



2018/19  
Parent & Student  
Handbook

Welcome to Woodford Christian School! We are pleased that you have chosen our school to assist you with the training and education of your child. It is our commitment to you that we will do everything we can to make this year a successful one for your entire family.

As a parent, you are your child's first - and most important - teacher. We know that you have accepted that responsibility as "from the Lord." In the same way, the faculty and staff at Woodford Christian School have accepted the responsibility to help you with this important task.

We trust, as we enter this new school year, that we will see the relationship between the home and the school as a "partnership." Our close working relationship will start your child on the right path towards success in school and, ultimately, all of life.

May the Lord richly bless your family in the coming year.

In Christ,

*Woodford Christian School Administration and Staff*

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# Woodford Christian School

## Student Handbook

### Academic Year 2018/19

#### **MISSION STATEMENT**

##### **Purpose**

The purpose of this independent Christian school is to provide a creative, loving academic environment for students to grow socially, emotionally, physically, academically, and spiritually through individual and group learning experiences under the guidance and nurture of carefully chosen Christian teachers, administrators and under the Lordship of Jesus Christ. It is the purpose of Woodford Christian School to encourage all students to grow in a personal relationship with Jesus Christ and to emphasize the value of the eternal soul, the worth of the individual, the love of God for man and the kinship of all people as taught in the Holy Scriptures while providing students with the opportunity for achieving academic excellence.

##### **Philosophy**

The philosophy of this school in education is that a school should be family-based, student-oriented, community conscious, inclusive in nature, traditional in values and methods. We believe that all knowledge should be seen through a Biblical worldview and that each student should be challenged to excellence.

*“Train up a child in the way he should go, and when he is old he will not turn from it.”*  
Proverbs 22:6

#### **STATEMENT OF FAITH**

- **We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God.** (II Timothy 3:15, II Peter 1:21)
- **We believe there is one God eternally existent in three persons - Father, Son, and Holy Spirit.** (Genesis 1:1, Matthew 28:19, John 10:30)
- **We believe in the deity of Christ,** (John 2:11) **His virgin birth,** (Isaiah 7:14, Matthew 1:23, Luke 1:35) **His sinless life,** (Hebrews 4:15, Hebrews 7:26) **His miracles,** (John 2:11) **His vicarious and atoning death,** (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9) **His resurrection,** (John 11:25, I Corinthians 15:4) **His ascension to the right hand of the Father,** (Mark 16:19) **His personal return in power and glory.** (Acts 1:11, Revelation 19:11)
- **We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God’s grace and through faith alone we are saved.** (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)

**•We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.** (John 5:28-29)

**•We believe in the spiritual unity of believers in our Lord Jesus Christ.** (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)

**•We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.** (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, 5:18)

## **PARENT COMMITMENTS**

Parents pledge to cooperate with and support Woodford Christian School in encouraging your child to follow its Christian teaching, in upholding the authority of the administration, faculty, and staff in the matter of discipline and in supporting the academic process.

Furthermore, parents agree to employ Christian love, forgiveness, charity and wisdom in all dealings with the administration, faculty, staff, other parents and students in WCS realizing that the manner in which they behave towards others is very likely to be imitated by the child.

Parents pledge to abide by and support, in spirit and in practice, ALL policies and procedures that govern WCS. Parents will do or say nothing that would undermine or damage the authority or reputation of the teachers and WCS with regard to other parents, other students or their own child.

If, for any reason, your child does not respond favorably to WCS, parents will do everything in their power to cooperate and help their child make the necessary adjustments. If these adjustments cannot be made, then the parents agree, if so requested by WCS, to respectfully withdraw their child from WCS.

Parents understand and agree that failure of either the parents/guardians or child to comply fully with the established regulations, codes of conduct, school policies and procedures, or the failure to meet financial obligations to the school may forfeit their child's privilege of attending WCS.

## ADMISSIONS

Admission to Woodford Christian School is open to any Christian family who expresses their personal commitment to Jesus Christ through active involvement in a local church. The School is in place for Christian families to make sure their child is receiving an education that will round out their Biblical beliefs. Therefore, the school expects the teachings of the school to be reinforced and carried out in the home. ***At least one parent or legal guardian should be active in a church and attending with their child(ren).*** At the time of admissions for any student 1st grade and above, a letter from that church shall be submitted attesting to the involvement of the family. No child will be admitted without this letter.

Numerous churches are represented in our school family, as well as various national, racial and economic backgrounds. Woodford Christian School does not discriminate on the basis of race, color, or national origin.

Any student whose fifth birthday is on or before December 1 is eligible to apply for admission to Kindergarten. Students applying for first grade must have their sixth birthday on or before December 1. ***Age does not necessarily determine grade level placement.***

### **Admissions Procedure for New Students**

The following must be submitted to complete the application process.

- The completed Application Form.
- The non-refundable enrollment fee.
- The Church Recommendation Form or a letter from your minister about church involvement (this may be mailed directly to the school) (first grade and older).
- A Teacher Recommendation Form (if applicable).
- A copy of student's certified birth certificate.
- A copy of the student's valid Kentucky Immunization Certificate. This certificate must have an expiration date and be provided to the school before the first day of school.
- A physical examination form. This form must be completed within one year prior to admission to school.
- A proof of vision screening from a licensed eye doctor.
- A copy of the student's cumulative records from the previous school attended (if applicable). Please include any documents that might help assess the student's previous schooling. You, as a parent or guardian, have a legal right to a copy of this file according to the Family Educational and Privacy Act, Final Rule on Educational Records, Federal Register, June 17, 1976, Vol. 41, No. 118, page 24675.

After the application form has been received by WCS, an interview with the Admissions Committee and/or the Principal and the family may be arranged. The student is not required to attend, but is welcome to do so. New students may be required to undergo academic placement testing.

The principal will notify parents concerning admission following the conference and testing.

### **Re-enrollment Procedure for Current Students**

Students who presently attend Woodford Christian School and their siblings will be given priority registration during the month of January. Students wishing to re-enroll must submit the following before the priority enrollment deadline to guarantee a place.

- The completed Enrollment Form.
- The non-refundable enrollment fee.

## **CURRICULUM**

The academic program of Woodford Christian School promotes a Biblical view of life. The one distinguishing mark of a Christian school relates to that one unique reason for Christian education: to gain a knowledge of the world from God's point of view (rather than man's) through the application of principles in every area of the curriculum and school activity. This is the kernel of Christian education.

The academic program at Woodford Christian School shall be a planned program. ABeka Curriculum is the core curriculum used by our elementary grades. Other curriculum is supplemented as needed by our teachers with the approval of our school board. A curriculum guide listing all curriculum used by each grade level is available upon request.

### **Biblical Integration**

All subjects are taught in the light of God's Word and are integrated with Biblical truth. Human relationships, both student/teacher and student/student, will be built on the basis of God's teachings, whether in the classroom, on the athletic field, or in social situations.

A Bible class is taught daily in each class. All classes will use the Bible; either a Bible provided by the class or brought in by the student.

## Chapel

Each week a chapel time will be held for our students. Students are encouraged to approach chapel as a worship and devotional time during which they may learn about God in a different context from the classroom. Students are encouraged to bring Bibles to chapel. The format and presentation of chapels will vary occasionally, but mature, respectful, and appropriate behavior is always expected. Inattentive or disruptive behavior is unacceptable.

## **DRESS CODE**

It is the desire of WCS that our students live and conduct themselves in a manner that will be pleasing to God and glorifying to the name of our Savior, Jesus Christ. The dress code serves as a tool in fostering the academic and character development of the students as they participate in the business of education. Dress code eliminates an environment where the individual may draw attention to himself/herself.

School uniforms are to be worn always unless otherwise indicated by the teacher or an administrator of WCS. **PLEASE NOTE: Uniforms are not required for Kindergarten.**

### Girls

- Khaki or navy skirts, jumpers, shorts and pants
- Any solid color collared shirt - polo shirts and blouses
- Sweaters and sweatshirts must be worn over a collared shirt
- All shirts must have sleeves - no sleeveless

### Boys

- Khaki or navy shorts and pants
- Any solid color collared shirt - polo shirts and dress shirts
- Sweaters and sweatshirts must be worn over collared shirt
- All shirts must have sleeves - no sleeveless

#### More Specifically:

- The **appropriate minimum skirt or short length is “knee-ish”**. The child’s fingertips should touch the bottom of the shorts or skirt.

- All **clothing must be modest in cut, fit and texture**. All school attire should be neat and clean.
- Book bags should not have any pictures or writing that would be deemed inappropriate for a Christian school.
- Hats may not be worn in the main building or East building during school hours.

### **Dress Code Non-Compliance**

In the event of a dress code violation, a note will be sent home to the parents outlining the violation. For a second offense, the parent will be called to bring proper attire promptly to school. For a third offense, the student and the parents will meet with the principal.

### **Spirit Days**

Every Wednesday is Spirit Day. On Spirit Days students may wear a WCS t-shirt or sweatshirt and jeans, pants, or shorts that are clean and appropriate as described above (this includes length). Students may also wear shirts that are school colors - purple and/or gold or Christian themed. Again, shirts need to be Christian school-appropriate with images and style.

### **Out-of-Uniform Days**

Some days will be deemed “out of uniform” for the children. These may include field trip days or days as a special treat for the children. On these days, please keep clothes tasteful and in accordance with the school’s standards. Clothes should be neat and clean with no controversial or provocative writing or messages.

### **Electronics**

Cell phones, MP3 players, and handheld video systems including tablets may not be out during school hours. This includes lunch, recess and ASE. Students who choose to not follow this policy will have their electronic devices taken and kept by the principal or a teacher. The device will be given back to the parent at the end of the school day.

## CAMPUS LIFE

The office of Woodford Christian School is located at Journey Church. The address is 320 Hope Lane Versailles, KY 40383. The school telephone number is 859-873-0288. The office email address is office@woodfordchristian.org.

### School Times

**WCS** officially begins its day at **7:45 a.m.** and ends its day at **3:00 p.m.** Students may be **dropped off** at the side door of the main building no earlier than **7:30 until 7:45 a.m.** All students should be **picked up** between **3:00 to 3:15 pm** from the main building.

A parent volunteer will be at the side door of the main building to receive students and direct them into the building. Any parent dropping off students arriving after 7:45 a.m. should park his car and walk that student to the classroom after signing in at the front desk. Students with classes at the WCS East building must still sign in at the main building upon late arrival and then proceed to their classroom. The child should be supervised at all times.

Students may be picked up beginning at 3:00 p.m. Parents will pick up students at the main building. Parents must use the car line until 3:15 p.m. Then a parent may park and walk into the building using the side door to pick up child. If a parent arrives after 3:15 p.m. to pick up child, the child will automatically go the After School Enrichment Program (ASE), and the family will be billed accordingly. Parents will sign their child out when they pick them up.

Children will only be dismissed to recognized drivers that have been authorized to pick up your child. A written note from home is required before students will be released to anyone not on the list of people authorized to pick up your child. A written note is also helpful when someone different, but on your authorized pick-up list, is picking up your child. We will also ask for identification from the person.

Please remember that before school and immediately after school is important planning time for teachers. Do not try to have an unscheduled conference with your child's teacher during that time. Conferences can be scheduled at specific times with the teacher. If you have to walk in with your child for some reason, you must park your car. Do not leave your car unattended in the drop-off or pick-up loop.

Please be patient when picking up or dropping off students. **Do not pull out of the pick-up line and go around cars in front of your vehicle unless a**

**teacher or authorized adult has indicated for you to do so.** Children very easily dart out between cars and are hard to see. Let's keep all of our students safe and use patience and caution in the pick-up and drop-off lines.

The school parking area is the second row of parking spaces and beyond. The first row of spaces is designated for church visitors and staff. Please leave these spaces for church use. Also, if you need to come into the building for any reason, **do not leave your car at the sidewalk; park your car in a designated parking space.**

### **Half-Day Kindergarten**

Half-day morning kindergarten hours are **7:45-11:30 a.m.** Children should be **picked up** at **11:30 a.m.** Please follow the same pick-up/drop-off procedures listed above.

### **Lunches**

We encourage children to **bring healthy and balanced lunches** that will carry them through the rest of the day.

Do not include food that needs to be kept in a refrigerator and/or cooked or reheated in a student's lunch.

**Soft drinks and tea are not allowed at any time** unless for special occasion with the teacher's prior permission.

If a student forgets lunch, a lunch will be provided. An invoice and note will be sent home to compensate WCS for the lunch given to the student.

### **Hot Lunch Program**

WCS provides a hot lunch program that parents may order lunch for a child. Hot lunches cost \$4.25 per child per day. Menus will be sent home in advance and will have an order deadline. **Any orders and money received after the deadline will not be fulfilled.** If a student is absent due to illness or parent choice, a credit or refund will not be issued for a missed hot lunch. Credits will not be issued for school closures.

### **Lunch Drop Off**

Please bring the lunch to the office. Please write the child's name clearly written on the lunch.

### **Lunchroom Rules**

The following guidelines should create a healthy and safe lunchroom environment for all students. All students are expected to follow these rules:

- All students are to remain seated during lunch. If something is needed, the student will raise his/her hand.
- Students will wait until after lunch to go to the bathroom or get a drink. Students should have a class bathroom break before lunch.
- Students are to remain in their seats until the teacher comes into the room to dismiss his/her class.
- All food and trash is to be picked up off the floors and tables.
- Chairs should be pushed in when the students leave.
- Teachers and monitors will check the tables, floors, and chairs before their class leaves. Each student is responsible for his/her area.
- Students must pull chairs up to the table and eat facing the table.
- Students will use an appropriate inside voice, talking only to students at their tables.
- Students will be walked to and from the lunchroom by their teachers.

### **Peanut & Tree Nut Sensitive Policy – enacted for 18/19**

Students may not bring peanut and tree nuts and food containing peanuts and tree nuts into the lunchroom.

### **Classroom Snacks**

WCS classes have snack time during the day in the classroom. Snacks that are eaten in the classroom should be dry and easily cleaned up in the event of a spill. The only drinks permitted in classrooms are water. Please do not send in juice boxes, pouches, etc. for your students to drink in the classroom.

### **Class Size**

Woodford Christian School will keep class sizes at such a number so that students will have quality time with their teacher. Only with the approval of the Board will class sizes go over fifteen students.

### **Athletics and Extra-Curricular Activities**

WCS is always open to developing extracurricular activities for students such as Academic Team. Students may be charged an additional fee to participate in specific athletic or extra-curricular activities. The fees will vary according to the event and participation by students.

Students participating in the extracurricular activities at WCS will be expected to maintain a minimal academic standard of 3.0 GPA. Students will also be expected to continue assigned class work regardless of the extra events schedule. Students who are not capable of continuing high

standards in the classroom due to lack of time because of participating in extra activities will be prohibited from participating in such activities.

### **Electives**

Depending on enrollment numbers, WCS may offer additional elective classes. Electives may require an additional fee from parents.

### **Field Trips**

Field trips are considered valuable by Woodford Christian School. The students will go to many interesting and educational places during the year. Parents will be notified in advance of field trips. Fees may be necessary for some trips. Parents are encouraged to go on field trips to provide transportation as well as supervision. All students will wear seatbelts when traveling in a vehicle that has seat belts. As required by Kentucky State law, students 8 and under and under 57" require a booster seat provided by the parents.

If the field trip will last until the end of the school day, students may leave from the field trip with their parent only. Teachers must be notified if students will be riding home with their parent. However, if students will be returning to WCS to complete the school day following a field trip, the student must return to WCS on the specified transportation.

All parents designated as drivers for field trips must leave a copy of their driver's license and valid automobile insurance information with the school. If this information is not left with WCS, that parent will not be qualified to drive for a field trip. If a parent has a reason to specify a driver for his/her child, the reason must be given in writing.

Some field trips will be designated as family field trips. During these field trips, siblings are welcome to accompany parents that are going on the field trip. However, there will be some field trips that are for students and designated chaperones only. Teachers will note which field trips are for families when they send out information. Please respect the guidelines regarding field trips in your planning.

Our upper grades may take overnight field trips. The number and choice of chaperones will be carefully selected by the teacher and administrator. The optimal number of chaperones per child will equal one parent per five students.

## **Holidays**

WCS recognizes that many families have varying ideas about how to celebrate different events. Each teacher is welcome to organize holiday parties throughout the school year. As a school, however, we ask that the following items not be part of those celebrations or be brought to school by students individually.

Halloween –Witches, bats, jack-o-lanterns, vampires, etc.

(Halloween is not recognized as a holiday at WCS.)

Christmas – Santa Claus

Valentine's Day – Cupid

Easter – Easter Bunny

While your family may include these elements in family observances, we ask that you respect the school and other school families in following these guidelines throughout the school year.

## **Classroom Parties**

Your child's class may have several party and celebration times throughout the school year. The teacher for each class will plan the parties for the school year. Parents will be invited to participate and provide needed supplies or help for the parties when appropriate. Please follow the guidelines given by the teacher in providing necessities for any classroom party or event. Your teacher knows how best a party will fit in to his/her planning and how an event can best enhance the experience for each student.

Students may celebrate birthdays at school by providing a special treat either at snack time or at lunch. Please contact your teacher in advance and let him/her know what you will be sending for your child's treat and when you would like the students to share in the celebration.

## **Parent Involvement & Volunteering**

Parents are encouraged to visit the school on a regular basis. Woodford Christian School is delighted that you have entrusted the formal education of your child to our school, and we consider ourselves a partner with you in the educational process.

Volunteers are a vital part of the success of Woodford Christian School. Because volunteering is so important to WCS, all families in the school will be asked to volunteer for a specific number of fundraising events. WCS believes volunteering helps parents invest in their children's education and fosters community within our school.

Teachers may also invite parents to help in the classrooms during scheduled times. For your child's academic advantage, it may be better for volunteering to be done in a different classroom. Because there are small tasks you will be asked to do (i.e. pass out papers, help prepare snacks, etc.) and because younger children can be very distracting to the class, we ask that you do not bring siblings on the day you help in your child's class.

During times when a parent is a scheduled chaperone or volunteer at a school event, WCS asks that parents follow the same uniform guidelines expected of our students as far as length of skirts or shorts and shirt guidelines.

### **Messages**

Verbal messages cannot be accepted from a child. Parents are to send a written note to teachers. Messages from school will be sent home in writing or emailed.

### **Use of Phone**

The school phone number is 859/873-0288. Please do not call the church to give or receive school information. The school office hours are Monday through Friday from 7:30 a.m. until 3:00 p.m. You may leave messages on our voice mail when calling at other times or when the phone is not answered during business hours.

### **School Visitors**

All those visiting WCS for any reason must sign in at the front desk and receive a badge identifying them as a guest or volunteer before continuing into the building. Also they must sign out as they leave the building.

### **Solicitation**

Although students are involved in many activities outside of school that are worthwhile and need money to operate, students should not bring fundraising items to school to sell to other students or faculty.

### **School Board**

Woodford Christian School is governed by a school board. The WCS Board meets on the second Thursday of each month at 6 pm. Parents are welcome to attend the open forum of the Board Meeting; however, if a parent would like to bring an issue up at the Board meeting, the parent should contact the principal so the item may be placed on the Board agenda. This notification should take place five business days prior to a Board meeting. Depending on the nature of the item, the parent may be directed to a committee prior to meeting with the general Board. This procedure gets any issue to the proper area faster for any resolution that may need to be made.

Board members for 2018/19 include: Jonathan Berry (vice-chair), Traver Dabney, Zachary Gates, Jody Jagers, Sandy Ruby (treasurer), Emily Schwartz (chair), Rob Simpson (secretary), Elizabeth Smith, and Tammy Welch

### **Sick Policy**

Ultimately, the health of every student or staff member is the responsibility of that person or the student's parent. Staff members can care for only minor problems or emergencies.

In case of severe problems, students will be taken to the nearest hospital emergency room.

When a child is sick or hurt, the parents will be informed

**Fever** - Students will be removed from the classroom and will be required to go home with a temperature of 100 degrees or higher. The student may not return to school until he/she has been fever-free for 24 hours.

**Vomiting** - If a student vomits at school, arrangements must be made for someone to pick him/her up as soon as possible after being contacted by the school. The student may not return to school until he/she has not vomited for 24 hours.

**Communicable Illness** - If a student shows signs of an illness or condition that may be communicable, he/she needs to stay home until clear of the illness or a physician states that the student is not contagious and may return to school.

If a student is placed on antibiotics by a physician, he/she must be on the antibiotic for 24 hours before returning to school.

If a child does not attend school or leaves school early because of illness, the child is exempt from attending any activities during or after that school day. These activities include, but are not limited to, athletic events, extra-curricular activities, or school-day activities such as parties or field trips.

### **Medications**

Some medications can be dispensed during school hours, but ONLY if certain guidelines are correctly followed. This means that a "Medicine Release" form (available through the school office) must be on file. All medications must be brought to the school by the parent/guardian, be kept in a secured area and be dispensed by WCS personnel.

### **Immunizations**

A student enrolling in Woodford Christian School must provide up-to-date immunization forms as required by the State of Kentucky. **The immunization program must be complete and dates on file in the school office not later than the 15th day of school** or the child will be excluded from school until the program is completed.

### **Student Records**

The school maintains a complete record, including a cumulative academic and guidance record, for each student. These records are kept in a secured area in the school. All material in these records is treated as strictly confidential and is available only according to the following policy.

1. Parents or guardians have the right to inspect and review any and all official records, files and data directly relating to their child(ren), including all material that is incorporated into the student's cumulative record folder.
2. All requests to inspect and review the official records relating to their child(ren) are to be made in writing to the Principal by the parent or guardian. All records will be reviewed or inspected in the presence of the child's teacher or the principal so that proper explanation can be given.
3. Parents have an opportunity for a hearing with the principal to challenge the content of their student school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate or misleading information.
4. There will be no release of a student's personal records or files or any data in those records without the written consent of the parent or guardian to any individual, agency or organization other than the following:
  - a. Staff members of the school who have legitimate educational interest.
  - b. Court or law enforcement officials, if the school is given a subpoena or court order.
  - c. Certain federal, state, or local authorities performing functions allowed by law.
  - d. Officials of other schools in which the student intends to enroll. Verification must be received that the student has, in fact, applied for admission to that school.

### **Withdrawals from WCS**

Although students achieve academic success by having a consistent curriculum, there may be a time when a student withdraws from WCS either during or at the end of a school year. Withdrawals are not official until the withdrawal form has been completed and accepted by the school office.

No cumulative records will be forwarded until the withdrawal form has been completed and accepted and all financial obligations have been met.

## FINANCIAL COMMITMENTS

As stated on the financial commitment form, WCS parents/guardians have the following financial obligations to WCS:

1. Enrollment in Woodford Christian School is for the entire academic year. The parent's signature to the financial commitment document is acknowledgement of the financial commitment as follows:
  - Tuition for **Kindergarten through Grade 5 is \$4945** per year.
  - Tuition for **Half-Day Kindergarten is \$3245** per year.
  - Parents pay a non-refundable **Enrollment Fee** per student at enrollment.
  - Parents pay an **Instructional Materials Fee of \$350 for Grades K-5 and \$250 for Half-Day Kindergarten** per student. Textbooks, readers and other materials are the property of the school and will not be given to the student unless otherwise indicated.

Tuition payment may be made in one of two ways:

- A. Monthly tuition payments are set-up on month auto draft and withdrawn by the 20<sup>th</sup> of each month. Families choose a 10, 11 or 12 month payment plan.
- B. Tuition may be paid in full. To receive the discount, the full tuition amount must be paid by August 15.

### Tuition Discounts

- Sibling discounts are as follows: After the first and oldest child, the second child receives a **20%** on tuition; third and subsequent children receive a **30%** discount on tuition.
  - Upon approval by the Financial Committee, **ordained ministers** of churches receive a **30%** discount per child.
  - Families may receive a discount of **10%** for one child for one year if a new family comes to the school upon their referral (up to 100%).
2. A student enrolling after school begins will be subject to the same registration and fees. Full tuition will be charged to all students enrolled during the first six weeks of school. After the first six weeks, tuition will be prorated. **If there is an early withdrawal aside from the exclusions detailed below, parents will be responsible for the entire year's tuition.** There will be no refund of Registration or Book Fees except in the following circumstances: (a) a legitimate move from the area (outside 20-mile radius); (b) failure to become enrolled by decision of the school; or (c) extreme circumstances as approved by the Board.

3. To be readmitted to Woodford Christian School, all current and past tuition amounts and fees must be paid in full.

Tuition payments will be subject to a NSF fees and/or \$20 late charge. This charge will automatically be applied to the student's tuition.

In the event tuition is not consistently paid, the family will be notified by the treasurer to discuss when payment will be received. If this discussion does not result in a satisfactory resolution or the payment is not received as promised, the family will meet with members of the Financial Committee to make arrangements for tuition to be paid. Failure to meet with the Financial Committee and tuition not received for two consecutive months will result in withdrawal of the child from the school.

All returned checks to WCS (ASE, field trips, lunch, etc.) will be charged a \$20 returned check fee which will be added to the student's account.

### **Tuition Assistance**

Woodford Christian School offers a tuition assistance program for students. Applications for tuition assistance as well as tax returns must be completed and returned prior to April 30<sup>th</sup> each year. Families will then be notified regarding further information that must be supplied to the Tuition Assistance Committee. Applicants will receive notification in writing regarding their Tuition Assistance Application and what amount, if any, will be supplied in assistance.

Tuition assistance must be applied for annually by those participating. The amount of money set aside for WCS will be provided on a first-come, first-serve basis. Therefore, it is advised that families seeking assistance be prompt in their applications.

## **SCHOOL ATTENDANCE**

### **Absence Policy**

#### A. Philosophy Statement

WCS firmly believes that attendance is a student, school, and parent responsibility. Research has demonstrated a direct relationship between good attendance and success in school. All students are expected to attend class every day and be on time for school and all

classes. A student's progress at school greatly depends on the punctuality and regularity of attendance.

B. Kentucky State Attendance Laws

WCS is subject to all state regulations on attendance as recorded in Kentucky's Revised Statutes [ KRS 159.010 – KRS 159.270].

C. Absence and Tardy Defined

Absence is defined as non-attendance for more than one hour of a school day.

Tardy is defined as non-attendance for less than one hour of a school day.

1. Notes for excused tardy or absence
  - a. must be received at least three days following absence or tardy
  - b. note should include the current date, the student's first and last name, the date(s) of the absence(s), the reason for the absence(s) and the parent/guardian signature.
2. A parent may write a note for a total of eight (8) absences per year for the following absences:
  - a. Illness of student, after eight absences a written note must be presented from a doctor or health care worker or agency.
  - b. Severe illness in the student's immediate family.
  - c. Family emergencies requiring immediate attention, as approved by the Principal.
3. Other documentation accepted
  - a. Court appearances requiring the student's presence.
  - b. Medical and dental appointments
  - c. When a student exceeds 12 medical statements, the parent/guardian will be asked to sign a Release of Medical Information Permission Form from the treating physician(s).
  - d. Each case of absence will be reviewed on an individual basis.
4. All absences described above will be considered unexcused absences.

D. Truancy defined

Any child who has been absent from school without valid excuse for three (3) or more days or tardy three (3) or more days is truant,

### **Assignment Make-Up**

Only students with excused absences will be allowed to make up work. Make-up work, quizzes and tests will be at the discretion of the teacher. Please communicate with the teacher concerning missed work due to an absence.

If a student is absent several days due to illness, you may call the office by 10:00 a.m. to request that assignments be prepared for the student. The assignments may be picked up at the respective campus immediately after school that afternoon.

### **Tardiness and Half-Day Absence**

A student is considered tardy if he/she misses up to three hours of the school day (arrives up to three hours late or leaves for no more than three hours). If the student has a note from a medical professional, the tardy will not count toward perfect attendance. A student must be in their classroom and prepared for the day by 7:45 a.m. to be considered on time. When students arrive in the classroom late, the class learning time suffers waiting for the late student to become ready for class. When a student arrives late more than five times per nine weeks without a medical note, the parents will meet with the Principal to discuss a way to rectify the problem. Chronic late arrivals (more than 10 per nine weeks) may result in the student being asked to withdraw from WCS.

A student arriving at school or leaving school in such a way that does not constitute a tardy (more than 3 hours absent) will be considered absent ½ day. Half-day absence events will count toward the student's attendance record and will be counted toward the absence events previously listed.

Students arriving late or leaving early must be signed in or out by their parent at the front desk on the appropriate form.

## SCHOOL DISCIPLINE

Woodford Christian School will teach your children to speak the truth in love. Our policies are founded on confession of wrongdoing and forgiveness. In discipline, we will go to the Word of God. This is the spirit of this document, and this spirit elevates the fear of God into predominance over the fear of man.

### First Principles

Appropriate to a child's maturing years, we teach them the following principles as guides to acceptable social interaction:

1. The Lord Jesus Christ is our example of the life perfectly lived. Under the power of the Holy Spirit, we seek to follow in His steps.
2. We will consider others first, rather than ourselves.
3. We will regard our physical body as the temple of God, dedicated to Him.
4. We will avoid deliberate confrontation with temptation.
5. We will not engage in behavior in which there is danger of addiction.
6. We will be good stewards of time - a trust committed to us.
7. We will search the scriptures daily to identify scriptural principles that assist us to please the Lord in thought, word and deed.

### Christian Behavior

We want Woodford Christian School to be a safe place to learn and work across all grade levels. Students, staff and the school community are expected to conduct themselves in a respectful, Christian manner and treating others as they want to be treated. We want to teach our students to exhibit Christ-like behavior in all they do and say. **"Be imitators of God..."**

**Ephesians 5:1.** We also believe Christ-like behavior shows itself to others as **"...love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control."** **Galatians 5:22.** This begins in preschool and should be well-understood and practiced by all of our students.

### **Relationships "...love one another, for love comes from God." 1 John 4:7**

Sometimes it is difficult to get along with someone else because we have our own ideas. In the classroom, in the lunchroom or at recess, students will sometimes accidentally bump into another student or get hurt while playing with other students. Unintentional actions do happen, but an apology should still be given. We want to teach that other people's feelings and space are important regardless of intent.

However, when there is intent to harm and Christ-like behavior is not displayed, the behavior will be corrected. We are aware that students can and do at times display behavior contrary to what we expect in the classroom, on the playground, on field trips and in the lunchroom.

**Again, we expect Christ-like behavior at Woodford Christian School. That means we do not allow the following:**

- Saying bad things about or to another student
- Pushing, hitting, shoving, biting, hair pulling, scratching, spitting, or rude gestures. Students are to keep their hands to themselves and not touch one another.
- Being unfriendly and intentionally ignoring another student
- Trying to scare another student or making him/her afraid
- Doing bad things that may cause another student to no longer come to our school

**Instead, we will treat each other as we want to be treated. Our goal is to build one another up, not tear each other down.** To help us, the Principal will talk to parents and students at the beginning of each school year about expected Christ-like behavior. Also, each family will receive, sign, and return a copy of our *Christian Behavior Pledge*.

**If a student is mistreated by another student or witnesses a student being mistreated, the student should:**

1. Tell a teacher immediately what happened. Not all disagreements are bullying.
2. Tell the truth. Do not falsely accuse another student.
3. Then the teacher must review and document the situation and notify the parents and the Principal.
4. Anything that happens beyond that will be at the discretion of the teacher and the Principal, if necessary, and will be communicated to the parents.

**“...(telling) the truth will set you free.” John 8:32**

**The following are expected behaviors that teach our students how to be good, ready-to-learn students:**

- Arrive on time.
- Take your seat promptly and quietly.
- Speak when properly recognized by the teacher.
- Bring books, pens, paper, pencils, homework, etc. to class.

- Maintain cleanliness around your desk.
- Listen carefully to a teacher's instruction.
- Eat at designated times and places.
- Keep your hands to yourself.
- Do not chew gum in school.
- Enjoy yourself but not at someone else's expense.

Teachers will have in place their own in-class disciplinary plan to address minor student infractions. This plan will be sent home to parents at the beginning of the year and will be posted in the classroom for the year.

If a student displays behavior contrary to the Christ-like behavior we expect and is disruptive in the classroom, recess, specials class, field trip, and/or lunchroom, the student's actions will be documented by a teacher or staff member, and he/she will be disciplined accordingly\* which may include but not limited to losing recess time, not participating in a specials class, eating alone or with the teachers at lunch, not able to go or sent home from a field trip, writing lines, etc.

If a student has two documented cases of disruptive behavior, it will be reported to the Principal and additional discipline will be administered. The parents will be notified as well as a member of Student Affairs. Any documented cases of another student purposefully and physically harming another student will result in a meeting with the student and his/her parents. The harmed student's parents will be notified as well as a member of Student Affairs.

\* Disciplinary action will be at the discretion of the teacher and/or Principal.

### **Disciplinary Suspension by the Principal**

The time and manner of a disciplinary suspension will be determined by the Principal. Suspended students will not be allowed to participate in extracurricular activities during the time of suspension.

Suspension may be given when continued deliberate disruptive behavior and disrespect is displayed; and remains unchanged after much effort on the part of the school staff. Continued disruptive behavior is behavior revealing a lack of respect for other students, faculty, staff and other parents that can seriously impair or even sever social relationships.

### **Corporal Punishment**

Corporal punishment is an option that can be administered in lieu of suspension from school and as a method of correction for students

demonstrating a rebellious spirit and continued disruptive behavior. It will only be administered per the request and approval of the parents and after much discussion. Parents will sign a form to show they agree with this method of punishment for their child. The punishment will be administered by the Principal in front of a witness and only after parent consent. Also, parents will be given the option of being present for the punishment.

### **Documentation of Disciplined Behavior**

For any substantial disciplinary encounter, documentation will be completed and sent to the parents. A copy will be retained in the student's file for the remainder of the school year.

## **ACADEMIC EVALUATION AND STANDARDS**

### **Philosophy**

Evaluation in education is the continuing process of gathering and weighing evidence that reveals achievement and behavior of pupils as they progress through school. Since education deals with the total growth of the student, pupil progress reports will be used as an aid in analyzing and evaluating such growth. Grading is a process which should entail cooperative assessment of the student's achievements by the teacher and administrator.

The primary purpose of pupil evaluation is to:

1. Diagnose learning achievements and needs;
2. Present an accurate appraisal of the student's accomplishments; to inform parents, students, subsequent teachers, etc.
3. Encourage future success.

The educational program of Woodford Christian School should challenge the student to achieve the maximum of his or her individual capacities.

### **Grading Principles**

To implement the preceding philosophy, these basic grading principles are to be as follows:

1. Students shall be graded in actual achievement in relation to the criteria established by the school.
2. The teacher is responsible for keeping an official record of grades, attendance, punctuality, conduct, and effort.
3. The teacher will interpret to students and parents the methods utilized in evaluating the student's progress and achievement.

4. The parent and student will be notified of the student's progress at regular intervals.

### **Grading Scale**

100-93	A	4 Quality Points
92-85	B	3 Quality Points
84-77	C	2 Quality Points
76-70	D	1 Quality Point
Below 69	F	0 Quality Points
I – Incomplete		

The following grading scale is used in the kindergarten:

E=Excellent, S=Satisfactory, N=Needs improvement, U=Unsatisfactory

All students are also evaluated on their character development and work habits with above scale.

### **Student Evaluation**

Report cards are distributed at the end of each grading period. Grading periods are for a length of nine weeks. Parents should review the report card, sign it and return it to the teacher. At the end of the school year, parents will keep the report card for their record. We encourage parent follow-up calls or conferences concerning grades.

### **Honor Roll**

The Honors Program is as follows:

#### **Superior Honors**

This award is given if a student has all A's.

#### **High Honors**

This award is given if a student has a grade point average of 3.5-3.99.

#### **Honors**

This award is given if a student has a grade point average of 3.0-3.45.

### **Special Reports to Parents**

Notices of unsatisfactory work will be sent to the parent(s) and a copy sent to the Principal.

Unsatisfactory is herein defined as 1) a sudden sustained drop in a student's scores, 2) a "D" average or below in any subject area, and/or 3) a failure to complete assignments. "Notice" is herein defined to mean the teacher or other appropriate school person mails a notice to the parents (Progress

Report, letter, etc.) or conducts a telephone or personal conference with the parents.

### **Incomplete Grades**

Incomplete grades must be made up within two weeks of the close of the grading period. If the incomplete is not made up, the grade of "F" will be given.

### **Academic Probation**

Students who fail to maintain a 2.5 grade point average when all courses are averaged or in the following core classes – math, language, reading/phonics, and science and history in the upper grades - may be placed on academic probation for a grading period. During that time, there will regular communication between teacher and parents. The teacher will also create an action plan to encourage the student's academic progress. This action plan will be signed by the parent and teacher. If sufficient progress is not made during the probation period, the probation period will be extended one more grading period. If sufficient progress is still not made, the child, in his/her best interest and that of the school, may be asked to withdraw from Woodford Christian School.

In cases where a student did not show measurable progress toward attaining academic progress or mastery of core curriculum, the child may not be approved for reenrollment into Woodford Christian School. In these cases, the parents will meet with the teacher and principal to create an agreed-upon plan to ensure academic progress prior to the next school year. Student progress will be evaluated by teacher and principal prior to the new school year.

### **Detainment/Promotion**

Occasionally it is recommended by the administration and teacher that a student be retained in a class for a second year. Such a recommendation is only made after careful evaluation of the child's performance, ability, social, and physical development, and to determine grade placement.

### **Achievement Testing**

A battery of national standardized achievement tests will be administered each school year. Complete results are given to parents. Parents are welcome to schedule an appointment with the Principal or teacher to review their child's test results.

## **Homework**

Woodford Christian School recognizes the value and importance of homework for students. Meaningful home study is a necessary part of each pupil's educational program. It should be related to the educational philosophy and goals of the school. Homework should be a purposeful extension of the school day, which provides the student with additional opportunities for the development, and reinforcement of the school's instructional objectives. A student learns good study habits when allowed to complete their homework with a minimal amount of parent help. Parents should refrain from doing their child's work for them and should instead plan for ways their child can be successful in completing homework by providing the needed time and place to complete the work. Homework is a requirement to be completed by the student always. A student unwilling to complete homework in the assigned time will be considered rebellious and the appropriate disciplinary consequences will be administered. (See the section on School Discipline.)

The amount of time a student needs to do homework varies from day to day and from student to student. Teachers are expected to give reasonable amounts of homework in light of the subject matter and the abilities and needs of the students.

Tests and quizzes are given at the discretion of the teacher. Students are encouraged to prepare daily for the inevitability of the periodic tests in all classes.

## **Communication**

Parents are encouraged to talk with a teacher any time there is an issue that needs to be discussed. Parents are also encouraged to communicate with the teacher by phone or email any time there is a question or concern. It is appropriate for parents to call the school and leave a message for the teacher to return the call. Please do not use social networks including Facebook and Twitter to communicate to WCS teacher, staff and board members.

## **Conferences**

Parent/Teacher conferences will be required after the first grading period. A specific time will be set aside for parent/teacher conferences. Parents will be made aware of the date available for such a purpose and can make an appointment with the teacher for the conference. Conferences at the second and fourth nine weeks are not mandatory but are available for parents and/or teachers wishing to meet.

Time immediately before or after school is reserved for teachers to welcome and dismiss students. Parents should not attempt to involve the teachers in a discussion or conference during those times.

As always with regard to discussions with and about the teachers and students, please keep the principles outlined in Matthew 18:15-16 in mind when deciding how to proceed. It is important for all to keep in mind that our goals are the same, namely, to glorify the risen Lord in the excellent education of our children.

If a parent is having an issue regarding their child's classroom and/or teacher, it is appropriate to meet with the teacher and discuss the issue. Parents need to follow the appropriate chain of command and try to resolve any issue with the teacher first. If the problem cannot be resolved in this manner, one or both parties may then meet with the Principal. At that point, if the issue is still unresolved, the parent, teacher, and/or Principal may request to meet with the Student Affairs Committee from the WCS Board. The Student Affairs Committee will communicate with the rest of the WCS Board.

### **After-School Enrichment (ASE)**

ASE is our after-school enrichment program. Students involved in ASE will have a play time and snack time. They will also be involved in homework help and enrichment activities. Students that are not picked up by 3:15 p.m. from school will automatically go to the ASE program and will be charged accordingly. An ASE enrollment form will be filled out for each child at the beginning of the school year and kept on file for use as needed. Parents will sign their children out when they pick them up each day.

#### Fees and Hours

Hours of operation: 3:15-6:00 p.m.

Cost per child:       \$65 per week (maximum amount per child); or  
                              \$5 per hour (or any part thereof)

Students enrolling in the full-time program will save \$10 per week. Students not enrolled in the full-time program will be charged \$5 per hour (or any part thereof). You will be mailed a statement for the previous month's balance. The charges will be totaled according to the hours your child participated in the program. Once you receive your invoice, you will be given 15 days to

remit payment. Any student's account that becomes 1 month past due will not be allowed to return to the program until the past due amount is paid in full.

### Program Outline

Students involved in the After-School Enrichment Program will begin with an opportunity to have snack and complete homework. Snacks will be provided by WCS. Please let the program director know if your child is allergic to any foods or if there are foods they are not allowed to eat. Students will spend approximately 30 minutes at play either in the gym or outside (weather permitting). It is the parent's responsibility to contact their child's classroom teacher and ask them to let the director know if a student staying in after school has homework. Sometimes the student may forget they have homework or simply not want to do it, and there is no way for the director to know if a child has homework without contact from the teacher. Videos approved by WCS may be shown occasionally at the director's discretion.

Parents should make sure they have the telephone number of the ASE Program director so contact can be made for student pick-up, in case of an emergency or the parent is running late.

## **Asbestos Management Plan**

We know that parents and school employees are concerned about asbestos safety. We are happy to report that all of our facilities have been thoroughly in accordance with Federal and State regulations, and that there are no known asbestos containing building materials in any of them.

However, the Commonwealth of Kentucky and Federal Law require that we notify you annually that we maintain an asbestos Management Plan for the building we rent for our school. The plan is available at the front desk. You are welcome to review the letter provided by the architects of the Journey building stating no building materials containing asbestos were used. If you have any questions, you may contact Cara Meadows, Asbestos Designated Person for WCS at 859-873-0288.