



Winter Haven  
Christian School

**WHCS**

WINTER HAVEN CHRISTIAN SCHOOL  
2015-2016 GENERAL HANDBOOK  
&  
PRE-K & ELEMENTARY POLICIES

Winter Haven Christian School  
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1700 Buckeye Loop Road, NE  
Winter Haven, Florida 33881  
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Dear Parents,

**For more than five decades the goal of Winter Haven Christian School has been to help your children develop a strong Christian foundation, while providing a sound academic education and a healthy social environment.** We feel we have been successful in this endeavor because of a committed Christian staff and because of supportive parents who reinforce our efforts in the home.

We recognize that providing a Christian education for your child requires some financial sacrifice on your behalf. However, a temporary financial sacrifice can be minor when compared to the alternatives. God has been banned from public schools. Teachers have been required to teach evolution as the only possibility for your child's existence on this planet. In many ways, the social environment within the public schools is even more damaging than the secular curriculum. It is not logical to send your children into that environment for six hours each day and expect them to grow spiritually.

It is interesting that some Christian parents find the public schools acceptable when the term "Magnet School" or "School of Choice" is attached to the name of the school, even though the courts have ruled that they still have to remain godless. We are now being told that more than 90% of the children who attend church drop out by the time they graduate from high school. We reap what we sow.

As you consider your alternatives for **2015 - 2016**, we commit to you that we will continue to provide a strong Christian education for your child without compromising the academic program and social environment of their school.

**Please read this handbook carefully, and allow us to join you in molding the future of your children.**

Sincerely,  
Your Board of Directors

## **I. INTRODUCTION**

### **HISTORY**

Winter Haven Christian School was originally founded in 1965 as First Baptist Christian Day School. In June 1986, it became an independent organization governed by a board of directors made up of Christian leaders from throughout the greater Winter Haven area. All serve without compensation. The school is interdenominational, teaching the Bible from a conservative protestant perspective.

In 1992, WHCS purchased fifteen acres on Buckeye Loop Road using funds that had been donated by parents and friends of the school, and began a fundraising campaign for the purpose of developing the site into a state-of-the-art Christian educational campus. Ground was broken in 1999, and through the efforts of many parents and volunteers – especially Campers On Mission – the new building was completed just in time to start the 2002-2003 school year in the new facility. Development of the campus will be an on-going project.

We are currently phasing in a High School with a master plan provides for a future middle/high school building, with all of the necessary facilities.

**WHCS is an approved 501 (c) (3) non-profit corporation, and gifts to it are tax deductible.**

### **MISSION STATEMENT**

The purpose of Winter Haven Christian School is to assist parents in developing their children to be strong in mind, spirit, and body, using Christ as their example and teaching the principles found in God's Holy Word, the Bible.

### **PHILOSOPHY AND PURPOSE**

Winter Haven Christian School's desire is to assist Christian parents in the education of their children. The school's goal is to build Christian character in each life without compromising academic excellence. Because the school is interdenominational, matters of denominational debate are avoided by the school, but strong emphasis is placed on teaching the Bible without compromise. If questions on denominational issues arise, students are referred to their parents or their pastors for answers.

WHCS exists to assist Christian parents in leading their children to a personal relationship with the Lord Jesus Christ and promoting spiritual growth. It is also our purpose to prepare students academically, teach them to respect authority, and help them develop social skills by working in harmony with teachers and fellow students.

While a school has an enormous responsibility in educating students entrusted to them, the primary responsibility for the education of the child--both Christian and academic--rests with the parents. Without the interest, involvement and complete cooperation of the parents, a school is limited in the influence it can have in a child's life.

### **THEOLOGY**

The Bible is taught from a conservative Protestant perspective, and, as much as possible, is integrated into all of the courses of study – not just Bible class. WHCS does not hold one translation of the Bible to be superior above all others, but at times designates the use of certain translations for the purpose of uniformity.

Winter Haven Christian School teaches from an Evangelical Protestant Biblical Perspective. As a result we believe that there are other religious organizations that are not in agreement with many of our beliefs and while they may invoke the name of Jesus Christ, many of their core teachings go against Biblical Christianity. Our doctrine and any differing beliefs will be presented to the parents at the parent/administrative meeting. Students are welcome to attend Winter Haven Christian School. However, no accommodations or omissions of our curriculum will be granted to these students.

## STATEMENT OF FAITH

1. We believe the Bible to be the inspired and infallible, authoritative Word of God.
2. We believe in the Trinity: The Father, Son, and Holy Spirit.
3. We believe that Jesus is the Son of God. We believe in His Virgin birth, in His sinless life, in His miracles, in His atoning death through His death on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.
4. We believe in the resurrection of the saved to eternal life in heaven and the resurrection of the lost to eternal damnation in Hell.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the spiritual unity of believers in Christ.
7. We believe that salvation is by grace through faith and belief in the Lord Jesus Christ, and not by any works.
8. We believe that a Christian grows in his spiritual life by praying, reading and studying the Bible, and worshipping in a fellowship of Christian believers.
9. We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen 2:24; Gen 19:5, 13; Gen 26:8-9; Lev 18:1-30; Romans 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess 4:1-8; Heb 13:4)
10. We believe that the only Scriptural marriage is the joining of one man and one woman. (Gen 2:24; Rom 7:2; 1 Cor 7:10; Eph 5:22-23).

## STATEMENT OF NON-DISCRIMINATION

Winter Haven Christian School admits students of any race, color, or ethnicity to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, or ethnicity in administration of educational policies, admission policies, scholarship programs, and other programs.

## AFFILIATIONS

Winter Haven Christian School is operated completely independent of any religious organization, but is supported and/or endorsed by several area churches and Christian groups. WHCS is a member of the Florida Association of Christian Colleges and Schools (FACCS). It is an **independent, interdenominational** school.

## TEACHER/STAFF QUALIFICATIONS

Teachers for Kindergarten through 12th grade must have earned a college degree in the appropriate field. They must be certified either with the Florida Association of Christian Colleges and Schools. In addition, they must be Christians who are active in a Bible-believing church. Their lifestyle must set a good Christian example for students. All staff is screened through law enforcement agencies, reference checks and medical examinations. Preschool teachers, extended care workers and other staff must show evidence of experience and skills for their positions and be trained in First Aid and CPR in addition to their background screening.

## II. ADMISSIONS

### ENROLLMENT PROCEDURES

New parents will be given a registration checklist. An application packet must be completely filled out on each student and turned in to the office with the registration fee, Florida gold health exam report, current Florida blue immunization report, a certified birth certificate (we will return the originals after we see it and copy it for our files), emergency card and a copy of the child's last report card. Where there are two parents, both must sign the application. For new students in grades one through twelve, entrance tests will be set up and prior school records reviewed. If these are passed, a contract will be typed specifying a commitment to have the child in school the next year and listing the payment schedule. The contract must be signed and returned to guarantee a place. For

new parents a 30-minute meeting with the Principal will be set up before enrollment can be finalized. State and county immunization guidelines must be met. A notarized medical treatment permission form must be turned in before school starts. No student can start school until all necessary steps have been taken. To ensure that your child is not delayed in attending class, all paperwork should be completed as soon as possible.

### **RE-ENROLLMENT PROCEDURES**

An application must be completely filled out for each student wishing to return the next year, and be turned in to the office with the registration fee. Application for re-enrollment will be approved at the sole discretion of the school. A contract will be typed specifying the parent's commitment to have the child in school the next year and listing the payment schedule. The contract must be signed and returned before the student is guaranteed a place. **Health forms may have to be updated for 4-year-olds, kindergarten, and for 7<sup>th</sup> graders.** A notarized medical permission form must be turned in before school starts. **No student can be admitted to class until all necessary steps have been taken.** To ensure that your child is not delayed in attending class, all paperwork should be completed as soon as possible.

### **ENROLLMENT AGES**

Students for three, four and five-year-old kindergarten must have reached their respective ages on or before **September 1<sup>st</sup>**. First graders must have reached age six on or before September 1<sup>st</sup>. Students transferring to the school in mid-year are subject to the same age requirements. Students must meet normal readiness and entrance requirements to enter under this extended enrollment age. All preschoolers are required to be potty-trained.

### **CLASS SIZE MAXIMUMS**

Winter Haven Christian School strives to keep class sizes as small as possible for the academic and social well being of our students. The Board of Directors and Administration have guidelines in place to limit class sizes, add an aide, and/or split a section as deemed necessary. A parent registering their children early helps facilitate small class sizes.

### **REQUESTING A SPECIFIC TEACHER**

Parents may request a specific teacher for their child in the event the grade section is split. While requests will be considered Winter Haven Christian School cannot guarantee that the request will be granted as there are many factors that are involved in splitting a grade section. Requests will be considered on a first come, first served basis. Requests to change teachers during the school year or after classes have been assigned in July will not be entertained. Requests to place students together or to keep them apart will not be entertained.

### **ENTRANCE TESTS**

New students in first grade and above (plus K-5 at mid-term) will be tested to ensure that they are academically ready for the grade that they apply to enter. If entrance tests indicate a student is deficient in some areas, either (a) the parents will be notified that their child will be placed under academic probation during the first nine weeks, (b) the child may be entered in the previous grade, (c) the child may not be accepted or (d) the child must be tutored and re-tested before school starts. If placed on probation and adequate improvement is not shown, the child may then be placed in a lower grade. Testing is done by appointment only and requires that **all registration fees to be paid prior to testing.** A copy of the student's latest report card must also be brought in with registration materials. Because the school does not have a special education program, students who have an IQ below 80 or who score below 20 percentile on the total battery of a standardized achievement test will be referred to a program which will better meet their needs. If a student is not accepted, the registration fee will be refunded.

- III. **MATTHEW 18 PRINCIPAL** – Winter Haven Christian School strongly believes in the Matthew 18 Principal. As a result, we have placed it near the front of our handbook. We expect this procedure to be strictly followed by our Parents, Students, Administration, Faculty and Staff.

### **MATTHEW 18 PRINCIPLE FOR SOLVING SCHOOL PROBLEMS**

**BY DR. PAUL A. KIENEL**

- The "me generation" philosophy of "I'll do it my way" sometimes spills over into the Christian community. For example, when differences develop between individuals some Christians take matters into their "own hands" and by-pass the Biblical procedure of solving problems.
- A Christian school is made up of people--parents, administrators, teachers and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, "A new commandment I give unto you that ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if you have love one to another." (John 13:34-35)
- Due to our human nature we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17 Jesus gives His formula for solving person-to-person problems. I call it "the Matthew 18 principle" for solving school problems. The following are the words of Jesus:
  - "Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou has gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church: But if he neglect to hear the church, let him be unto thee as a heathen man and a publican."
  - There are several clear principles that Jesus taught in solving people-to-people problems:
    - **One:** KEEP THE MATTER CONFIDENTIAL. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "A hypocrite with his mouth destroyeth his neighbor: but through knowledge shall the just be delivered." (Proverbs 11:9)
    - **Two:** KEEP THE CIRCLE SMALL. ".....if thy brother shall trespass against thee, go and tell him his fault between thee and him alone...." The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two people level.
    - **Three:** BE STRAIGHTFORWARD. "....TELL HIM HIS FAULT...." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly yet clearly presented. The Scripture says "...faithful are the wounds of a friend...." (Proverbs 27:6)
    - **Four:** BE FORGIVING. "...if he shall hear thee, thou hast gained thy brother." This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads "...if a man be overtaken in a fault, ye which are spiritual, restore such a one in the spirit of meekness; considering thyself, lest thou also be tempted."
  - As I mentioned earlier, most school problems are resolved at the two people level. Forgiveness and restoration is the normal happy conclusion. But what is the Matthew 18 principle if the individual will not "hear" you, or openly disagrees with your version of the problem? Let's say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked together and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?
  - **Five:** THE PARENT AND TEACHER SHOULD AGREE TO SHARE THE MATTER WITH THE SCHOOL ADMINISTRATOR. At this stage the counsel of Jesus would be "...take with thee one or two more, that in the mouth of two or three witnesses every word may be established." Both parent and

- teacher should rehearse their version of the issue or issues with the school's administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.
- I estimate that 80% of school problems are solved at the two people level. Another 18% of school problems are solved at the three and four people level which includes the school's administration. This leaves 2% to be resolved at the level of the school board. The board represents the church or church community. Let's say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?
  - **Six:** THE PARENT SHOULD SEND A WRITTEN REQUEST TO THE BOARD OF DIRECTORS VIA THE ADMINISTRATOR. Depending on the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting. The goal of such a high-level meeting is 1) a clear understanding of the problem; 2) solving the problem; 3) reproof and correction if necessary; and 4) forgiveness and wholehearted restoration of those who have made amends.
  - In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.
  - A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way. The world's methods of solving school problems are inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the Lord's work. The Bible is clear on this. "Dare any of you, having a matter against another, go to law before the unjust, and not before the saints?" (1 Corinthians 6:1)
  - Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems.

#### IV. FINANCIAL INFORMATION

### 2015 – 2016 Tuition Schedule

Class	Registration Fee Per Child (Non-Refundable)	Registration Fee Per Child After 07/10/15 (Non-Refundable)	Tuition Child #1	Tuition Child #2	Tuition Child #3
3 Year Old Preschool (3 Days)	\$60.00	\$120.00	\$1,675.00	\$1,430.00	\$870.00
3 Year Old Preschool (5 Days)	\$60.00	\$120.00	\$2,335.00	\$2,000.00	\$1,200.00
4 Year Old Preschool	\$60.00	\$120.00	\$2,765.00	\$2,310.00	\$1,370.00
K5 – 5 <sup>th</sup> Grade	\$80.00 – Re-Enrolling Students \$180.00 – New Students	\$180.00 – Re-Enrolling Students \$280.00 – New Students	\$5,325.00	\$4,345.00	\$2,585.00
6 <sup>th</sup> – 8 <sup>th</sup> Grade	\$80.00 – Re-Enrolling Students \$180.00 – New Students	\$180.00 – Re-Enrolling Students \$280.00 – New Families	\$5,435.00	\$4,400.00	\$2,625.00
9 <sup>th</sup> - 12 <sup>th</sup> Grade	\$80.00 – Re-Enrolling Students \$180.00 – New Students	\$180.00 – Re-Enrolling Students \$280.00 – New Students	\$5,660.00	\$4,725.00	\$2,810.00

#### Extended Care (Add to tuition amount above)

Pre-K4 (No Pre-K3)	(7:00 – 8:00 AM, and 11:30 AM – 5:45 PM)	\$2,335.00
School Age (K5 – 12 <sup>th</sup> )	(7:00 – 8:00 AM and 3:00 – 5:45 PM)	\$1,700.00
Early Morning Only:	(7:00 – 8:00 AM)	\$500.00

Tuition includes textbooks that are the property of the school. Meals and each student's school supplies are not included. For discount purposes, the 1<sup>st</sup> child will be the child in the highest grade.

Middle School and High School students shall receive a tuition discount equal to 3% for each continuous year in which he/she has attended WHCS starting in grade K4, up to a total of 24%.

#### LATE PAYMENT FEES

After the tenth of each month, a \$15.00 per month late fee will be charged on the unpaid balance per account. **An additional \$15.00 is charged for all accounts still overdue on the 20th of the month.** The school will assess a \$25.00 charge on all returned checks.

#### No student will be allowed to continue in school if the account is 30 days past due.

This includes Morning and Extended Care fees. Financial emergencies are understandable and should be discussed with the school board of directors for special consideration. All academic records will be withheld for transferring students until all school fees and/or fines are paid. Our tuition payment company may also charge additional fees for late payment/Insufficient funds as per their agreement with individual families.

## FINANCIAL OBLIGATION

**NOTE TO PARENTS:** *Please review all financial information carefully before signing a contract. Once your contract is signed, you are financially obligated to pay the entire amount of the contract except for the following two reasons:*

1. The family moves out of Polk County, *or*
2. Medical reasons with a written documented recommendation from a qualified physician.

Any request for cancellation by the parent shall be in writing and submitted to the school fifteen (15) days in advance. Thirty days notice is required for extended care.

Transferring a child to another school, or financial hardship shall not be an acceptable reason for canceling a contract; however, financial assistance may be available in hardship cases, if the family meets the requirements. (See "Financial Assistance" below.)

If your child is on a magnet school, charter school, or other school waiting list, no release of contract will be given if you later transfer your child to that school. Your contract commits you to the entire school year.

**The registration fee is non-refundable.**

Parents of K3- 12<sup>th</sup> grade can receive partial tuition refund at the end of the school year for qualifying volunteer services (See *Approved Projects*).

## **PAYMENT PLAN OPTIONS**

### **(REGISTRATION FEE DUE IMMEDIATELY WITH REGISTRATION PAPERWORK)**

1. Pay full tuition before June 1 and receive 4% discount.
2. Pay full tuition between June 1 and the student's first day of school and receive a 2% discount. (Note: Under this option, full tuition must be paid at the time the contract is signed or a place will not be held.)
3. Pay half of tuition by June 1 and the other half by December 1 (no discount). Parents who choose this method will be assessed a 5% late fee if the first payment is not received by June 1 and remaining balance is not paid by Dec. 1.
4. Monthly payments will be made on an 11-month basis beginning June 1, but must be completed by May 1 if students register later than June 1.
5. For parents who have to pay for summer day care at another facility, payments begin on August 1 and are paid on a 10-month plan ending on May 1.

**LATE PAYMENT FEE:** Payments will be due on the 1<sup>st</sup> day of each month. If payment is not received by the 10<sup>th</sup>, a late fee of \$15.00 will be charged. If not received by the 20<sup>th</sup> another \$10.00 fee will be added. If tuition and/or extended care is 30 days behind, the student will not be admitted to class unless an arrangement has been approved by the Board. At the end of the school year, all tuition, extended care fees, and late fees must be paid before a student will be allowed to attend the next year. If the student transfers to another school, records cannot be released until all school debts are paid. If you make payments with our assigned tuition payment provider they may charge additional late and/or insufficient fund fees as per your agreement with them.

**LATE PICK-UP FEE:** Half-day preschool: \$2.50 for 11:45 to 12:00 noon pick-up; \$5.50 for pick-up after 12:00. After-School: \$2.50 for fifteen minutes after the students scheduled pick up time has concluded; \$5.50 for thirty minutes after the students scheduled pick-up time. If a student is picked up late more than 3 times, the student will be sent to extended care and the parent will be charged for extended care. (\$15.00 per student for preschool; \$10.00 per student for K5 – 12<sup>th</sup> grade.)

RETURNED CHECKS POLICY: At any time during the year after the second returned check, parents will not be allowed to pay with a personal or business check (lunch/milk money, fundraisers, etc.). Payment must be made with money order, a cashier's check, or cash (preferred method). A fee of \$25.00 will be charged by the school for each NSF check returned to the school for tuition. A fee of \$10.00 will be charged for NSF checks for lunch, field trips, etc.

### **REFUNDS / WITHDRAWAL CHARGES**

Registration Fee: If entrance tests determine that a student cannot enter the grade level for which they are tested, the registration fee is refundable. Otherwise, the registration fee is non-refundable.

Tuition: Refunds shall be made only for cancelled contracts that meet the above requirements for cancellation. All requests for cancellation of contract or refunds must be submitted in writing to the school at least 15 days prior to withdrawal. Approved refunds or charges for the first semester shall be prorated from July 1, recognizing that expenses for the new school year begin at that date. Refunds or charges for the second semester shall be prorated from January 1.

Extended Care: Any approved refunds granted for extended care will require a 30-day notice and will be figured on a 180-day basis.

### **CONTRACTS FOR CORPORATE SCHOLARSHIPS**

Parents for these students must also follow the requirements for signing a contract for the full school year and are accountable to the school rules regarding cancellation of contract. The parents are responsible for any fees or tuition not paid by the Corporate Scholarships. Parents must respond in a timely manner when called to sign scholarship tuition checks, which are made out to the parent.

### **APPROVED PROJECTS FOR VOLUNTEER HOURS TUITION REFUND**

Parents and relatives who wish to volunteer their time toward **approved** projects may receive up to \$200 in credit toward tuition each year for their first child in K5 through 12<sup>th</sup> grade and up to \$100 per year for K4 students (first child). Parents must volunteer a minimum of 12 hours per year and register them properly to be eligible for any refund. Those who qualify in K-5 through 12<sup>th</sup> will receive \$8 per hour refund up to 25 hours (\$200 maximum) and in K4 will receive \$8 per hour refund up to \$100. Parents in the 2-day can earn up to \$40 and those in the 3-day program can earn only \$60. Refunds for 3<sup>rd</sup>, 4<sup>th</sup>, etc. children **paying 50% tuition** can be up to \$100 (K-5 – 9<sup>th</sup>), up to \$50 (K4), \$20 (2-day K3) and \$30 (3-day K3). The student must still be attending WHCS at the end of the school year to qualify for the refund.

First semester hours must be logged in no later than one week after the end of the first semester. Second semester hours must be logged in within one week after the last day of school. Families who exceed the maximum number of volunteer hours cannot assign those hours to another family. Families who are on CTC Scholarship or financial aid are not eligible to receive refunds.

The following is a list of board-approved projects for the volunteer hours refund:

- On-campus projects that would repair or improve the building and grounds
- Working in the office or library
- Chairing PTF Committee projects
- Coaching cheerleading, sports or other board-approved extra-curricular activities
- Public Relations (writing news releases)
- Doing master lunch count (entire school)
- Taking charge of school yearbook
- Lunchroom Assistance (supervising children for teachers, opening milk, cleaning tables/sweeping under tables)
- Driving to out-of-town field trips (3 hours per day)

## FINANCIAL ASSISTANCE

1) WHCS accepts Step Up For Students Scholarship funds that are a part of the CTC (Corporate Tax Credit) choice scholarships program for lower income families. For more information on the income guidelines and how to apply, go to [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org) or check with the school office for applications.

2) A limited amount of financial assistance is available from the school itself for K-5 and above to parents who would not be able to send their children to a Christian school without assistance. This is not a full scholarship. Applications are available at the school office. It is the desire of the school that no child be denied a Christian education for financial reasons. In determining who will receive financial aid, the Board considers:

- ◆ The financial situation of the family.
- ◆ Their spiritual life and church attendance.
- ◆ Their giving to their church and other Christian organizations.
- ◆ Their commitment to Christian education.
- ◆ Their willingness to volunteer their time and services, where possible.

There are periodic reviews of income and church attendance for those receiving financial assistance. Scholarship families must immediately notify the Board of Directors, in writing, of any change in their financial status.

## ACCIDENT INSURANCE

All students will be covered by a student accident insurance for any accidents that might occur at school. This is supplemental to the family's health insurance. **After-school sports are not covered.** Claim forms may be requested in the office. This insurance is limited in its coverage. Parents may request details of the coverage it provides.

## IV. GENERAL INFORMATION

### CONFLICT RESOLUTION

If conflict arises between two parents or between a parent and a staff member, it is imperative that the parties involved follow the plan outlined below. The Directors demand that parents, as well as students, treat teachers and other staff with complete respect, and support them as they carry out the policies of the school. When parents have a concern or a disagreement with a teacher's action, they should approach that person with a Christ-like attitude and calmly state their concern. Parents who threaten, shout at, or try to intimidate staff members by their actions will not be tolerated. In addition, parents or students posting their "complaints" on social media sites will not be tolerated. However, parents are always encouraged to contact a teacher in a Christ-like manner any time that they have a question or concern related to their children. *Parents who refuse to follow this plan will be considered in breach of contract.* **Parents who have their contract terminated for breach of contract shall still be liable for payment of the full amount of the contract.**

The procedure based on the teaching of Christ as found in **Matthew 18: 15 – 17**, and applied to this school can be found in section III of this handbook.

### CHAPEL SERVICES

Chapel services will be held each week Tuesday & Thursday mornings. The school welcomes recommendations for speakers from local Bible-believing churches, Christian organizations, or strong Christians in occupations other than ministry. Preschool through second grade meets at 9:00 a.m. on Tuesday; third grade through fifth grade meets at 9:30 a.m. on Tuesday and Secondary Chapel (grades 6-12) meets on Thursday. Refer to the dress guidelines for proper attire.

## **FUNDRAISING**

Because the school is careful to limit the number of fundraising projects to be undertaken each year, we encourage our school families to cooperate and participate in each project. Funds raised may be used for Building and Facilities Improvement Fund, scholarship funds, to purchase special equipment, fund PTF projects, or may be applied to the operating budget, if needed. Students cannot bring non-school fundraisers (soccer candy bars, etc.) to sell at school. Middle School/High School students can do special fundraising for any overnight field trips (like Charleston, S.C.).

## **TRANSPORTATION**

The school does not provide transportation to and from the campus.

## **DROP-OFF / PICK-UP INSTRUCTIONS**

Instructions for drop-off and pick-up will be given at parent orientation conferences. Children in the same family or those who carpool should follow this policy: Older children go to the pick-up place of the youngest child in their family or carpool group. For afternoon pick-up, all parents must drive through the pick-up line or park and walk to the pick-up spot to pick up their child. Parents may not park and have students walk to the car without a parent. Four-year-olds cannot be sent to pick-up points with older children. Parents must go inside the building to pick them up.

## **MEDICATION ADMINISTRATION POLICY**

1. All prescription or non-prescription medications (even including cough drops) to be taken by a student during the school day must be accompanied by a completed standard Winter Haven Christian School medicine authorization form. If more than one medication is to be given at school, each medicine should be listed on a separate authorization form.
2. All medication must be kept in the office in a locked cabinet. It must be administered only by staff members who have been trained in medication administration.
3. New authorization forms shall be filled out and signed by the parent at the beginning of each school year, even though the student continues to take the same medication as was given in the previous year.
4. New authorization forms shall be filled out and signed by the parent any time the dosage is changed. Telephone authorization will not be accepted.
5. New authorization forms shall be filled out and signed by the parent with every new occurrence of short-term conditions or illnesses even though the same medication was given previously during the school year.
6. Prescription medications must be sent to the school in their original container.
7. If the prescription is renewed, the new container must be sent to the office. The prescription bottle must contain the name of the child, the doctor's name, the name of the medication and the dosage to be given.
8. Over-the-counter medications must be in their original containers also. (Tylenol cannot be sent in a Ziploc bag, for instance.) The student's first and last name is to be written on the outside of the container.
9. Students are not allowed to carry medication unless there is a written medical reason certified by a physician with an explanation as to why it is necessary for your child to carry the medication. All school staff, including substitute teachers, should be made aware of the fact that he/she is allowed to carry medication. Parents/legal guardians will be notified if a problem arises due to misuse/mishandling of medications.
10. Students who have severe allergic reactions to insect stings, bites, food, or chemicals may provide an EpiPen/Ana Kit to be kept in the school office. This is the only injectable medication that can be given by school personnel.
11. Medication cannot be given to students to take home. The parent must come to the office to pick it up.
12. Parents are encouraged, when possible, to give medications at home.
13. WHCS cannot under any circumstances administer non-FDA approved medications.

### **TELEPHONE**

The office telephone is for business and emergency use. If it becomes necessary for the student to use the telephone, a permission slip from the teacher must be presented before students may use the telephone. Students will not be allowed to call home for forgotten P.E. clothes, or to make last minute "spend the night" plans, etc. Students in grades Pre-K through 5 are not permitted to have cell phones at school and students in grades 6-12 are only allowed to have cell phones in school under certain circumstances (see Secondary Handbook).

### **VISITORS**

Anyone wishing to visit in a room for any reason needs to gain permission from the office, along with a visitor's badge. To keep down interruptions in the classroom, lunches or other items brought to students should be brought to the office, tagged and placed on the specified table in the cafeteria. Parents should not go inside the classroom when dropping off children in the morning. This delays the starting of class. Visitors should help set the proper example for students by dressing appropriately when visiting the school (no short-shorts, etc.). Visitors without badges will be questioned by staff. With permission, visitors may sit at the back of a classroom and observe, but should be careful not to disturb or interrupt the class. Parents are welcomed to bring their own lunch, sign in at the office for a visitor's badge and eat with their child at the child's lunch period.

### **PRESCHOOL MID-MORNING SNACK**

Parents will be asked to take turns bringing morning snacks (boxes of crackers, etc.) a week at a time during the school year for children in the preschool classes. These should not be homemade snacks. The school will provide milk or apple juice for them. (An afternoon snack and drink will be provided for extended care students.)

### **LOST AND FOUND**

All lost articles should be claimed at the school office within three days from the time they are found and turned in. PLEASE MARK ALL ARTICLES PLAINLY WITH THE STUDENT'S NAME.

### **SPORTS/AFTERSCHOOL EVENTS**

If a WHCS student wishes to attend a sports event after school, an adult must provide supervision, either the parent or responsible adult to whom the parent has assigned authority. Notification must be made to the office of such arrangements and transportation home is the responsibility of the parent or designated adult. Students may not be in the aftercare program once signed out by an adult. Students utilizing aftercare before a sporting event will be charged the normal fees as per WHCS policy.

All student spectators at sports events must remain in attendance at the designated activity. Students are not permitted to wander in the building, but must always be under the supervision of an adult. If found wandering throughout the school, WHCS security personnel will detain student until the designated adult or parent/guardian retrieves student. Student spectators showing a pattern of inappropriate behavior at sporting events may be banned from all after school activities.

## **COMMUNICABLE DISEASE POLICY**

Winter Haven Christian School desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent, which may be, transmitted either directly or indirectly by a susceptible host, infected person, or animal to another person. Also, any student with a temperature of 99.5 degrees or higher will be sent home. The school also has a "no-nits-present" head lice policy. Students will be sent home and must be treated and then re-checked before re-entering school.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during the recognized periods of communicability. Students and employees with communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, the school may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. The school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

## **MEDICAL/EDUCATIONAL EVALUATIONS**

Winter Haven Christian School reserves the right to request that any student have a medical, psychological or educational evaluation. The school would expect open communication between the school and the physician or psychologist. If such an evaluation were requested by the school, the school must be furnished with a written report of the findings. The parent is responsible for any costs related to the examination.

## **SPORTS / CHEERLEADER PARTICIPATION REQUIREMENTS**

To play in any sport or be a cheerleader, a student must maintain at least a 2.0 grade average and may not have a conduct grade below "C" on their report card (average conduct grade may be accepted in middle school). Students must furnish their own health/accident insurance for sports and a release from liability must be signed by the parents.

## **SPECIAL PERFORMANCES**

A limited number of special music performances outside the classroom (usually Christmas and Spring Music) are a part of the school curriculum. Students are required to participate in these performances. Student illness or death in the family is an excused absence without penalty. A note must be sent from the parent requesting the student be excused. Any planned absences from the performances must be pre-arranged in writing two weeks in advance. The student will then be assigned written work to be turned in by the date of the performance. Students with unexcused absences will receive a grade of zero for the performance.

## **CHURCH ATTENDANCE AND REINFORCEMENT OF CHRISTIAN VALUES**

Parents are expected to take their children to church on a regular basis. The parents—not the school—have the primary responsibility for the spiritual development of their children. A part of that development should include spiritual training within the home and participation in a local Bible-believing church. Parents who do not emphasize church attendance dilute the teaching of the school.

The lifestyle of a student's home must reflect and reinforce the Christian values being taught at the school. If not, the principles children learn here become diluted and not strong. Parents are urged to use extreme care in choosing movies for their children. We feel that PG-13 and R rated movies should be avoided by our students. Great caution should be exercised in even viewing any PG movies. Extreme caution is urged regarding cable movie channels. Parents should also be careful to allow children to use only "G" rated video games. Certain items (such as Pokemon, Goosebumps, and Harry Potter) are not allowed at school because of their controversial nature. At school, children are only allowed to see "G" rated movies OR "PG" Rated movies from Christian movie studios (i.e. Facing the Giants, etc). Parents must also carefully monitor Internet use. Proper roles regarding marriage and homosexuality are also spelled out in the enrollment contract, any breach in that contract will result in immediate

expulsion of the children from Winter Haven Christian School.

### **PLEDGES**

All students will be required to participate in the pledges of allegiance to the American flag, Bible, and Christian flag. Copies are available in the office.

### **HOLIDAY CELEBRATIONS**

**HALLOWEEN:** We do not celebrate Halloween and therefore do not allow ghosts, witches, goblins, or jack-o-lanterns to be used in any way on napkins, cupcakes, wall hangings, etc. We do allow a celebration of harvest using pumpkins and scarecrows. We discourage the celebration of Halloween at home.

**CHRISTMAS:** We emphasize the birth of Jesus and de-emphasize the secular meaning of Christmas. Items bearing a picture of Santa Claus are allowed.

**EASTER:** We allow egg hunts, bunnies, etc., but we place our emphasis on the spiritual truth of the resurrection of Jesus, which is the real meaning of Easter.

### **SPECIAL DRESS DAYS / CASUAL DAYS**

Every month we have special days when uniforms are not required. Some of these are spirit-shirt days with jeans or jean shorts. Others may be team day, international day, Pilgrim/Indian day, Christmas dress day, book character day, etc. Parents are requested NOT to buy or rent costumes, but to use items from home. Regular skirt/dress length and shorts' length standards and jewelry rules still apply on casual days. On most casual days students will bring food or other items for service projects.

### **BIRTHDAY PARTIES**

Parents should check with their child's teacher about bringing birthday cake, cupcakes, etc., for their child's birthday. Please do not send invitations to students for parties held in the classroom. We request that gifts not be given at parties in the classroom. Invitations to birthday parties outside of the classroom can be sent through the classroom unless all students are not invited. If it is an all-boy party or all-girl party, invitations may be handed out in the classroom as long as all boys or all girls are invited.

### **SCHOOL SCHEDULE**

Students are to arrive no earlier than 7:20 AM for families with a child in grades 6 & up and 8:00 for families that have only elementary students, unless they are enrolled in extended care or are on safety patrol. The school day starts at 7:35 AM for secondary students and 8:15 AM for elementary students. Students are considered late if they arrive to school after these assigned times unlike years past there is no longer a buffer period given. Students who are tardy more than five times a particular marking period will be assigned a Saturday morning detention with a cost of \$10 that the parent will be responsible to pay for prior to the detention to pay for the staff member covering the detention. Students consistently tardy may be expelled from WHCS.

School is dismissed at 2:25 p.m. for students in grades 6 – 12th grade, 2:40 p.m. for students in grades K-2 and 2:55 p.m. for students in grades 3-5. If you have children in multiple grades they will be under a teachers care until the youngest child comes out for dismissal. Families will get a letter explaining their dismissal time prior to the start of school.

Students who are not picked up within 20 minutes of their scheduled pick up time will be placed into our aftercare program. WHCS will NOT call the parent/legal guardian if their child was checked into the aftercare program as this will take away valuable resources away from the staff. Families of students checked into our aftercare program will be charged appropriate fees as per WHCS policies. Please note that these fees apply for students checked into our aftercare program in the afternoon on early dismissal days.

### **LUNCHES**

**Hot Lunches:** The school has arranged with an outside food service to provide hot lunches. The school provides good, nutritious meals at the lowest possible prices. Prices are subject to change. Menus will be posted in the newsletter and via Sycamore Education. Families are to pre-pay for lunches in an account that will be managed

by Sycamore Education. Orders for lunches will be done exclusively via Sycamore Education. Each weekly lunch order cycle will begin the week prior and end at 8:00 AM on Friday or the last day school is in session for that week. Families are required to place money in a lunch account for your children. If a family account reaches zero or a negative balance lunch orders will be cancelled for that family. Checks for lunch accounts must be made out to Winter Haven Christian School. When sending a check or cash please note on the envelope that the money is for your family lunch account. PARENTS UNDERSTAND THAT NO REFUNDS OR CREDITS ARE ALLOWED FOR LUNCHESES ORDERED ON DAYS STUDENTS ARE ABSENT. Funds in the family lunch account cannot be used for other purposes (library fines, field trips, tuition balance, etc.). Balances left over from the previous year will only be refunded to the family at the end of the school year in June.

**Brought Lunches:** Students may also choose to **bring** lunches and can purchase milk at the school. Students can also bring their own drink with their lunch. They cannot bring lunch items that need to be micro-waved or refrigerated. Parents should send spoons and napkins as needed for lunches brought from home.

### FIELD TRIPS

All classes share in field trips for the enjoyment and the enrichment of the child's experience. Permission and a release for these outings must be signed by the parent or guardian on the school contract. Parents will also be notified before each field trip. *School uniforms are normally required except where modesty or conditions dictate they would not be suitable.* Guidelines have been set up for these situations. The participation of parents in these excursions is often necessary to provide adequate supervision and transportation. Any parent who drives on a field trip must be age 25 or over. Some field trips are free. For others, there is a charge which parents must pay. It is the policy of our school that younger students may not attend field trips with older grades or vice versa. (A 4th grade trip is for 4th graders only, etc.) Children who are not students in our school cannot participate in our school field trips. Parents who chaperone or attend class field trips cannot take babies or young children along because this will not allow the parent chaperone to give full attention to the students on the trip. Classes usually take four field trips, including one service trip, one "fun" trip, and educational trips. Students not attending educational field trips are required to write a paper. Parents who drive for field trips must give the teacher proof of a valid driver's license and current insurance. **Per federal law, fifteen- passenger vans cannot be used for school field trips.**

### SECONDARY SCHOOL EXTENDED TRIPS

From time to time, other overnight trips are scheduled which may include Tallahassee, St. Augustine, a Christian camp retreat, or other trips. Students are strongly encouraged to go on overnight field trips and participate in the fundraisers to help defray the cost. If a family has a financial need it should be brought to the attention of the Principal within 30 days of the announcement of the trip. Students not attending the trip are required to be in school during the trip. In addition, at least two one-day field trips are usually planned with one including a service activity. The one-day trips are also required. There can be significant cost involved in the overnight trips. The staff will give you an approximate cost of the trips.

**Parents should let the school staff know at the beginning of the school year if they want the school to help provide the student with opportunities to do fundraisers.** Adult chaperones are needed and welcomed on these trips, but normally have to pay their full expense. Please contact your child's homeroom teacher if you, as a parent, have an interest in going on these trips. All overnight chaperones must be screened prior to the trip.

### LIBRARY FINES

Library books for students through 2nd grade may be checked out for one week and may be renewed for one week. Students in grades 3 - 12 may check out books for two weeks. If the book is returned late, there is a fine of 5 cents per day. Parents will be expected to pay for any lost or damaged books.

### WITHDRAWAL / TRANSFER OF RECORDS

When a student transfers to another school, parents should have the new school request records from Winter Haven Christian School. Records cannot be released until all accounts are paid and all textbooks and library books are returned. School records go to the next school, not to the parent.

## HEALTH EXCUSE FOR P.E.

Any day a child cannot participate in P.E. for health reasons, parents should send a note for that day. After three excused non-participation days, a doctor's excuse will be required for further non-participation.

## NEW STUDENTS

All new (first year or students who did not complete the previous school year at WHCS) students at WHCS are accepted on Probationary Status for the first 45 days of school. After the first marking period all new students will have their discipline record reviewed by administration, at that time the student will either be removed from probationary status, have their probationary period extended for another 45 days, and/or have their record reviewed by the Board of Directors for possible expulsion. Parents will be informed in writing within 10 school days of the end of the first marking period if their child's probationary status has been extended.

## VI. ATTENDANCE

### SCHOOL ABSENCES

When a student in Kindergarten through twelfth grade is absent, the parent must send in a written excuse when the student returns. Excessive absences could lead to failure for the year. State law says that a student who misses over 15 days per semester can fail for the semester. When a student is to be absent more than 2 days for a planned family activity, the teacher should be notified in writing two days in advance. Caution is advised concerning taking students out of school too often for family activities. Make-up work policies must be followed.

Until parents send in a valid written excuse, any absence is considered unexcused and grades for assignments will be lowered by one letter-grade. Students who arrive after 11:30 are considered absent ½ day. A student who leaves after 11:30 but before 12:30 receives credit for ½ day. If a student leaves after 12:30, they are not absent that day, except for middle school students who will be absent for ½ day.

### EARLY DISMISSALS

Parents are asked to check out students from school only when absolutely necessary. Students are not to be checked out between 2:15 and 3:15 because of the confusion it causes at dismissal time. The parents must go to the office and sign out the student. The office staff will then either call for the student over the intercom or give the parent an early-dismissal note to take to the teacher. It would be helpful to send a note letting the teacher know the child will be leaving early so the child will be ready. Parents should try to schedule doctor and dental appointments after school hours. Parents should keep early dismissals to a minimum.

### CHECKING OUT FOR LUNCH

If a parent checks a student out for lunch, the student should be back in class by the end of his/her regular lunch period. The student must be signed out and signed back in at the office. Parents are welcome to bring their lunch and eat with the child.

### REQUESTING MAKE-UP WORK

Parents may call the school early in the day and request homework assignments when a student is absent. The office staff will notify the teachers. The teachers will have the assignment in the office along with books needed by 3:30 p.m.

### MAKE-UP WORK POLICIES

MAKE-UP WORK SCHEDULE FOR ILLNESS, ACCIDENT OR DEATH IN THE FAMILY: For one-day absence, two days will be given to make up work missed. Work must be turned in on the morning of the third day. For two days absence, three days will be given to make up work missed. Work must be turned in on the morning of the fourth day. For three days or more absent, the number of days allowed will be at the discretion of the teacher. Make-up work not turned in on time will receive a lower grade.

MAKE-UP WORK FOR FAMILY EVENTS/TRIPS OF MORE THAN TWO DAYS: Assignments must be obtained in advance and work should be completed before the student returns to school. Students should be prepared to take make-up tests immediately upon return to school. Absences arranged in advance in writing are considered excused.

UNEXCUSED ABSENCE: Students receiving an unexcused absence will have to make up the work missed. Grade on work done for unexcused days will be lowered 10 percentage points.

**TARDINESS/SIGN OUT EARLY**

“It is the policy of Winter Haven Christian School that students are expected to be in the classroom all day when school is in session. **School starts at 7:35 AM (secondary) and 8:15 AM (elementary)** and dismissal is at 2:25PM, 2:40 PM or 2:55 PM depending upon what grade that child is in. Student attendance in class and academic success go hand in hand, as a result students who are consistently receiving illegal tardies and/or are being signed out of school early for any illegal reason, will be subject to the following penalties:

- Once a student reaches four unexcused tardies and/or sign out early during a 9-week marking period will receive a warning notice from the principal.
- Once a student reaches six tardies for a 9 week marking period that student will be assigned a Saturday Morning detention. Parents must pay \$10 which must be pre-paid prior to the detention to cover the cost of a faculty member coming on Saturday morning. The detention will start at 8:00 AM sharp and last an hour. Students will not be allowed to enter the Saturday morning detention room after 8:05 AM. Students who do not go to the assigned detention, do not have their \$10 penalty pre-paid and show up late for the detention will be assigned a three day out of school suspension. No refunds will be given for a student who does not show up or is beyond 5 minutes late for a Saturday morning detention.
- 12 or more unexcused tardies and/or sign out early during a 9 week marking period will result in a three day out of school suspension for the student and a parent meeting with the Principal which may result in the student being removed from Winter Haven Christian School.
- 15 or more unexcused tardies and/or early sign out during the entire school year may result in more severe penalties and a parent meeting with the Principal.

**Legal Tardies:** A parent must accompany the student to the office and give the reason for the tardiness. An example of an excused tardy would be a car breakdown or illness. The front office will refer to a board-approved list of excused and non-excused tardies and will mark accordingly the tardy slip the student takes to class. There will be a limit of three excused tardies per student each nine weeks. (Doctor or dental appointments will be excused but not counted in the limit of three excused tardies.) After the three, any tardy will be considered unexcused. **Three unexcused tardies are equal to one absence from school.**

**Secondary School students** change classes during the day. The tardy policy will also be applied when these students are late for classes during the day.

**Attendance**

The following table identifies legal and illegal absences or tardies:

Legal	Illegal
<ul style="list-style-type: none"> <li>• Personal sickness</li> <li>• Death in the family</li> <li>• Impassable roads</li> <li>• In-school suspension</li> <li>• Quarantine</li> <li>• Religious observance</li> <li>• Requirement to be in court</li> <li>• College visits</li> </ul>	<ul style="list-style-type: none"> <li>• Family vacations</li> <li>• Lack of transportation</li> <li>• Cut classes</li> <li>• Working a job</li> <li>• Out of school suspension</li> </ul>

Students are responsible to make up all missed work when absent.

Ten legal or illegal absences during any one quarter may result in a failing quarterly grade. A prolonged illness with consecutive absences will result in an "incomplete" (I). Any work needed to clear an incomplete is to be submitted to the teacher no later than five days into the next quarter or incomplete will result in a failing grade for the quarter. More than 15 legal or illegal absences per semester will result in the student needing to make up class time with private tutoring, and may result in retention or dismissal.

All absences must be followed by a note of explanation from a parent on the day the student returns to school.

Students who are late to school must bring a note of explanation from a parent, and must sign in at the school office. Late arrivals after 11:30 AM are considered absences.

**POSSIBLE EXCUSED (LEGAL) TARDINESS ONLY WITH PRINCIPAL/BOARD APPROVAL:**

- The student comes in after designated time without a parent but with an excuse note from the parent.
- Other situations not covered above or a request for exclusion for special circumstances

**VII. HOME / SCHOOL COMMUNICATION**

**ORIENTATION**

The school has a time of general orientation during the week prior to the beginning of school. For students who enroll after the beginning of school, the orientation should be made within two weeks after enrolling. The purpose of the orientation is to help the teachers understand the needs of the students and to initiate good communication with the parents.

**INDIVIDUAL PARENT/TEACHER CONFERENCES**

The teacher may request a conference with the parents, or the parents may request a conference with the teacher at any time they feel it would be helpful to the child. If the parent should detect a problem of which the teacher may not be aware, the parent should communicate that problem to the teacher.

**GENERAL PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are held on a regular basis at the end of each of the first two nine-week grading periods. Also, a PTF Committee, open to any parents in the school, meets monthly. Parents are encouraged to participate in all PTF activities.

**MID-TERM REPORTS AND REPORT CARDS**

Progress Reports are sent home with the child twice during the first nine-week period and once per grading period thereafter. Report cards go home at the end of each nine-week period. Progress reports and report card for students in grades 6-12 will be sent home electronically via Sycamore Education. If a parent wants a printed copy they should contact the school office.

**SYCAMORE EDUCATION**

Sycamore Education is the WHCS online grade book. It is for use by students to keep current on their assignments, download class notes and view their grades in real time. Parents logging in and checking on their student's progress is another key to successful communication between parent and teachers. It is the parent's responsibility to make sure that the school has a current email address so that parents may access the Sycamore Education website. Accounts will be set up during the summer for new families. A Sycamore Education tutorial training meeting will be scheduled for new families in August or September. A computer with Sycamore Education will be available for use at the school for parents who do not have a computer and/or internet access at home. **Sycamore Education is the only way Parents can order lunches for their children.**

### **HELPS PROGRAM**

A teacher may request a student to stay from 3:15 - 4:00 p.m. on Monday, Tuesday, or Thursday for academic assistance or be pulled out of class one hour a week for extra help. Cost of this program is \$10/hour which is the responsibility of the parent. The Helps Program is designed for students who are struggling in any subject, but parents should first exhaust all efforts at home to solve the problem. Help class will be at the discretion of the teacher. It is not to be an ongoing tutoring program. If your child's teacher suggests help class, please take advantage of this opportunity. Extra Help or additional tutoring will not be available to students who are showing a consistent pattern of not completing homework, not utilizing class time and/or students who have a consistent pattern of discipline problems.

### **THIRD PARTY DROP OFF AND PICK UP ARRANGEMENTS**

Parents/Legal Guardians hiring third-party organizations to pick up and/or drop off their children at WHCS must understand the following policies:

- Parents are responsible to give written authorization to WHCS permitting the third-party to transport their child as per our procedures and policies.
- It is the responsibility of the parent/legal guardian to inform the third-party of our school drop-off & pick up policies; the specific child's drop and pick up time; and school calendar (including notification of early dismissal days).
- WHCS will not bring a child out to the third-party provider if that provider comes after that child's appointed pick up time. If a third-party provider is late for the appointed pick up they need to come inside the school and pick up the child at our extended care program as per our policies and procedures.
- In the event the child is not picked up on time or dropped off before the start of school by the third-party provider that child will be checked into our before care or aftercare program. Parent/legal guardian understands that WHCS will NOT contact the third-party provider and/or the parent informing them that the child is in our before care or aftercare program as this will take valuable resources from the staff. The child checked into before care and/or aftercare will be supervised and placed into our secure program.
- Parents/guardians should arrange in advance a notification system with the third-party provider they hired if their child is dropped off at WHCS early or not picked up by the third-party provider.
- Parent/guardian will be responsible for all WHCS before care and/or aftercare fees if the third-party provider fails to pick up the child or drops the child off before the appointed times for any reason. If a third-party provider fails to live up to the arrangement between the parent/guardian and said third-party provider WHCS will not mediate on the family's behalf or waive any fees.

### **DIVORCE OR SINGLE PARENT HOUSEHOLDS**

It is WHCS policy to not get involved in divorce or separation conflicts. WHCS encourages parents to work together when it comes to a positive relationship with the school and their children. As a result WHCS will not withhold information from one parent, make separate payment arrangements with both parents and will not deny a parent access to their child and/or student records without a valid court order. It is the responsibility of the parent to inform WHCS **in writing** regarding any mutually agreed upon arrangements which should be signed by both parents.

## **Winter Haven Christian School Internet/Computer Acceptable Use Policy**

While computers are a tremendous educational and personal resource, they can also be a source of extremely offensive and dangerous information and images. WHCS uses the most current and advanced Internet filters to protect staff and students from unwanted content. However, no filter is fail-safe. With this in mind, the following policies govern the use of computers and the Internet at WHCS:

1. WHCS computers and the Internet are for supervised educational use only. No unsupervised usage of computers or the Internet is ever allowed, including, but not limited to: online gaming, online shopping/browsing, personal research, online social networking (Facebook, etc.), personal email, chatrooms, or other non-educational usage.
2. Software or Apps may only be installed or downloaded by the WHCS network administrator or computer instructors.
3. Network passwords must not be shared among students.
4. Inappropriate content or images that are mistakenly accessed must be reported to the supervising teacher immediately.
5. No food or beverages are to be brought into the computer labs.
6. Any lost or damaged tablets and/or computers that are signed out to the student will be the responsibility of the student's family.
7. Any items downloaded or produced on a WHCS tablet, computer or other electronic device is to be considered the property of WHCS and may be read by any WHCS personnel. This would include but not limited to school work, personal documents, e-mail and/or social media posts.
8. Winter Haven Christian School reserves the right to ask a student at any time to show their Social Media and/or any internet posting pages to staff or administration for monitoring or if inappropriate content is suspected. Students and Parents/Guardians may NOT post any items about Winter Haven Christian School including, but not limited to any information about any student, staff or parent from WHCS past or present without their permission. Students understand that they can be severely disciplined and/or expelled from Winter Haven Christian School if any items are posted online by themselves or their Parent/Guardian that administration deems as inappropriate or harmful to the school.

These policies extend to all WHCS computers at all times, including after school hours. These policies also include any computers and/or electronic devices brought into WHCS from home.

# PRE- K & ELEMENTARY HANDBOOK

THIS PORTION OF THE HANDBOOK APPLIES TO PRE-K & ELEMENTARY STUDENTS ONLY. STUDENTS IN GRADES 6-12 SHOULD CONSULT THE SECONDARY HANDBOOK.

## I. ACADEMICS

### HOMEWORK

Homework is a normal part of our school program. It is necessary for students to complete their homework each night. Parents should take time to supervise and assist their children in their homework. Helping the child to develop good study habits at home will help reduce the time spent on homework and make it more enjoyable for the child. If homework becomes too dominant in the child's home life, the parents may need to schedule a conference with the teacher. Homework assignment notebooks are required for 1st - 5th grade. Check with your child's teacher for policy on signing the homework notebooks. Parents are encouraged to look at the notebooks daily even if a signature is not required. Teachers will assign little or no homework on Wednesday nights (because of church activities), on music performance nights, or PTF nights. It is very important for parents to sign and return notes and folders in a timely manner.

### GRADING SCALE

#### Grades 1 – 5

90 - 100	A Outstanding
80 - 89	B Above average
70 - 79	C Average
60 - 69	D Below average
0 - 59	F Failing

#### Additional Grades

P	Participation Grade
S	Satisfactory
NI	Handwriting Needs Improvement

#### Kindergarten

90 – 100	A Outstanding
80 - 89	B Above Average
70 - 79	C Average
60 - 69	D Below Average
0 - 59	F Failing

#### Conduct and Work Habits

E	Excellent
G	Good
S	Average
NI	Needs improvement
U	Unsatisfactory

Check mark (✓) = Needs Improvement Plus (+) = Good
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## **GRADING AND REPORT CARDS**

Report cards are used by the teacher to communicate a child's progress to the parents. Report cards are issued to the student at the end of each nine-week grading period with the exception of the last report card which is mailed to parents. Report cards do not need to be returned. However the envelope is to be returned to the teacher with a parent's signature within one week of distribution. Kindergarten students receive an individual assessment sheet the first nine-weeks. Special classes may be graded on a participation/cooperation basis, rather on talent.

## **HONOR ROLL**

While making the honor roll is a worthy goal for any student, parents should be careful not to overemphasize the importance of making the honor roll. Not all students are endowed with the same intellectual gifts. The primary emphasis should be placed on encouraging the child to always do his best and praising him for his efforts. Parents should complement their child's achievements but at the same time should not ignore his failures. Students are selected for the honor roll on the basis of academic achievement and attitude. A student is named to the honor roll by achieving a grade point average of 3.0 or better with no grades below "C". No honor roll is named in kindergarten.

In calculating grade point average, the following values are given to grades: A=4, B=3, C=2. Full weight is given to the primary subjects of Bible, Phonics/Reading, Math, Writing, Science, History/Social Studies, Language /English and Spelling. Only partial weight is given to special subjects that are graded.

A recognition called "2-ups" is given to any student who brings his/her grade up two letter grades in any subject during a nine-week period.

When honor roll is read, those making all "A's" in both academics and conduct will be recognized.

## **RETENTION AND DEMOTION**

Students unable to work on grade-level may be subject to demotion during the school year or retention at the end of the school year. Students will normally not be demoted except during their first nine weeks in a class. Students will not be demoted or retained until such recommendation is reviewed by a committee composed of faculty and Administrator. Maturity of a student may also affect the committee's recommendation to retain a student.

## **ACHIEVEMENT TESTS**

The school gives its students a standard achievement test (Stanford 10) near the end of each school year. While our scores have been far above the Polk County averages and national averages, parents should be cautious not to overemphasize these test scores. These tests do not measure Bible knowledge, spiritual maturity, or character growth of the child, which are also important achievements in our school. Promotion from one grade to the next is not dependent on achievement test scores, but on the actual grades made in class during the school year.

## **SCHOOL TEXTBOOKS**

School textbooks are the property of the school and will be used year after year. Students must take care of books issued to them. If a textbook or workbook is damaged or lost, parents will be required to buy a replacement.

## II. DRESS CODE / PERSONAL APPEARANCE GUIDELINES

*(NOTE TO PARENTS: By adopting these guidelines, WHCS is not stating that these are the “Biblical” ways to dress. What we are saying is that we feel that it is important to have standards to which the students must adhere. There is general agreement that a good, uniform dress code helps to create a better learning environment and reduces peer pressure based on a family’s financial status. Please read it carefully, and feel free to ask any questions prior to enrolling your child. **Once your child is enrolled, you will be expected to cooperate fully with the teachers and staff in conforming to the dress code.***

### **WHCS UNIFORM AND DRESS GUIDELINES**

Parents are encouraged to teach their children to live happily and submissively within the school’s dress code guidelines. Even though we readily acknowledge that much of the dress code is institutional preference, **it is not optional**. Students are expected to comply with the dress code and parents are expected to monitor compliance before their children leave home. Teachers, staff, and administration are not here to be “clothes police.” It is inappropriate that complying students, teachers or principal be distracted from the educational process due to someone failing in his or her commitment to follow the code. Final authority regarding code interpretation rests with the administration and is not subject to appeal.

### **GENERAL GUIDELINES FOR BOYS AND GIRLS (K5 – 5<sup>TH</sup> GRADE)**

**UNIFORM SUPPLIERS:** Uniforms shirts are available for boys and girls through a local merchant that Winter Haven Christian School has sub-contracted with. Orders for shirts are made three times during the year in May, August and January. PTF does keep some shirts in stock. However, supply may be limited and we recommend you place an order through the school when offered. You may purchase long pants, skirts, scooters and shorts elsewhere, but they must be made for “uniforms” and must be either navy blue or khaki in color. **Be very careful to follow the rules and guidelines when purchasing bottoms for your child as they must conform to our uniform guidelines.**

A uniform dress code violation slip will be issued when the dress code is violated. After seven violations the student will be required to serve a Saturday detention and pay the \$10 fee associated with it.

**SHIRTS:** Students can wear either a red, white or navy WHCS logo polo shirt, plus girls can wear the white WHCS logo camp shirt (overblouse). Shirts must be purchased through the WHCS uniform supplier. Girls need to have the bottom button fastened on their polo shirts

Students can wear any WHCS T-shirt (except P.E. T-shirt) on Fridays once a month on jeans day (see school calendar). These will be available for purchase through the school office. A flyer will be sent home at the beginning of the year telling parents how to purchase a WHCS T-shirt.

### **COLD WEATHER DRESS:**

Cold weather guidelines only apply during the months of December through February when the forecasted low temperature for Winter Haven is 49 or below during school hours (7:00 AM – 5:45 PM). The Principal has at his discretion the authority to allow cold weather dress guidelines on unseasonably cool days during other months.

### **Indoor Wear:**

On cold days students may wear a solid color sweatshirt and/or sweater over their uniform shirt. The sweater and/or sweatshirt must be clearly indoor wear, not be distracting to the educational process (excessively bright, offensive, etc), not clash with the uniform and may not have a hood of any kind. The sweater and/or sweatshirt must be free of any writing except a brand name logo, which is to be no larger than 2x2 inches.

Students are allowed to wear a long sleeve shirt underneath their uniform shirt. The shirt underneath the uniform shirt must be the same color as the polo uniform shirt. The student is not allowed to remove the undershirt during the school day. The shirt should be of a similar material as the polo shirt and not have any writing on it, or be of a spandex type material. Turtle necks are not allowed.

**Outside Jackets:** Students can wear any jacket to school for outside play (no inappropriate logos or wording, of course). However, these jackets cannot be worn inside the classroom.

**PANTS, SHORTS, SKIRTS, SKORTS, SCOOTERS, CAPRI PANTS:**

Uniform pants/skirts/shorts that meet the guidelines below are approved to be worn as part of the WHCS school uniform.

1. Items may be purchased from any school uniform supplier as long as the garment is labeled as a school uniform product and is consistent with school uniform styles (no excessive pockets, no name brand tags, etc.).
2. All items must be either solid navy blue or solid khaki in color
3. Students in K5 may have an elastic “pull over” style bottom; all other students must have a bottom with appropriate clasps, buttons or snaps.
4. All items must be neat, clean, fit appropriately, and be absent of signs of excessive wear.
5. All items must not have any embroidery or markings from previous schools.
6. Unless noted below, the bottom may be either pleated or flat style.

Girls:

1. Skirt
2. Skort or Scooter
3. Shorts
4. Pants/Slacks
5. Capri's
6. Jumper \*

\* Due to the various styles of uniform jumpers the only approved jumper is the IZOD brand solid navy blue or khaki jumper, which is available on JC Penney.com.

Boys:

1. Shorts
2. Pants/Slacks

**Shorts** must be **fingertip** length and **skirts, scooters and skorts** must be **no shorter than 2” above the top of the knee cap**.

Students can wear blue jeans, blue jean shorts or blue jean Capri pants (girls) on Fridays (see school calendar). All jeans must be modest, fit appropriately, and have no holes or tears.

**BELTS:** Belts must be worn with pants, shorts, scooters or Capri pants. Belts are not required on jeans/T-shirt Fridays once a month, or for girls when the WHCS logo white camp shirt (overblouse) is worn. Belts must be plain (no glitter or decoration of any kind) and either navy, black, tan, white or brown.

**SOCKS/TIGHTS/LEGGINGS:** Socks must be neat and clean and should not be distracting to the educational process (bright neon colors, characters, etc.) Tights and/or Leggings should be plain and match/coordinate with the uniform white, navy, black or red. No distracting decorations are allowed (such as SpongeBob, Disney, etc.) Administration has the final say in what is appropriate or not.

**SHOES:** All shoes must be close-toed and coordinate with the colors of the uniforms. The following are **not allowed**: sandals, flip flops, shoes that light up, backless footwear of any kind, or boots. For safety reasons, shoe heels should be no higher than 1”. Shoes must be clean and neatly tied or fastened with Velcro, where applicable. Dress shoes should be either brown or black. Sneakers should be predominately one color that are not bright in appearance. Bright colored or distracting shoe laces are not allowed. Shoes with wheels like “heely’s” are not allowed.

## **OTHER GENERAL GUIDELINES:**

Uniform clothing is not to be torn or faded. Children should be encouraged to take pride in their appearance.

No caps or hats may be worn inside the school.

No tattoos (including washable, temporary).

No body piercings of any kind. (Girls may have pierced ears, see guidelines under “GIRLS”.)

Pants, shorts, Capri pants, skirts, scooters and skorts must be worn at the waistline.

**SPECIAL, KINDERGARTEN ONLY:** Elastic waistband pants and shorts without belt loops may be worn by K5 students for ease in going to the restroom. Pants or shorts must be khaki or navy and “uniform brand” or “uniform style”. If K5 students wear regular uniform pants or shorts (non elastic waist with belt loops), a belt must be worn. Elastic waist pants and shorts are available on our school uniform website in toddler sizes only. Shorts purchased elsewhere should be fingertip length.

## **ADMINISTRATION RESERVES THE RIGHT TO BAN ANY FASHION ITEM THAT BECOMES A FAD AFTER THE PUBLICATION OF THIS HANDBOOK, OR THAT IS DEEMED TO BE DISTRACTING TO SCHOOL.**

### **GIRLS’ UNIFORM GUIDELINES, K5- 5TH GRADE**

**Red, white or navy WHCS logo polo shirts or white WHCS logo camp shirt (overblouse) can be worn with the following:**

- (1) **Khaki or navy skirts, shorts, scooters, skorts, Capri pants, slacks/ pants, or Izod brand solid navy blue or khaki jumper.**
- (2) **Blue jeans, blue jean Capri pants or blue jean shorts on Fridays.** A WHCS T-shirt (not P.E.) can be worn on these Friday’s. Shirts do not have to be tucked in on these Fridays. Belts are not required on monthly jeans Fridays when shirts are untucked.
1. **GIRLS ‘ CHAPEL CLOTHES:** Girls must wear khaki or navy skirts, scooters, skorts, or **the school approved (listed on our website) solid color (navy blue or khaki) jumper** on Chapel Day (Tuesday grades K-5 and Thursday grade 6-9). Items may be purchased from any school uniform supplier as long as the garment is labeled as a school uniform product and is consistent with school uniform styles (no excessive pockets, no name brand tags, etc.).

Girls can wear any WHCS uniform shirt. A White uniform style camp shirt (overblouse) is not required to be tucked in. On days when the forecasted low temperature for Winter Haven is 49 or below during school hours (7:00 AM – 5:45 PM), girls can wear long pants on Chapel Day.

**MAKEUP:** Makeup is not appropriate for elementary school (K5 – 5th grade). Girls in middle school may wear natural- looking makeup. Bright colored or extreme nail polish is not allowed (black, blue, glitter, stripes, etc.).

**HAIR:** Hair coloring or hairstyles that are a distraction to learning are not allowed. Hair paint or shaved in designs are not allowed. Highlights are to be subtle and appear as natural hair colors.

### **JEWELRY FOR GIRLS:**

**K5 – 5TH GRADE:** Small earrings are permissible for K5 – 5th grade girls and limited to two earrings per earlobe (no other part of the ear). Play and/or “dress up” jewelry is not allowed. Necklaces are limited to 18”.

**BELTS AND TUCKING IN SHIRTS:** When wearing shorts, scooters, Capri pants, or pants with a WHCS polo shirt, girls must tuck in their shirt and wear a belt.

***WHCS logo camp shirts (overblouses) do not need to be tucked in and girls do not have to wear a belt when these are worn. When skirts or skorts are worn, except with the WHCS logo camp shirt (overblouse), girls must tuck in their shirts, but no belt is required since the skirts and skorts do not have belt loops.***

## **BOYS' UNIFORM GUIDELINES, K5 – 5TH GRADES**

**Red, white or navy WHCS logo polo shirts can be worn with the following:**

- (1) Khaki or navy pants or shorts.** They must be “uniform brand” or “uniform style” (no excessive pockets, name brand tags, etc.). **CARGO STYLE PANTS OR SHORTS ARE NOT ALLOWED IN ELEMENTARY SCHOOL (grades K5 – 5<sup>th</sup>).**
- (2) Blue jeans or blue jean shorts on Fridays.** A WHCS T-shirt (not P.E.) can also be worn on monthly jeans/T-shirt Friday's. Shirts can be untucked on monthly jeans/T-shirt Fridays. Belts do not have to be worn on these Fridays.

(Boys can wear a white or matching color short sleeve undershirt under their shirts, if desired -- no turtlenecks. The bottom button of polo shirts must be buttoned at all times.)

**BELTS AND TUCKING IN SHIRTS:** All shirts must be tucked in and a belt must be worn on all days except jeans/T-shirt Fridays once per month.

**CHAPEL DAY CLOTHES:** Boys must wear long pants on Chapel Day. Boys can wear any WHCS logo uniform polo shirt (not T-shirt) on Chapel Day.

**HAIR (Boys):** Hair must be **neatly** trimmed and no longer than the top of the uniform shirt collar in the back. Hair should not cover more than the upper half of the ear. Hair coloring or hairstyles that are a distraction to learning are not allowed. Hair paint is not allowed. Hair must be a natural and uniform color. No ponytails, Mohawk styles, extreme spikes or shaved heads are allowed for boys. Boys are not allowed to have designs shaved into their hair. Boys are allowed to have the smaller corn row braids only if they had that hairstyle at the time of enrollment. The Principal will talk with those parents regarding length and expectations with that hairstyle. Larger dreadlocks are not allowed.

**JEWELRY (Boys):** Boys are to wear no jewelry except watches. Any watches that are a distraction to learning will not be allowed (no beeping).

### **DRESS CODE FOR PRESCHOOLERS**

- Preschoolers may wear the standardized dress for K - 3rd grade. The standardized dress code is not a requirement for 3 and 4-year-olds, but the general dress codes concerning make-up, jewelry and hair are applicable. Parents are requested to use discretion in dressing their children properly. Clothing should be worn that children can button or snap without the teacher's help when going to the bathroom. If girls wear dresses, it is recommended that shorts be worn underneath.
- Shirts and blouses should not display slogans; pictures or advertising that would be inappropriate for a Christian school.
- For safety reasons, no cowboy boots or tall boots with sharp toes or high heels should be worn.
- Socks or footed-tights must be worn with all closed-toe shoes (athletic shoes recommended). Sandals are not allowed.
- Each child should keep an extra set of clothes, including underwear and socks in a plastic bag in his/her backpack or classroom.

### III. DISCIPLINE

#### **GENERAL STUDENT CONDUCT GUIDELINES**

As a Christian school, we teach the values and principles set forth in the Bible. We expect the children to act in a Christ-like manner. This means students will respect the school staff and other students. There will be no fighting (including play fighting), bullying, or vulgar behavior. Absolutely no bad language or improper gestures will be permitted. No drugs, alcohol, or tobacco are allowed. Defacing or destruction of property will not be permitted. Loud talking and running are not allowed in the halls. **Chewing gum is not permitted at school, inside or outside the building or at extended care.** Students must observe dress guidelines. Complete cooperation is expected from students and parents in supporting all school rules and policies.

The following items are not permitted at school or extended care. It is also impossible for teachers to have time to screen all music or information downloaded to electronic items or copied onto CD's.

<b>Items Not Allowed at School</b>	
-Portable DVD players	-Handheld games, like Game-Boy
-I Pod's, MP3 players	-Portable CD players or radios
-Cell Phones	-Other electronic equipment or gadgets
-Watches that beep or alarm	-Toys of any kind (except when teacher has asked for Show-N-Tell)
- White-Out	- Magazines
- Weapons, bullets (real or toy)	-Gadgets that look like toys (Includes items tied or hung on book bags, lockers or pencils)

If a student is found to have any of these or similar items in their possession, the item will be confiscated and returned only to that student's parent. Continuing to bring these items will be disciplined as disobedience.

#### **LEVELS OF DISCIPLINE**

(The discipline code, while not all-inclusive, applies to activities at school and away from school including, but not limited to, drugs, alcohol, tobacco, pornographic material, vulgar language, internet activity and other items listed. Students who become involved in a permissive/perverted lifestyle will be expelled from Winter Haven Christian School. This is at the discretion of the Administration and/or school board.)

**CLASSROOM DISCIPLINARY ACTIONS** may include checks, name on board, detention, teacher/student conferences, time-out, loss of privileges, writing sentences or essays, copying appropriate scriptures, phone calls/conferences with parents, or notes home.

#### **DISCIPLINE CODE**

Our discipline policy is designed not to be legalistic, but to correct negative patterns of behavior. Support from the Parents is vital in this regard. Students and Parents understand that a student who is consistently disruptive to the educational process will continue to have consequences for their behavior and/or be expelled from Winter Haven Christian School.

Teacher/Staff Member/Administrator has the right to issue a warning to a student and not write up a discipline report if the action is not severe and/or that child has not had a pattern of previous discipline issues.

**Zero Point Offenses:**

- First Time a Pattern of Not Completing Homework/Classwork is Established (grade penalties still apply).
- First Time Dress Code Notice in a 9 week marking period.
- Paperwork not completed in a 9 week marking period (Excluding Signed Assignments, Progress Reports and/or Report Cards).
- First Time a Pattern of not returning a signed Homework Notebook is established.
- First Time Absence Excuse is not turned in a 9 week marking period.

**One Point Offenses:**

- Continually not handing in Homework/Classwork after a first notice has been sent home.
- Continued pattern of not handing in paperwork.
- Second and/or Subsequent Dress Code Violation.
- Continued pattern of not returning an assignment that was supposed to be signed.
- Not returning a signed report card and/or progress report.
- Continued pattern of not returning a signed Homework Notebook.
- Absence Excuse not turned in.

**Two Point Offenses:**

- Excessive Talking in Class.
- Disruptive Conduct in Class/Chapel.
- Pattern of Speaking Out in Class Without Permission
- Name Calling.
- Pattern of student being out of their seat without Permission.
- Not following playground rules.

**Three Point Offenses:**

- Willful Disobedience or a Pattern of Behavior that is not corrected after 3 prior notices.
- Excessive Horseplay

**Four Point Offenses:**

- Improper Physical Contact
- Cheating
- Lying

**Five Point Offenses:**

- Excessive Display of Anger
  - Fighting
  - Defiance of a Teacher/Staff Member
  - Profanity or Vulgar Language.
  - Defacing/Destruction of school property (Student's family will also be responsible to pay for the damages to any items)
  - Bullying/Threatening or intimidating another student.
  - Public Display of Affection at School
- \*Administration and/or the Board of Directors reserves the right to assign a point value on other behaviors not listed above. Parent will be notified what level was assigned to a specific behavior in writing.

### **Consequences for behavior:**

0-3 Points – Notification to Parents

4 Points – Warning Letter Sent Home/Pre-Paddling Notice Sent Home.

5 Points – Paddling notice sent home.

6-10 Points – In-School Suspension (up to 3 days), Out of School Suspension (up to 3 days) or a Second Paddling at the discretion of the administrator.

11 Points or Higher – Student will be placed on probation for remainder of the school year. The Board of Directors will be notified when a student reaches this level and if the pattern continues the child may be expelled from school.

Offenses that are given a point value of 2 Points or less will remain on the student's record for the remainder of the school year. However, those violations will not be considered for a discipline consequence if that student has had no violations for 9 consecutive weeks that school has been in session. Students who receive no discipline points during the first nine consecutive weeks of school receive one free point that will be deducted from their first offense.

**PRE-PADDLING LETTER:** May also be sent home for repeated or excessive offenses including, but not limited to breaking classroom rules, disobedience, talking, lying, disrespect, racial or ethnic remarks, disruptive behavior, cheating, stealing, first offense of throwing items that damage fire sprinklers and cause property damage, etc. When a student has reached the limit set by the school within a nine-week period of time (not necessarily a 9-week grading period) or has established a pattern of behavior, this letter will be sent home to parents.

### **PADDLING BY PARENT AT SCHOOL:**

A paddling consists of three swats administered by the parent and witnessed by the Principal, may be given to the child at the discretion of the Principal or the Assistant Principal for the following offenses.

- Any use of profanity or vulgar language
- Use of God's name in any disrespectful manner (not limited to cursing)
- Vulgar gestures or vulgar body movements
- Defiance of teacher or Administrator, or any supervising adult
- Leaving campus without parental permission; skipping school
- Defacing or destruction of school property, including fire sprinkler damage (student must pay the cost of damaged property). The extent of damage may require suspension or expulsion.
- For repeated or excessive classroom offenses including, but not limited to breaking classroom rules, fighting, disobedience, talking, lying, disrespect, disruptive behavior, cheating, stealing, etc., in a 9-week period of time given after a student has already received pre-paddling letter.
- Threatening or intimidating another student with no remorse.
- Public display of affection with another student at school.
- Other severe behavior issues that in the opinion of the Principal or Assistant Principal warrant this punishment.

### **SUBJECT TO UP TO THREE DAYS SUSPENSION:**

(While on suspension, grades for work missed and made up work will be lowered 10 percentage points.)

- For second or additional offenses in a 9-week period of time.
- Profanity or vulgar language, using God's name in a disrespectful manner, use of vulgar gestures or vulgar body movements.
- Defiance of teacher, Administrator or any supervising adult.
- For repeated or excessive classroom offenses including, but not limited to breaking classroom rules, fighting, disobedience, talking, lying, disrespect, disruptive behavior, public display of affection for another student, destruction of property, etc., in a 9-week period of time after a student has already received a paddling at school.

### **SUBJECT TO THREE DAYS OF SUSPENSION OR EXPULSION:**

- Continued incidents of defiance of a teacher, Administrator, or any supervising adult, when student has already received a paddling.
- Possession or use of tobacco on campus
- Possession of matches or lighter on campus
- Inappropriate touching
- Continuous discipline problems
- Possession of pornographic materials
- If, in the opinion of the school, a student is a threat to the safety and welfare of other students. Student may also be required to have a psychological evaluation or counseling.
- Defacing or destruction of school property (Student must pay cost of damaged property.)
- Possession or use of illegal drugs or alcohol on campus (Drug testing will be required at a reputable lab at the expense of the parent.)
- Possession of weapons (including pocket knives or other sharp objects)
- Parent or Student Posting any unauthorized comments or photos about Winter Haven Christian School, a teacher and/or faculty member (past or present), or student on the internet.
- Posting any threats, inappropriate pictures, and/or coarse language on the internet.
- Refusal by parents to paddle student at school when required by the administration.
- Refusal by parents to meet with administration and/or teachers after several requests were made.
- Refusal by parents to sign a discipline notice and/or dress code violation.
- Consistent Pattern of Parent not following safe drop off and pick up procedures, which includes driving over the grass median.

### **PATTERN OF MISBEHAVIOR:**

Sometimes a pattern of misbehavior develops, where the student has an ongoing problem but does not reach the level of warnings required to receive the first note home. The teacher will send the first note home and will continue in proper order.

### **SEARCHES**

The school administrator has the right to search, with or without cause, for illegal or unauthorized materials, including backpacks, purses, wallets, pockets, lockers, desks, etc.

### **NO RETALIATION POLICY**

Winter Haven Christian School has the policy of zero physical or verbal retaliation in the event of an altercation between two or more students. Students who strike or lash out at another student cannot make the excuse or expect no discipline consequences because "the other party started it".

### **APPROVED ALTERNATIVE TO PADDLING**

Parents who are totally opposed to paddling their child at home or school must inform the school **prior to the start of school**. Such parents must submit a written plan of discipline before school starts, subject to the approval of the Board of Directors. At the time when a paddling would normally be given, this approved plan would be followed.

### **STUDENT PROBATION**

Students who were not expelled the previous school year, but had a pattern of behavior that resulted in many discipline notices may be placed on probation the following school year at the discretion of the Principal. Terms of the probation will be given to the family in writing before the start of the school year.

**DISRUPTIVE TO THE EDUCATIONAL PROCESS**

If a student is a continual disruption in class for emotional and/or medical reasons, that student can be removed permanently from WHCS as deemed necessary by the Administration and/or Board of Directors.

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**MODIFICATION AND EXCEPTIONS TO POLICIES**

The Board of Directors reserves the right to modify policy at its discretion when it is in the best interest of the school. An exception to the policy for one is not meant as an exception in the policy for anyone else.

# APPENDIX

## PRESCHOOL DISCIPLINE GUIDELINES

### CLASSROOM RULES

1. I will raise my hand and wait to be called on before speaking.
2. I will stay in my seat unless I have permission to get up.
3. I will keep my desk and classroom neat and respect the property of others.
4. I will show respect and kindness to others in my words and actions.
5. I will be a good worker and follow my teacher's instructions.

### ADMINISTERING POSITIVE DISCIPLINE

Discipline will be approached from a positive viewpoint. The purpose of discipline is to change bad behavior into good behavior. In pre-school classes, the following positive system will be used:

1. Teachers will give verbal praise, write students' names on the board or put stickers on a chart when they do something right or good. They may not all be recognized every day. The list may be continued the next day. Parents and students need to understand that every student may not have their name on the board every day, but that doesn't mean they were "bad" that day. A system is set up to insure that **every** student will receive positive reinforcement.
2. **If a child breaks rules on the positive system**, they are corrected (verbally, touch on the arm, a stern look). If the problem persists after several warnings, a note will be sent home such as "Johnny needs to work on not talking during work time".
3. If the teacher finds that the positive method will not work with some students, she will follow the alternate "check" system plan listed below:

### CHECK SYSTEM

If the positive system does not work with every student, we will continue to use the positive system for those with whom it does work. Others will be put on the "check" system. Checks will be given for broken class rules. The name will be written down in a box on the chalkboard or on a check chart. This procedure will be followed:

1. Name will be written down after warning is given.
2. Repeated offense on the same day - **one check** (1 minute time-out in classroom or playground)
3. Next offense on same day -- **2nd check** (2 minutes time-out in classroom or playground)
4. Next offense on same day -- **3rd check** (5 minutes time out in classroom or playground)
5. Next offense on same day -- **4th check** (10 minutes time out in classroom or playground and note home).
6. Next offense on same day -- A pre-paddling letter is sent home. If a pre-paddling letter has **already been sent home within the last nine weeks of time**, the student is sent to the office with a discipline slip and the parent is called to come to the school to **paddle**. If this becomes a continuing problem and the student reaches this level again in nine weeks, the next step is a possible suspension. Conferences with the parents may be needed.

**Note:** On days when a student gets his name on the board or check chart with 4 checks, the teacher will write a note about his/her behavior, such as: "Johnny needs to work on....".

**The student goes back to the positive system the next day.** If they appear to be having discipline problems early in the day, the teacher will likely not wait as long as before to put them back on the check system. Each student has a **chance** to start over every day.

**Playground:** If students do not follow playground rules after being warned, they will sit in time-out for five minutes.

**Within the discipline program of Winter Haven Christian School, three guiding principles will always be applied as the staff/teachers help preschool students:**

Our childcare facilities will ensure that age-appropriate, constructive disciplinary practices are used for children in our care.

1. Children shall not be subjected to discipline, which is severe, humiliating or frightening.
2. Discipline shall not be associated with food, rest, or toileting.
3. Spanking by school staff or any other form of physical punishment is prohibited.

### **K-5, 1ST AND 2ND GRADES DISCIPLINE GUIDELINES**

#### **CLASSROOM RULES**

1. I will raise my hand and wait to be called on before speaking.
2. I will stay in my seat unless I have permission to get up.
3. I will keep my desk and classroom neat and respect the property of others.
4. I will show respect and kindness to others in my words and actions.
5. I will be good worker and obey my teacher's instructions.

#### **ADMINISTERING POSITIVE DISCIPLINE**

1. Discipline will be approached from a positive viewpoint. The purpose of discipline is to change bad behavior into good behavior. Students will be praised for good work and good behavior.
2. Teachers will write students' names on the board when they do something right or good. They may not all be recognized every day. The list may be continued the next day. Parents and students need to understand that every student may not have their name on the board every day, but that doesn't mean that they were "bad" that day. A system is set up to insure that **every** student will receive positive reinforcement.
3. Other positive reinforcement methods will be incorporated along with the name-on-the-board method.
4. **If a child breaks rules on the positive system**, they are corrected (verbally, touch on the arm, a stern look). If the problem persists after warnings, a note will be written in the homework notebook such as "Johnny needs to work on not talking during work time". (Since K-5 does not have homework notebooks, a separate note may be sent home.) These notes and the teacher's general opinion of their behavior will determine their grade.
5. If the teacher finds that the positive method will not work with some students, she will follow the alternate "check" system plan listed below:

## CHECK SYSTEM

If the positive system does not work with every student, we will continue to use the positive system for those with whom it does work. Others will be put on the "check" system. Checks will be given for broken class rules. The name will be written down in a box on the chalkboard or on a piece of paper.

This procedure will be followed:

Name will be written down on a clipboard check chart after warning is given.

1. Repeated offense on the same day -- **one check.**
2. Next offense on same day -- **2nd check and a consequence.**
3. Next offense on same day -- **3rd check** - A classroom privilege taken away.
4. Next offense on same day -- **4th check** - Note to parents.
5. Next offense on same day -- **5th check** - **A pre-paddling letter** is sent home. **If a pre-paddling letter has already been sent home within the last nine weeks of time**, the student is sent to the office with a discipline slip and the parent is called to come to the school to paddle. If this becomes a continuing problem and student reaches this level again in nine weeks, the next step is a possible - suspension. Conferences with the parents may be needed.

The student will be told what rule he has broken and that he has a check. On days when a student gets his name on the clipboard with 4 checks, the teacher will write a note about his/her behavior in the homework notebook, such as: "Johnny needs to work on . . . Please talk to him."

**The student goes back to the positive system the next day.** If they appear to be having discipline problems early in the day, the teacher will likely not wait as long as before to put them back on the check system. Each student has a **chance** to start over every day.

**Playground:** If students do not follow playground rules after being warned, they will sit in time-out for five minutes.

## GRADING FOR THE CHECK SYSTEM

Conduct grade is determined by the number of notes sent home, pre-paddling notes, and paddlings or suspensions for bad behavior, plus the teacher's observation and opinion of the student's overall behavior. On the report card, checks in the section under conduct will reflect problems addressed in notes that have been sent home.

**Unfinished work** (will be graded under academic work and not conduct): If a child does not finish his work, they may be required to miss part of outside play or lose some other classroom privilege. The teacher may also choose to send the work home. A note such as the following will be attached:

**Your child should have finished this work in class today, but did not. Therefore, he/she must finish it for homework and return it tomorrow.**

**Reason for not finishing** \_\_\_\_\_

**These papers must be returned tomorrow! Tomorrow's work is often on the back of the papers.**

(Revised 04/19/2012)

## DISCIPLINE GUIDELINES FOR 3RD, 4TH, AND 5TH GRADES

### CLASSROOM RULES

1. I will raise my hand and wait to be called on before speaking.
2. I will stay in my seat unless I have permission to get up.
3. I will keep my desk and classroom neat and respect the property of others.
4. I will show respect and kindness to others in my words and actions.
5. I will be a good worker and obey my teacher's instructions.

### ADMINISTERING POSITIVE DISCIPLINE

Discipline will be approached from a positive viewpoint. The purpose of discipline is to change bad behavior into good behavior. In third, fourth, and fifth grades the following positive system will be used:

1. Teachers will write students' names on the board when they do something right or good. They may not all be recognized every day, but they will all be equally recognized. The list may be continued the next day.
2. Other positive reinforcement methods will be incorporated along with the name-on-the-board method.
3. If a child breaks rules on the positive system, they are corrected (verbally, touch on the shoulder, a stern look). If the problem persists after warnings, a note will be written in the homework notebook such as "Johnny needs to work on not talking during work time". Conduct grade will be based on number of notes home and teacher's overall view of their behavior.
4. If the positive method does not work with some students, the alternate "check" system plan listed below will be followed:

### CHECK SYSTEM

If the positive system does not work with every student, we will continue to use the positive system for those with whom it does work. Others may be put on the "check" system for the day. Checks will be given for broken class rules. The name will be written in a box on the chalkboard or on a piece of paper.

This procedure will be followed:

1. Name will be written down after warning is given.
2. Next offense on the same day -- **one check** and assigned a consequence.
3. Next offense on same day -- **2nd check** and assigned a consequence.
4. Next offense on same day -- **3rd check** and teacher note home to parent in homework notebook: "Johnny needs to work on not talking at inappropriate times".
5. Next offense on same day -- **4th check** and pre-paddling letter sent home. **If a pre-paddling letter has already been sent home within the last nine weeks of time**, the student is sent to the office with a discipline slip and the parent is called to come to the school to **paddle**. Conferences with the parents may be needed. The next step is possible suspension. See pages 23-24 (Family Handbook) for other offenses or automatic paddling notes.

**The student goes back to the positive system the next day.** If they appear to be having discipline problems early in the day, the teacher will likely not wait as long as before to put them back on the check system. Each student has a **chance** to start over every day.

**CONSEQUENCES:** Consequences may be writing the rule 10 or 20 times, missing 10 minutes of recess time, doing extra work, or copying an appropriate scripture verse as is determined appropriate by the teacher and approved by the board/administration.

**PATTERN OF MISBEHAVIOR:** If a pattern of misbehavior develops, the teacher will administer the 3<sup>rd</sup> infraction consequence (Note Home) and will continue in proper order.

### CONDUCT GRADING FOR THE CHECK SYSTEM

Conduct grades will be given for each week and averaged for a 9-week grade. It is determined by checks for the week:

0 - 2 = Weekly grade of A

3 - 5 = Weekly grade of B

6 - 7 = Weekly grade of C

8 - 9 (or have received a pre-paddling note) = Weekly grade

10 or More (or have received a paddling or suspension)\* = Weekly grade of F

\*(For an automatic paddling for bad language, a grade of "D" may be given for the week instead of an "F".)

**Unfinished work:** If a child does not finish his class work, it will be sent home with them to be done as homework in addition to the regular homework assigned.322