity to participate in Beginning Band, Beginning Strings, Cadet Band, Cadet Strings, Concert Band, or Concert Orchestra as appropriate. Junior high students are also afforded the opportunity to participate in Junior High Praise Team (7th and 8th grades only), Jazz Ensemble, and Concert Choir.

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

Along with ensemble rehearsals, students in the instrumental music program may also attend a weekly lesson or “sectional” which occurs during the school day. Soon after school opens each year, an orientation meeting is held for first-time instrumental music students and their parents to receive information about the instrumental music program and instrument rental. The instrumental music teachers maintain a list of local private music teachers.

STUDENT/TEACHER RELATIONSHIP GUIDELINES

In order to effectively minister one to another, we follow Christ’s example by sharing our time, attention, and resources with others. It is necessary, however, to guard against and recognize unhealthy relationships such as spending too much time together, physical displays of inappropriate affection, situations to be avoided for temptation’s sake, and situations to be avoided for appearance sake. Therefore, we have the following guidelines in order to promote a positive, loving, and nurturing climate while protecting teachers and students both in and out of school.

Confidentiality

If a student reveals information to a teacher/counselor/staff member that, in that individual’s opinion and discretion, raises concerns for the safety or emotional stability of the student, that information will be revealed to appropriate officials and the student’s parents.

Meetings

It is sometimes appropriate and valuable for teachers to meet one-on-one with students. Meetings of this nature will be held in locations that are open and visible. Should the meeting take place away from school, it should be in a public setting with parental approval.

Physical Touch

A caring and nurturing environment includes the appropriate use of physical touch. While being sensitive to the discomfort of some students with physical touch, care and concern for a child are sometimes best communicated by teachers through one-armed side hugs, hands on shoulders, or by encouraging a child to sit next to them.

Coaching and Co-Curricular Activities

All adults involved in coaching teams and supervision of co-curricular activities will be screened by the administration and undergo a fingerprint-based criminal history background check. Care will be taken to ensure that more than one adult is present in locker rooms or other secluded settings with students.

Transportation

Parent authorization will be sought before transporting students to activities or home. In cases where this is not possible, the teacher will alert another adult and/or leave a message for the parent.

STUDENT WORK/PHOTOGRAPHY RELEASE

WCGS has an obligation to protect students and staff, and to balance this with the need for open communications when using the Internet. We want to encourage the appropriate sharing of student created materials to represent the gifts God has given our students and the learning opportunities represented in our educational programming. WCGS makes every attempt to appropriately support, celebrate, and share excellent work done by students in our community, which could include marketing opportunities. It is the policy of WCGS that a student's artwork, writing, or multi-media may be published on the Internet (including social media), for educational purposes with parental permission.

Upon initial enrollment and subsequent annual reenrollment of students, parents are given the opportunity to decline publication of their child's work or photograph, as described below.

WCGS Student Work Release

I understand that my child's work may be published on the Internet. I understand that WCGS will not identify students by name in school publications, on its website, or in social media without express permission of the child's parents. I further understand that if I do not wish my child's work to appear in any media, I must personally notify the Registrar.

WCGS Photography Release

I understand that my child's photo may be taken and appear in any media. I understand that WCGS will not identify students by name in school publications, on its website, or in social media without express permission of the child's parents. I further understand that if I do not wish my child's photo to appear in any media, I must personally notify the Registrar.

I will respect the privacy of minors by refraining from "tagging" others in posts and/or pictures on social media that relate to any WCGS activity or event.

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), Glogster (www.glogster.com), and Animoto (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.

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.

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.

TELEPHONE USAGE

Office Phone

The office phone may be used by students for **urgent or school-related calls** to home/parents. Students desiring to make after-school social plans are encouraged to consult with their parents in person at pick-up time. Parents are encouraged to teach their children how to make phone calls and leave informative messages.

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. **SMART watches 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 SMART watch 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.

TEXTBOOKS

Students are expected to take special care of all school property, including books. Good stewardship begins with an awareness that all we have is God's provision.

As books are issued to each student (grades 4-8), they should be covered with non-fabric book covers and remain covered throughout the school year. Brown paper grocery bags make excellent, long-lasting book covers. WCGS book covers are available for purchase at the Parent Welcome on the first day of school and in the school office thereafter. 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.).

TRANSPORTATION

As we conduct ourselves on roadways and driveways in and around our community and school, we should always be mindful that **our children, other parents, and members of the community are watching**. What kind of testimony does our behavior behind the wheel give?

Bus

WCGS does not provide bus service for students, however, buses may be used for field trips into Chicago, to Camp Timber-lee, and for some junior high trips.

Car Pools

Sharing driving duties can reduce the volume of cars dropping off and picking up children, provide opportunities for families and children to develop new relationships, help conserve non-renewable resources, and give you, the parent, more time to do other things! Car pool information is available in the school office.

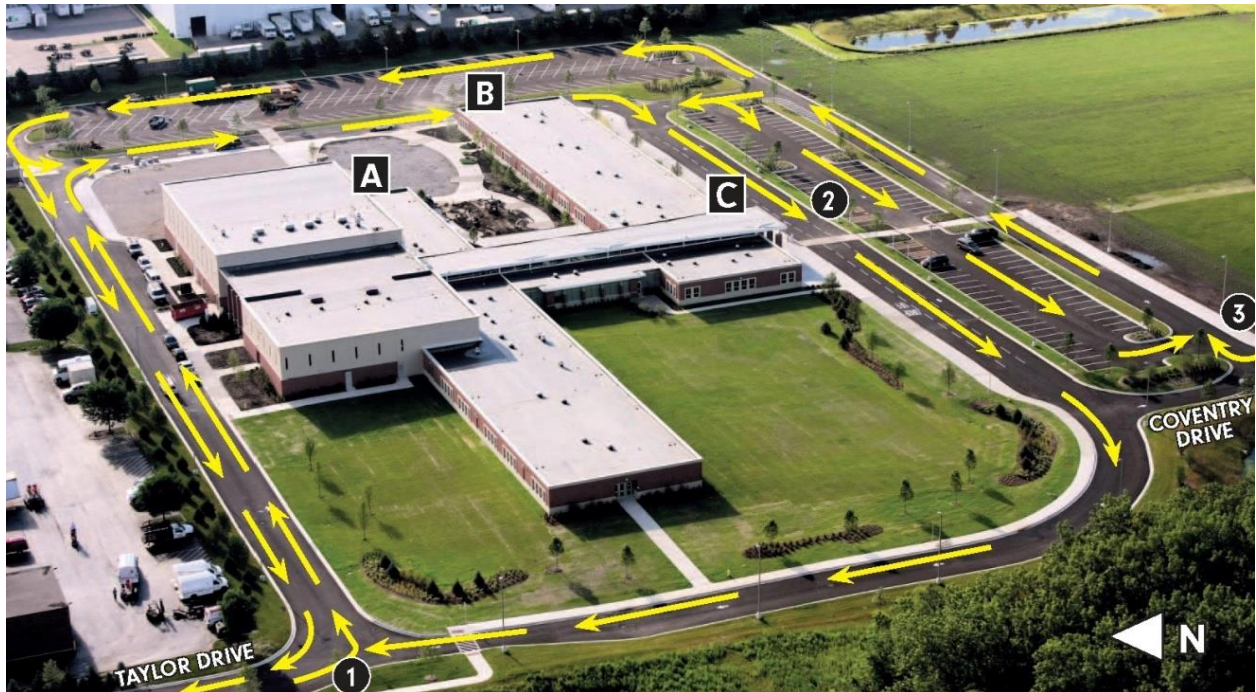
Field Trips

Before accompanying a group on a field trip, each child must have a permission slip signed by a parent or guardian. Most field trips will be covered by the *WCGS Field Trip Master Form* signed at the beginning of the year. If parents are driving their vehicles, the school does carry added insurance *to supplement the insurance carried by parents* and teachers to transport children to school-sponsored activities. All parents are required to furnish proof of a valid driver's license and vehicle insurance at the beginning of the school year.

Students should travel to and from destinations with their assigned driver, and no unscheduled stops should be made. Students must wear seatbelts and no child under the age of 12 should sit in the front seat. All children under the age of 8 years old must be in a parent-provided booster seat in order to ride in a private vehicle. If no seat has been provided, the child may not participate in the field trip.

Drivers are asked to refrain from allowing students in their vehicles to watch TV/Videos/DVDs while transporting students to and from a school activity or event. While on a field trip, students remain under the authority of the teacher. When one group or child is permitted special privileges, this has the potential to cause trouble in the group. Further information regarding field trip transportation and the role of the field trip chaperone is provided by homeroom teachers at Back to School Night and immediately prior to outings.

Regular Traffic Flow/Parking



- 1 You may enter campus from the north, via St. Charles Road, to Taylor Drive. At the north entrance of campus, turn left and circulate along the north edge of the building.
- 2 Front campus parking area is one-way moving west. The lane closest to the fields is one-way moving east.
- 3 You may also enter campus from the south, via Coventry Drive. By village ordinance, Coventry Drive is to be used **solely for entrance** to our campus. All exiting traffic **must** use Taylor Drive.

Suggested student drop-off/pick-up:

- A Grades 5 – 8 enter at door 14.
- B Kindergarten and Grade 1 enter at door 18.
- C Grades 2 – 4 enter at door 1 (main entrance).

Be a good neighbor, drive no more than 25 MPH on Taylor Dr. and Coventry Dr., and watch for cyclists crossing the Great Western Trail (north end of Taylor Drive). Please drive no more than 10 MPH on campus, and remember, **cell phone use is prohibited** while driving on campus!

Please ***pull forward*** when there is any space between you and the vehicle in front of you. If you need to be on your cell phone, please park in one of the spaces in our lots. Otherwise, if you are in the moving lanes of traffic, we need you to be focused and alert to any change with the vehicles in front of you.

Please ***follow the guidance of our traffic supervisors***. They are doing their best to maintain the flow of traffic and provide a safe crossing zone for students and families.

After-School Traffic Pattern

To help you carefully and efficiently pick up your children after school, we have a different traffic pattern from 3:15 – 3:35pm daily. Please see the diagram and instructions below.



You may still enter our campus from either the north (via Taylor Dr.) or south (via Coventry Dr.).

However, from ***3:15pm – 3:35pm ONLY***, we will be using both lanes on the north (back of campus) side of our building as one-way traffic heading east coming from Taylor Drive, as is noted by the 2 red arrows on the map.

If you plan to pick your child up along the curb at one of our crosswalks, remain in the right lane. If you plan to park, or need to get to the front of the building, remain in the left lane.

In addition to our 3 crosswalk supervisors, we will have 3 additional staff members at 3 locations (identified by yellow stars on the map). Please be aware of these 3 locations and watch for signals from the staff members.

Please be careful if you are approaching the school from the north on Taylor Drive. Although you do not normally have to stop at this location (star #1), we will be holding traffic at times to get cars off our campus.

After school, traffic will not be exiting using the north lane on the north side of our building. All traffic will exit from the driveway on the west side of the building (near the Jr. High doors).

VOLUNTEERING @ WCGS

Your child's experience at WCGS will be enriched by your involvement at school, and it's also a great way to connect with other parents. Whether as a prayer partner, a classroom helper, a driver for field trips, or a hot lunch server, you'll find a warm welcome from faculty, staff, and administration. As stated in our School's Educational Philosophy, "The values, goals, discipline and atmosphere of the home, church and school in partnership with one another will provide an environment where students will be nurtured toward Christ-likeness in every way (Luke 2:52)." You can find out about volunteer opportunities at the First Day Welcome, your child's Class Tea, the school e-newsletter (Thursday Notes), etc.

In response to liability insurance requirements for schools, beginning with the 2017-18 school year we will conduct a criminal history background check for each individual expressing the intent to volunteer at school in any capacity. This background check is required one time only – it is not an annual requirement.

5TH GRADE ADDENDUM

Missing Assignment/Task

(This policy applies to all students in grades 5-8.)

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.
- 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%.

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% in the gradebook for the missing assignment.
- The teacher will issue the student a detention and the parent will receive an e-mail with the detention details.
- 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.

Test Retakes

(This policy applies to all students in grades 5-8.)

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%.

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 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.

Sports Physicals and Concussion Document

Each student who plans to participate in an interscholastic sport (grades 5-8) must have a current physical and Concussion Sign-off Form on file. Details regarding these requirements can be found in the Health section of this Handbook.

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, or coach.

Grades for all students who participate in co-curricular activities 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 ineligible unless work is completed on time, i.e., the number of days absent plus one. 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 principal 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, a \$75 fee will be charged for each sports team the student is a member of.

Fine Arts

Instrumental Music

Cadet Band and Cadet Strings are performing groups for 5th grade 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 rehearse during second period twice a week in lieu of the normal 5th grade music class. Beginning Band and Beginning Strings are performing groups for first-time instrumental music students. These groups meet at lunchtime or after school once a week. Along with ensemble rehearsals, students in the instrumental music program may also attend a weekly lesson or "sectional" which occurs during the school day. Soon after school opens each year, an orientation meeting is held for first-time instrument music students and their parents to receive information about the instrumental music program and instrument rental. The instrumental music teachers maintain a list of local private music teachers.

Fine Arts Grading

All fine arts groups 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.

Gym Clothes

Beginning in 5th grade, students wear uniforms purchased from the school. Gym uniforms are issued to students by the PE teachers at the beginning of the school year and billed to the family's account. 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.

Outdoor Education

One of the major highlights of 5th grade is Outdoor Education. Students experience the wonder of God's creation and practice skills of observation at Camp Timber-lee in southern Wisconsin. Outdoor Education is an integral, graded component of the 5th grade curriculum – essentially a 3-day lab! All students are expected to participate in this trip which typically takes place in early May.



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

www.wheatonchristian.org

ATTENDANCE REPORTING (24 hours/day):

attendance@wheatonchristian.org

or

(630) 668-1385, opt. 3