

# WESLEYAN CHRISTIAN SCHOOL PARENT/STUDENT HANDBOOK

2018-19

Committed to academic excellence,  
Grounded in a Biblical worldview

## Mission Statement

Wesleyan Christian School exists to assist Christian families in providing their children with an outstanding education that is thoroughly grounded in biblical truth and effective in forming godly character to the glory and honor of God.

1780 Silver Lake Road  
Bartlesville, OK 74006

[www.wesleyanchristianschool.com](http://www.wesleyanchristianschool.com)

918-333-8631 Elementary Office  
918-335-4541 Middle School Office  
918-333-3292 High School Office

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Dear Parents:

Thank you for your interest in Wesleyan Christian School.

Our admissions policy opens the school to families who are like-minded spiritually, who are supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment criteria. Our purpose is to serve families who desire more than a private education by offering a distinctively Christian education for their children.

Before beginning the admissions process, please read the Parent/Student Handbook that can be found online at [www.wesleyanchristianschool.com](http://www.wesleyanchristianschool.com) under "About WCS." The Parent/Student Handbook will introduce you to many of the school's policies, procedures, and expectations for both parents and students.

The first several pages of the handbook explain our religious purpose, mission, and beliefs. Wesleyan Christian School unashamedly believes, teaches, and practices a literal interpretation of the Word of God. Biblical principles are integrated into every subject taught at our school. Our staff is committed to academic excellence as well as teaching students how to apply the truths of God's Word to every aspect of life.

For example: If a question regarding biblical lifestyles arises during school, it will be answered from a biblical viewpoint consistent with our mission and statement of faith. If your beliefs and lifestyle choices are not in agreement with our biblical stance, that answer will likely create conflict in your child's heart and mind. We respect your desire to place your child in the best possible learning environment, but if you are not in full agreement with our biblical mission, beliefs, and ideals, Wesleyan Christian School may not be the right choice for your family.

If you are in agreement with the teachings of God's Word, Wesleyan Christian School will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate your child in God's truth.

God Bless,

Rocky Clark  
WCS Superintendent

## WELCOME

Wesleyan Christian School (WCS) was established in the fall of 1976 as a service to the families and children of the Bartlesville community.

Initially, WCS was started as a Kindergarten. In the fall of 1978, the elementary grades were opened, followed by the junior high in the 1990's. The high school was added in the fall of 2002, and the first class of seniors graduated in 2003.

Today, WCS offers an opportunity for high academic performance in a distinctly Christian atmosphere. God has blessed WCS abundantly in the last 35 plus years by growing our school from 12 Kindergarten students in 1977, to over 330 students in Pre-K through 12th Grades in the fall of 2015.

### Purpose

WCS is an outreach ministry of the First Wesleyan Church of Bartlesville, Oklahoma. This ministry has grown from a sincere love for children and a desire to help them "increase in wisdom and stature and in favor with God and man" (Luke 2:32).

### Philosophy

Philosophically, WCS endeavors to educate its students in the truth that God is central to all life, and God is Supreme,

"He is before all things, and in Him all things hold together." (Colossians 1:15-18)

Each subject is taught with the truth of the Biblical worldview: God has created all things; and He is the purpose of all things. Our students learn these truths. Our faculty and staff strive to assist them in applying these Godly principles to their lives as well as challenging them to be resourceful in their use of the many provisions God has given each of them.

### Statement of Faith

We believe in one God, who is Father, Son, and Holy Spirit, and the Savior of all men and women who put their faith in Him alone for eternal life.

We believe that those who receive new life in Christ are called to be holy in character and conduct, and can only live this way by being filled with the Lord's Spirit.

We believe in the Bible and seek to establish our faith and actions on its teaching.

We believe God wills for people everywhere to know Him and that the purpose of the Church is to tell the world about Christ through its worship, witness, and loving deeds.

### Non-Discrimination Policy

Wesleyan Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally made available to a student at the school. The school does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its policies, tuition assistance programs, athletic, and other school administered programs.

### Accreditations

WCS is accredited by the Association of Christian Schools International (ACSI), the North Central Association Commission on Accreditation and School Improvement (NCA-CASI) and recognized by the Oklahoma State Department of Education through the Oklahoma Private School Accreditation Commission (OPSAC).

### School Board of Directors

Wesleyan Christian School is the direct responsibility of the Wesleyan Christian School Board of Directors. The board meets the second (2<sup>nd</sup>) Monday of each month to handle all matters directly related to the operation of the school. WCS board meetings are open to the public.

The board's actions are subject to the review and approval of the Local Board of Administration (LBA) of First Wesleyan Church of Bartlesville, Oklahoma.

### Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological gender is a rejection of the image of God within that person. (Genesis 1:26-27)

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman. (Genesis 2:18-25; I Corinthians 7:2-5; Hebrews 13.4)

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (1Corinthians 6:9-10; 13.)

We believe that in order to preserve the function and integrity of Wesleyan Christian School as the local Body of Christ, and to provide a biblical role model to the Wesleyan Christian School members and the community, it is imperative that all persons employed by Wesleyan Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Wesleyan Christian School. (Mark 12:28-31; Luke 6:31)

#### Statement of the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in its entire dimension, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139:13-17; Proverbs 6:16-17; Jeremiah 1:5)

#### Statement on Gender Change and/or Sexual Realignment

We believe that a contrived gender change lies outside the parameters of what an evangelical school in the Wesleyan tradition would consider righteous behavior. We do not have the right to question God or even our parents in regard to the body we have received. Therefore, we maintain that a person does not have the right to alter one's sexual identity, for surely this would be a defilement of the body which is the temple of the Holy Spirit. To attempt to alter one's sexual identity does not in fact change the sex or the gender of a person, except only in the most superficial manner. "So God created man in his own image, in the image of God he created him; male and female he created them." (Genesis 1:27; Isaiah 45:9-10; 1 Corinthians. 6:19)

#### Spiritual, Personal, and Academic Goals

For the spiritual and moral growth of the student, WCS seeks to:

- Lead students to a decision of confessing Jesus Christ as Savior and Lord.
- Nurture personal relationships with the Lord and prepare students spiritually for life after Wesleyan Christian School.
- Share Christ with students still seeking a personal relationship with the Lord.
- Teach the Bible as God's inspired Word, to teach the basic truths of the Bible, and to develop attitudes of love and respect toward it.
- Develop a desire to know and obey the will of God as revealed in the Scripture.
- Help the student develop a Christian view of life and good Bible-study habits.

For the personal and social development of the student, WCS aims to:

- Enable each student to be a contributing member of society, realizing a dependence on others and their dependence on him/her, and the need to serve others.
- Develop proper attitudes toward marriage and family along with the understanding and the skills needed to establish God-honoring homes.
- Promote physical fitness, good health habits, and the wise use of the body as God's creation.

For the academic growth of the student, WCS endeavors to:

- Promote the highest academic standards possible within the potential of the individual as uniquely created by God, and to help the student realize his or her full academic potential.

- Help each student gain a thorough comprehension and command of the fundamental processes necessary to communicate effectively with the world around them.
- Teach and encourage the use of good study habits.
- Develop creative and critical thinking and proper use of Biblical criteria for evaluation.
- Cultivate an appreciation of the fine arts through the development of the student's understanding and personal expression in these areas.
- Prepare students academically to successfully pursue future educational or vocational goals.

## SCHOOL INFORMATION

### School Operating Hours

The elementary building opens at 7:30 a.m. The middle school and high school buildings open at 7:45 a.m. Classes begin at 8:15 a.m. Students on campus before 8 a.m. will be sent to morning care. Athletics or band students arriving before 8 a.m. should go directly to their destinations.

Students in Pre-K, Kindergarten, and 1<sup>st</sup> grade will be dismissed at 3:00 p.m. Students in 2<sup>nd</sup>-12<sup>th</sup> grades will be dismissed at 3:15 p.m.

Elementary students who have not been picked up within 15 minutes of dismissal will be sent to extended care.

Middle school and high school students must exit the buildings by 3:40 p.m. unless they are attending a school sponsored activity or have an appointment with a teacher or administrator. Middle school and high school students remaining on campus after 3:40 p.m. will be sent to extended care.

Students remaining after school for any reason must stay with their sponsor or supervisor until dismissed. Students are not allowed to use the classrooms or the gymnasium before or after school unless they are under direct supervision of a staff member.

### Extended Care

Extended care hours are from 7:40-8:00 a.m. and 3:15-5:30 p.m.

Because students must be supervised at all times on campus, students arriving in the morning between 7:40-8:00 a.m. must go to the extended care room until 8:00 a.m. Students arriving early for athletics or band should go directly to their destinations.

After school, PreK-1st grade students not picked up by 3:15 p.m. and 2nd-6th grade students not picked up by 3:30 p.m. will go to extended care. Middle school and high school students who are on campus after 3:40 p.m. will be sent to extended care and parents will be charged accordingly. All students must be picked up by 5:30 p.m.

Extended Care will be billed in increments of \$1.50 per 30 minutes with a \$1.50 minimum charge.

### Chapel

At WCS, chapel is an important part of every student's spiritual development. Faculty and students worship and praise God together. Student attendance is required. Elementary students attend chapel every Wednesday in the Youth Chapel from 8:30-9:00 a.m. Middle school and high school students



attend chapel every Wednesday in the same location from 9:45-10:25 a.m. Parents are always welcome to attend chapel and worship with us.

### Communication

WCS communications are electronic. ParentsWeb, email, newsletters, and the school website are used to share information about classes, school events, school closings, etc. Text messages and email will be used to communicate school closings or emergencies through Parent Alert. It is vitally important that parents keep their contact information current and correct. Parents can verify contact information by logging in to ParentsWeb.

Parents are asked to use email to contact teachers with questions or requests. A full listing of staff emails is available through ParentsWeb. Login instructions for ParentsWeb are located in Appendix A.

### CONDUCT

WCS was founded to be, and is committed to being, a Christian ministry that models a lifestyle of commitment to Jesus Christ. Those attending WCS make a personal commitment to approach the school and its programs with a positive Christian attitude and to consciously seek to develop a lifestyle that will honor Jesus.

### Elementary Conduct

Students in PreK-5th grades will be expected to:

- Spend time with God through Bible reading and prayer. (Luke 2:52)
- Spend time with others praising and worshipping God. (Ephesians 5:19)
- Be responsible, and always do their best in their work at school. (2 Timothy 2:15)
- Be kind and courteous to others and respect their property at all times. (Philippians 2:2-4)
- Tell the truth (Colossians 3:9-10) and speak words that uplift and encourage others. (Ephesians 4:29)
- Obey their teachers and all others who are in authority over them. (Romans 13:1-5)

### Middle School and High School Conduct

Students in 6th-12th grades will be expected to:

Follow the will of God for their lives and to exemplify Christ-like character through daily personal prayer, consistent study of the Word of God, and faithful group worship both at school and in their local church.

Faithfully give heed to the call of God in their lives and develop the gifts and abilities God has given them. Students are expected to apply themselves to their studies and try to develop the full powers of their mind in Christ. Students will do their own work and refrain from cheating or inappropriately working together with other students on assignments.

Develop good social relationships with others and to seek to love others as they love themselves. Students are expected to speak in a way that is uplifting to their peers and the adults in their lives. Lying, stealing, cursing or gossiping will not be tolerated.

Care for their bodies by developing sound health habits and participating in wholesome physical activities. This includes refraining from a lifestyle of sexual immorality, drunkenness and the possession, use, sale/distribution of alcohol, tobacco, illegal substances or misuse of any drugs.

Preserve their personal purity and observe biblical morality in all relationships.

Submit themselves to the leadership of Wesleyan Christian School and respect those in authority. Attendance at WCS is a privilege and not a right.

Give their best and prayerfully support the school, its staff, and its philosophy of providing a quality education without compromising the Word of God.

### Conflict Resolution

It is God's will for all to work together in harmony and strive for unity. When conflicts occur, the following principles based on Matthew 18:15-17 should be followed:

- Keep the matter confidential (no gossip).
- Be straightforward (face-to-face).
- Be forgiving.
- If the conflict is still unresolved, the individuals should agree to share the matter with the Principal.
- The Administrator should be brought into the process by the Principal if still unresolved.
- The Administrator will explain the conflict to the WCS Board Chairman if still unresolved, who will determine if the matter should be presented to the Board or be resolved by the Administrator.

### Developing Christian Character, Discipline, and Consequences

At WCS, we fully support parents in developing Christian character in their students. Discipline challenges are opportunities to redirect unwanted behavior and "train a child in the way he should go." (Proverbs 22:6) When a discipline challenge arises, the administration reserves the right to administer any of the following consequences:

- Warning
- Natural Consequences (ex: vandalism- student will clean up vandalism)
- Detention
- Work Detail
- In-School Suspension
- Out-of-school Suspension
- Expulsion

Please note: Off campus actions may affect a student's enrollment status. The administration reserves the right to monitor actions/behaviors which may be deemed as ungodly, harmful, or inappropriate.

The following categories represent examples of offenses that require disciplinary action.

#### Category One

**The first offense in this category may result in a warning, but multiple offenses will result in stronger consequences.**

- Five tardies to any one class per nine weeks

- Failure to be prepared for class
- Continuous talking or disrupting class
- Minor use of unwholesome language (not swearing)
- Food, candy, gum or drink in the classrooms
- Littering anywhere on school property
- Tampering with another student's property
- Use or possession of laser pointers or lighters of any kind
- Inappropriate use of cell phone/iPod/mp3 (voice, text, or internet)
- Dress code violations
- Failure to sign-out or sign-in of the office
- Violation of student parking privileges
- Fines not paid on due date

### Category Two

**The first offense in this category will result in strong disciplinary consequences. Repetitive offenses may lead to a student's dismissal.**

- Defiant or disrespectful attitudes toward any school personnel
- Direct disobedience
- Lying or planned deceit
- Cheating or contributing to cheating
- Skipping class or school
- Leaving school grounds without permission
- Damaging school property
- Purposely damaging another person's property
- Fighting
- Profanity, obscene language or gestures, off color jokes
- Texting, writing, or drawing obscene words or pictures
- Public displays of affection
- Possession or viewing of off color magazines or books.
- Use or possession of fireworks on campus or buses
- Use or possession of "look alike" guns or paint ball guns on campus
- Reckless operation of a motor vehicle on or near school property – student may also lose driving privileges on campus

### Category Three

**Violations in this category will lead to immediate suspension and possible expulsion.**

- Severe disrespect toward any school personnel
- Pushing or harming any school personnel
- Pranks involving personal property of any school personnel
- Stealing
- Malicious vandalism
- Arson or false alarm
- Actions requiring outside law enforcement or civil charges
- Possession or use of a weapon at school, as defined in the Non-Violence Policy on p. 13
- Talking or joking about, threatening, or planning to commit an act of violence toward anyone at WCS, as defined in the Threats section on p 13.
- Bullying behavior, as defined in the Anti-Bullying Policy on p. 14

- Sexual harassment, as defined in the Anti-Harassment Policy on p.14-15
- Sexual immorality (premarital sex, perverse sexual behavior, etc.)
- Drinking or possession of alcoholic beverages\*
- Smoking or possession of tobacco\*
- Use, sale or possession of illegal drugs\*

\*A student shall not possess, use, transmit, conceal or be under the influence of tobacco, narcotics, alcoholic beverages, drugs, or other “mood modifying” substances, other than prescribed medicines. A student shall not make, sell or possess drugs and related tools. If reasonable suspicion exists that a student is in violation of this policy, a drug test will be administered to them. *Also, random drug testing may be done on any student, at any time, at the discretion of the administration.*

#### Drugs, Alcohol and Contraband Searches

Searches of school property and grounds will be conducted during periodic unannounced visits during school hours or non-school hours at the discretion of the administration. A student shall have no reasonable expectation of privacy in the contents of student lockers, student vehicles parked on school property, or any objects left on school grounds.

#### Disciplinary Action for Possession and Use of Alcohol, Drugs, and Drug Paraphernalia:

##### First Offense:

Any student found to be possessing, selling, using or distributing alcoholic or intoxicating beverages, any controlled dangerous substance or other mood-altering chemicals, including any illegal or illicit drugs or medicines, inhalants, or drug paraphernalia on school property, while participating in or attending any school-sponsored activity, or on the way to or from school will be subject to an immediate two week suspension.

After the initial two week suspension, the student will be allowed to return back to WCS with agreement from them and parents to operate under the following stipulations that are intended to help monitor and rehabilitate the student.

- Random drug testing will be conducted on a monthly basis at the families’ expense for a set time period that will not exceed one calendar year.
- An alcohol and drug evaluation will be required of the student with follow up counseling as recommended by the evaluator. Permission would need to be signed over to the school to correspond with the counselor.
- A probationary period will be set up where the student will be suspended from participating in any leadership positions at the school. Leadership positions could include, but are not limited to some of the following examples: NHS, STUCO, Mentoring Program, Praise and Worship Team, and any athletic team.

### Second Offense:

Any student who violates the possession and use of alcohol, drugs, and drug paraphernalia policy a second time will be immediately expelled from school. All confiscated drugs, alcohol, inhalants, or drug paraphernalia will be turned over to the appropriate law enforcement agencies.

### Non-Violence Policy

WCS has a no tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility seriously. Because of the nature of this threat, all students and parents are advised that lockers, cars, backpacks and all items brought onto campus are subject to search.

### Threats

Students are not allowed to talk about committing an act of violence, threaten to commit an act of violence, or joke about committing an act of violence toward anyone at WCS. Likewise, students are not allowed to possess any instructions on how to commit an act of violence.

If the administration determines that a threat of violence is credible and specific, the student will be immediately suspended. Readmission will be considered after an administrative review. In those circumstances where the administration determines that the threat is not likely or credible, the school will suspend the student pending a parent meeting (including cases where the student was "just joking.") The school may require students in this circumstance to obtain counseling from a Christian counselor or other professional until the counselor advises that the student does not represent a threat of danger.

### Guns, Knives, and Weapons

It is the policy of this school to comply fully with the Gun Free Schools Act.

Any student in this school using or possessing a firearm at school, any school sponsored event, in or upon any school property including school transportation or school-sponsored transportation will be removed from school for a period to be determined by the administrative team and may be for a period of up to one (1) full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as:

- any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any such weapon;
- any firearm muffler or silencer; or
- any destructive device including any explosive, incendiary, poison gas, bomb, grenade, or rocket having a propellant charge of more than four (4) ounces, a missile having an explosive or incendiary charge of more than one-quarter (¼) ounce, mine, or any device similar to the above.

Any such firearm or weapon will be confiscated and released only to the legal authorities.

Oklahoma Statutes, Title 21, section, 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or

private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapons defined below:

“...Any pistol, revolver, dagger, Bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon.”

#### Anti-Bullying Policy

All school personnel are committed to making WCS a safe and caring place for all students and employees. Bullying is not tolerated in any form. Examples of bullying include, but are not limited to:

- Malicious intent to cause physical or emotional harm
- Ganging up on someone
- Teasing, humiliating or intimidating actions/language
- Insulting someone’s race, family status, culture, gender, size or appearance

Students who bully others will be subject to immediate suspension and/or expulsion. Students at WCS will be taught to:

- Refuse to bully others or to let others be bullied
- Refuse to join in when another is bullied
- Report bullying to an adult. Parents who suspect bullying may be taking place should report it to the principal or school administrator.
- Understand that bullying is a behavior that is inconsistent with the biblical philosophy of WCS.

#### Anti-Harassment Policy

It is the policy of the WCS Board to maintain an educational environment that is free from all forms of unlawful harassment, including sexual harassment. Such behavior is inconsistent with the Christian tenets and biblical philosophy of WCS. This policy applies to unlawful and immoral conduct occurring at any time, on or off school property. Students are encouraged to promptly report incidents of harassing conduct to a supervisor, teacher, or administrator, so that the administration may address the conduct before it becomes severe, pervasive, or persistent.

The administration will take immediate steps to impose disciplinary action, which may include dismissal, on any student engaging in the following prohibited acts:

- Retaliating against a person who has reported alleged harassment, or has participated as a witness.
- Reporting a malicious or knowingly false account or complaint of harassment.
- Purposefully delaying the investigation of allegations of harassment.

Students who feel they have been unlawfully harassed should file a formal written complaint with an administrator or counselor. All complaints should be in writing and signed by the complainant. Once the formal complaint process is begun, the investigation will be completed within 30 calendar days of the complaint being received, unless a greater amount of time is deemed necessary due to extenuating circumstances. A written report will be prepared by the administration, summarizing the evidence gathered and providing recommendations, and presented to the school board at the conclusion of the

investigation. The school board and administration will determine if the offense warrants immediate dismissal. If the complainant or student accused of harassing conduct is dissatisfied with the decision, an appeal may be made to the administrator who will review it with the board.

### Sexual Harassment Defined

Sexual harassment between students is defined as “any unwelcome sexual conduct by any other student that is severe, persistent, or pervasive enough to limit a student’s ability to participate in or benefit from an educational program or activity, or that creates a hostile or abusive educational environment.” This conduct can be nonverbal, verbal, or physical, and the behavior in question does not necessarily have to be aimed at the student who is complaining of harassment.

Prohibited acts that constitute sexual harassment may take a variety of forms. The administration will determine if the offense constitutes sexual harassment. Sexual harassment does not include legitimate non-sexual touching or conduct, and simple horseplay, childish vulgarities, adolescent flirting or other simple childish behavior. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- Sexual advances including propositions, invitations, flirtations, or obscene gestures.
- Physical assault or unwelcome physical contact
- Using words, pictures, objects, gestures, or other actions relating to sexual activity or a person’s gender that cause embarrassment and discomfort to another.

### Training of Conduct and Character

- Students will be courteous, respectful and obedient to their instructors and all other school employees
- Students should do everything possible to live harmoniously in a group situation and respect the rights of their fellow students.
- Students must address their instructors and school personnel by Mr., Mrs., or Miss. No first names.

Every subject area, every teaching method, every attitude, every action of student or teacher is a means of training character. Character training is taking place throughout the day, no matter what else is being taught. Teachers maintain an orderly, structured classroom and expect the students to work hard to learn content and, in the process, teach them to:

Respect authority

Pay attention

Obey willingly and immediately

Apply themselves to the task at hand

Learn rules and apply them

Do their best

Learn to love hard work

Understand how things work together

Finish the job

Do right because it's right to do right

Work hard to get the right answer

Know that there is a right answer

Love wisdom

Choose things that are excellent

Develop habits of orderliness, carefulness, alertness, obedience, persistence, honesty, accomplishment, cooperation, faithfulness, accuracy, industry, perseverance, self-control, attentiveness, fairness, thoroughness, confidence, responsibility, decisiveness, effort, steadfastness, discipline, endurance, helpfulness, reasonableness, neatness, patience, judgment, loyalty courage, resourcefulness, diligence and respect

## TECHNOLOGY

Network and internet access are granted for educational purposes only. The school reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all student usage of the computer network and Internet access, as well as all information transmitted or received with such usage.

### Netiquette

- Be polite.
- Be safe. Do not reveal personal information such as your name, home address, or telephone number.

Any student who misuses his/her internet privileges will be subject to disciplinary action which may include suspension from computer classes, computer access, or from school. The following uses of the internet are prohibited:

- Violating the law or encouraging others to violate the law.
- Transmitting offensive or harassing messages.
- Causing harm to others or damage to their property.
- Jeopardizing the security of student access and of the computer network or other networks on the Internet. Do not share your password with others.
- Accessing controversial or offensive materials.
- Performing commercial transactions. Students may not sell/buy anything on the Internet.
- Harassing, teasing or spreading harmful or illegal statements or materials about students, staff, parents, or others.
- Bringing disrepute upon the school, its students, parents, faculty or administration.
- Posting sexually explicit or provocative materials.

When using the Internet off campus, students are expected to maintain proper Christian conduct. Parents are advised to closely monitor the Internet sites their children are visiting.

### Cell Phones and Electronic Devices

Cell phones may be carried by students on campus. The same guidelines that apply to internet usage apply to cell phones and other electronic devices. The following policies apply:

- Cell phones may be used before or after school and during lunch for MS and HS students.
- Cell phone use (calls or text messaging) is not permitted during class or between classes. Students are not allowed to text message other students during class.
- Cell phones must be put away with ringers set on silent during school hours.
- Students who use a cell phone during a class or between classes run the risk of having the cell phone confiscated.
- If a student borrows a phone from someone else and it is confiscated, both students will be disciplined.



- 1<sup>st</sup> offense: \$10.00 fine to reclaim the phone, 2<sup>nd</sup> offense: \$25.00 fine to reclaim the phone, 3<sup>rd</sup> offense: \$50.00 fine, a one day suspension, and a parent conference. The parent will be required to come to the school to secure the phone at the end of the day.

Any WCS student who uses cell phone text messaging to harass, tease, or spread harmful or illegal statements or materials about other students, staff, parents, or uses text messaging to cheat, will be subject to disciplinary action which may include being prohibited from bringing a cell phone on campus or suspension from school.

If a cell phone is confiscated, WCS reserves the right to access any and all information on it. Students are subject to disciplinary actions, suspension or expulsion, depending on the nature of material found.

#### STUDENT DRESS CODE

Students and parents should select clothing that is appropriate for an academic and Christian atmosphere. Each student is expected to dress in a manner that is neat, clean, and modest.

Students are expected to observe the dress code guidelines. Parents are expected to give their students guidance. The administration and teachers of WCS will maintain and enforce the dress code from the time a student arrives on campus until the student leaves campus.

- **Shorts** must be no higher than 4" above the knee when standing. In elementary school, shorts may only be worn before Fall Break and after Spring Break. Secondary students (6<sup>th</sup>-12<sup>th</sup> grades) may not wear athletic shorts or track pants outside of PE or athletics practices.
- **Shirts (or other clothing)** displaying suggestive or offensive phrases or symbols, secular music groups, alcohol or tobacco products are not permitted. Spaghetti straps, tank tops, tube tops, bare midriff tops, halter tops, or any similar attire are not permitted.
- **Skirt** hemlines must be no higher than 2" above the knee when standing.
- **Hats, visors, or any head covering** are not allowed to be worn in the building.
- **Pants** must be worn around the waist and not drag the floor. Secondary students (6<sup>th</sup>-12<sup>th</sup> grades) may not wear track pants outside of PE or sports practices.
- **Leggings** are not pants and must be covered by clothing that has a hemline no higher than 4" above the knee when standing.
- **All clothing** should be free of tears, holes, and frayed hems.
- **Body piercings** other than girls' ears are not permitted.
- **Hair** is to be clean, neatly trimmed, and out of the eyes. Hairstyles that are dyed unnatural or multiple colors, mohawks, or ponytails (boys) are not permitted. Facial hair for young men must be kept short and neatly trimmed.

Special dress for activities will be regulated by the instructor with the approval of the administration.

When attending after hours WCS activities, students are expected to wear clothing that meets dress code guidelines. Parents are asked to monitor students' dress before they leave home.

#### Physical Education/Athletics Dress Code

Dress code will be established by the P.E. instructor for each activity **but will conform to our school dress code**. Students are required to wear clean, non-marking athletic shoes while on the gym floor.

#### Consequences for Dress Code Violations

If a student's attire violates the dress code, the parents will be required to bring appropriate clothing items. The student will sit in the office until appropriate clothing can be obtained. After the first violation, the consequences of violating the dress code will be after school detention and/or work related tasks.

## GENERAL INFORMATION

### Leaving School

Students leaving school during the school day for any reason must have their parent or guardian physically check them out through the elementary, middle school, or high school office. Students should check-in at the respective office if they return before school is out. Due to safety and security concerns, no one is allowed to pick up a student other than those designated on the emergency contact form.

### Leaving Class

Students should plan to get water, go to the restroom, go to their lockers, or tend to any other matters during the time between classes.

### Personal Possessions

Any items not for the sole purpose of school use may be confiscated. They will remain in the teacher's possession until the end of the school day or until the parent comes to reclaim the item. Continued violations may result in the student's suspension from school. The school is not responsible for the loss or theft of any confiscated item.

### Student Money

Students should not carry an excessive amount of cash. The school is not responsible for cash that is lost or stolen.

### Lost and Found

Students should immediately take found items to the office. Lost and found items will be placed in the office or on the coat rack outside the library.

Lost articles that are not claimed within a reasonable time will be donated. The school will not accept responsibility for articles placed in the lost and found area. Parents should write the student's name on backpacks, clothing, etc. for easy identification.

## ACADEMICS

Instruction at Wesleyan Christian School focuses on blending academics with biblical principles in all subject areas, emphasizing that God is the center of a Christian's life. Language structure, mathematical concepts and precision, scientific reasoning, and historical truths are taught to students in a way that reveals God as the Creator and Controller of mankind's existence.

### Curriculum

Textbooks and other materials are carefully selected to ensure the integration of spiritual truth in the instructional process. Regardless of textbooks selected, all classes are taught from a biblical worldview.

### Honors Courses and Transfer Credits

WCS offers students the opportunity to take Honors Courses beginning in their freshmen year. These honors courses are provided in the four core subject areas of English, Math, Science, and Social Studies.

All honors classes are based on a 5 point GPA scale as opposed to the standard 4 point scale. Students must maintain at least a B average in their honors classes to continue for the next semester.

### Grading Scale

The grading scale for all classes will be as follows:

90-100	A	4.00
80-89	B	3.00
70-79	C	2.00
60-69	D	1.00
Below 60	F	0.00

### Honors Classes Grading Scale

90-100	A	5.00
80-89	B	4.00
70-79	C	3.00
Below 69	F	0.00

I=Incomplete S=Satisfactory U=Unsatisfactory

### Report Cards

Report cards will be emailed at the end of every 9 week period. Students in PreK and Kindergarten will receive a paper report card.

### Honor Roll

Students in 2<sup>nd</sup> Grade and above earning honors will be recognized in Honors Chapel once a semester. To be eligible for High Honors, a student must earn all A's for the semester. To be eligible for Honors, a student must earn all A's and B's.

### Achievement Tests

The Terra Nova 3 Achievement Test will be administered annually in the spring to students in second 2<sup>nd</sup>-11<sup>th</sup> grades. Students in 10<sup>th</sup> grade will take the Pre-ACT test. Students in 11th grade take the PSAT. All high school students are encouraged to participate in the PSAT, ACT, and SAT tests.

### Graduation Requirements College Prep/Work Study:

Bible	4 credits
English	4 credits
Math	3 credits
Lab Science	3 credits
History	3 credits
Fine Arts	1 credit
<u>Electives</u>	<u>8 credits</u>
Total	26 credits PLUS 120 Service Hours (30/year)

### Service Hours

As Matthew 5:16 says, "Let your light shine before others, that they may see your good deeds and glorify your Father in heaven." Students at WCS are taught to serve others and be part of a larger community.

All high school students will be required to log 120 service hours in the 4 years they attend school. Service hours

will be prorated through the 2016 graduating class. *For example, a senior this year will have 90 service hours by the time they graduate in May of 2016.* Transfer students in high school will have their service hours prorated.

- Service hours will be capped at 40/year.
- Service hours will be counted from the last day of a school year until the last day of the next school year.
- Ten (10) service hours can come from school functions or events (i.e. school banquet, concessions for an athletic event). Twenty (20) hours must come from service in the community (i.e. church, organization or an event in the community, our school service project day in the fall)
- Any school fundraising event for STUCO, NHS, or athletics for the sole purpose of raising money for their own organization will not count.
- Any school fundraising event that is done for another organization would count (i.e. STUCO and NHS Christmas Project, Can Drive for the Lighthouse Mission).
- Any service hours that are done to meet NHS requirements may also be used towards this requirement.
- There will be a Service Board in the high school that will be regularly updated with service opportunities in the community.
- All service hours will have to be logged on a Service Hours Sheet (available in school office) and turned in on a monthly basis.

### Oklahoma's Promise (Oklahoma Higher Learning Access Program)

Subject to the availability of funds, Oklahoma's Promise will help pay college tuition for students. To enroll in the program, students must be (1) an Oklahoma resident; (2) enrolled in the 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grade in an Oklahoma high school; (3) the child of parents, custodians, or guardians who earn less than \$50,000 per year; and (4) must meet additional requirements as defined by the Oklahoma State Regents for Higher Education. Curricular requirements are as follows:

English	4 credits
Math	3 credits
Lab Science	3 credits
History/Citizenship	3 credits
Foreign Language <u>or</u> Computer Technology	2 credits
Addition Credit of Subjects Listed Above	1 credit
<u>Fine Arts or Speech</u>	<u>1 credit</u>
Total	17 credits

Note: The 17 credits are included among the total of 23 credits required for graduation according to state laws and regulations.

For more information, detailed requirements and additional scholarship opportunities, contact the Oklahoma State Regents for Higher Education at (800) 858-1840, or go to the Oklahoma's Promise Web site at [www.okpromise.org](http://www.okpromise.org).

### Add/Drop Policy

Middle school and high school students will be allowed to change class schedules during the first five class days of each semester. Students will report to the teacher of the class being dropped, and be given an Add/Drop Form. The form must be signed by the parent, school counselor, and principal/administrator before it is turned in to the high school office.

### Concurrent Enrollment

WCS junior and senior class students who qualify academically are encouraged to participate in concurrent enrollment at area colleges and universities. Minimum ACT scores and GPA's are required.

### Valedictorians and Salutatorians

Seniors with a 4.0 grade point average (GPA) or higher will be recognized as class valedictorians, and seniors with a GPA of 3.95 - 3.99 will be recognized as class salutatorians. The GPA will be calculated at the completion of the fall semester of the senior year. To be recognized as a valedictorian or salutatorian, the student must have attended WCS all of his/her junior year and must be a full time student their senior year.

#### Academic Eligibility

Students must remain academically eligible to participate in extracurricular activities. This includes all events outside the school day but is not limited to: cheerleading, athletics, band, drama, chorus, etc. Eligibility will be checked for all students in 6th-12th grades on a weekly basis, beginning the 3<sup>rd</sup> week of each semester and each succeeding week thereafter. Deficiency slips will be e-mailed for students with D's and/or F's.

A student receiving an F in any subject or more than 2 D's in the enrolled subject areas will be placed on probation for the following week. At the end of his/her probationary week, if a student is still failing one (1) or more classes or has 2 or more D's, he/she will be ineligible for the period beginning on Monday and ending on Sunday of the week following the probationary week. They will remain ineligible until they regain passing grades: no F's and less than 3 D's.

Missing assignments will be entered as 0 points. Incomplete assignments will be counted as F's.

Students on probation may continue to practice and participate in events. Students that are ineligible may not participate in events, but may continue to practice.

At the end of the semester, if a student has not met the minimum scholastic standard\*, he/she will not be eligible to participate in extracurricular activities during the first six (6) weeks of the next semester. The student may regain eligibility by achieving passing grades in all subject areas in which they are enrolled by the end of the 6 week period.

\*The "minimum scholastic standard" for high school students is defined as: a passing grade in 5 subjects mandated for graduation in which the student was enrolled during the previous semester which was attended fifteen 15 or more days. This requirement is 5 credits for middle school students.

#### Academic Credit Recovery

If a student has to retake a class due to a failing grade, we will also transcript the re-take class along with the first class.

#### Guidance Counseling

The guidance program at Wesleyan Christian School recognizes that parents are the primary counselors in the lives of their children. WCS counselors, administration, and teachers work closely with the parents in several areas of guidance. The program will seek to develop consultations between the school, parents, and students in the following areas:

- Academic counseling, which will include problems in scheduling, determining proper levels of performance, identifying and treating learning problems and promotion concerns.

- College preparatory counseling involving aiding students with course selection to meet college entrance requirements, providing information about colleges, appropriate entrance testing, and the college application process.
- Career counseling including listening to the interests of the students and helping provide information to assist them in finding answers to their questions.
- General counseling to help meet the spiritual, behavioral, emotional and social needs of the student.

## ATTENDANCE

Every effort should be taken to reduce the number of student absences. Students who are absent lose an opportunity to learn. Too many missed opportunities can result in grades being lowered and eventual failure of a course. Regular attendance exposes students to a greater amount of academic content and instruction.

### Maximum Absences

If a student is absent more than ten (10) days per semester, their grade may be lowered a letter grade or they may not receive credit for that semester. Students with a serious illness/injury may request an exemption to this policy by making a written request to the WCS administrator, and providing proper medical documentation. Any student absent (excused or unexcused) 40 days or more cannot pass the school year, and will be retained in their current grade.

### Elementary Absences

The elementary school day is divided into two sessions: morning 8:15-11:00 a.m., afternoon 12:00-3:15 p.m. When an elementary student misses more than 1 hour of instruction during a session, it is recorded as a ½ day absence.

### Middle School/High School Absences

Absences are recorded per class period at the MS/HS level.

### Excused Absences

For an absence to be excused, a parent is required to notify the school office before 9am stating one of the following reasons for the student's absence:

- student illness,
- illness or death in the family,
- doctor/dentist appointment.

A parent calling the school office does not automatically constitute an excused absence.

Other types of absences may be approved by the administration based on the information received from the parent concerning the nature of the absence. Parents must fill out an absence request form in the office **1 week** in advance and should list the reason for the absence.

### Activity Absences

Missing class due to participation in an official school activity is not considered an absence. Students are allowed 10 activity absences per semester. Students who miss more than ½ day of school may not participate in extracurricular athletic or fine art activities during the same school day.

#### Unexcused Absences

Absences for shopping, hair appointments, recreation, personal errands, etc. are unexcused. Students will be unable to make up the work missed. Other consequences will be determined on an individual basis.

Long-term suspensions (5 or more days) will be dealt with individually. Students receiving in-school suspension are not considered absent.

#### Make-Up Work

Students with excused absences will be permitted the number of days absent plus 1 day to make-up work.

EXAMPLE: A student absent on Monday and Tuesday would have Wednesday, Thursday, and Friday to make-up work missed. The work would be due at the start of class on Monday.

#### Tardies

Any student arriving at school after 8:15 a.m. is counted as tardy. All students may enter their classrooms beginning at 8:00 a.m.

If an elementary student is tardy five times during a nine week period, he/she will receive a one-half (1/2) day unexcused absence. After five tardies, parents will be called. Tardiness does not affect perfect attendance unless a student is tardy five or more times during a nine week period.

Middle school and high school students who are late to any class will be counted as tardy. If five or more tardies are received in a 9 week period for any class, after school detention will be scheduled and the student will receive an unexcused absence for that class.

#### Early Dismissals

Students will be granted an early dismissal for emergencies and for medical/dental appointments when appointments cannot be scheduled outside of school hours. Requests for early dismissal should be made to the child's teacher or the office verbally or in written form.

To pick up a student leaving early, the parent should sign the student out in the school office. Students who have their own transportation must report to the office before leaving.

If time permits, students who are excused for medical or dental appointments are expected to return to school, and are to check in at the office immediately upon their return to school.

## TRANSPORTATION

### Driving Pattern

Please drive carefully and slowly when entering school property. Exercise caution when approaching loading areas and walkways. The speed limit in the parking lot is 10 mph. A driving pattern diagram is located in Appendix B.

At the elementary building, parents need to pull up to porch and as far forward as possible. The key phrase to remember is “Stop, Load, and Move.”

- If your student is not on the porch, please drive around the circle and get in line again.
- Parking is not allowed in the loading zone in front of the elementary school. Do not park or get out of your vehicle in the loading zone during loading times. You will be asked to move your vehicle if you park in the loading zone.
- The lane closest to the elementary school building is the only loading lane. The outside lane is open for cars to pull through and park north of the loading zone. Children will not be allowed to walk out to the outside lane.
- Parents may park in any of the designated parking areas and walk to the porch to collect students. Students may not cross traffic alone to get to a parked vehicle.

At the middle school building, parents may drop off and pick up students in the circle drive.

At the high school building, parents may drop off students in front of the annex, or in one of the lower parking lots and have them use the crosswalk.

### High School Driving and Parking

Students who drive to school must observe safe driving practices. A 10 mph speed limit is to be observed on the property. High school students may park in the lower parking lots and in front of the annex. The parking lot in front of the elementary school is reserved for faculty and visitors.

Students are not allowed to return to their cars during the school day. The exceptions are:

- seniors with off-campus lunch privileges
- students attending college classes
- off campus practicums
- WCS work programs

### Student Drivers

Students who plan to drive a car to school and park it on campus will need to fill out an information sheet and get a parking sticker to display on their car. These stickers can be obtained in the main office in the elementary building.

## LUNCH TIME

WCS maintains a closed campus during the lunch period. Only seniors are allowed off campus lunch privileges. If the privilege is abused it may be suspended.

### Lunch Accounts

Parents must deposit money in the lunch account before lunch purchases can be made. Payment can be made by check, cash, or credit card at the school office



### Lunch Guests

Only immediate family members over the age of 18 or minors accompanied by a parent or guardian may visit their students during the lunch period unless otherwise approved by the administration.

## HEALTH AND SAFETY

### Fire/Tornado/Lockdown Drills

All drills are done in compliance with ACSI regulations and are done once each semester.

### Visitors

Parents are welcome to visit the school. However, we have a locked facility and visitors will need to buzz in and state their name prior to entrance. All visitors must report to the office upon arrival. Authorized visitors are issued a visitor's badge to be worn during his or her stay at school. Any unauthorized visitors will be asked to leave the building. All parents will be required to fill out a background check authorization upon enrollment or reenrollment of a student at WCS.

### Accident Insurance

Wesleyan Christian School carries supplemental coverage on its students. This policy will cover only those items not covered by the family's insurance. Accident reports will be made and kept on file in the school office.

### Snow/Inclement Weather

If school closes due to weather or some other emergency, parents will be contacted through the Parent Alert system. It is essential that all student contact information be kept current. The system will contact parents at the phone number or email address they have provided to the school.

Local newspaper, radio, and television stations will also be notified. Those stations are as follows: examiner-www.enterprise.com, KWON 1400 AM, KYFM 100.1 FM, KRIG 104.9 FM, KTUL-TV Channel 8, KJRH-TV Channel 2, KOTV-TV Channel 6, FOX 23-TV

### Communicable Disease/Illness

Parents are urged to contact the school if their child contracts a communicable disease to help stop the spread of these conditions. Students must be kept home from school if they have any of the following:

- Any communicable disease
- Fever of 100° F or above at any time during the previous 24 hours. Student must be free of fever without the use of medication for 24 hrs.
- Sore throat/strep throat/tonsillitis
- Contagious skin rash
- Pink eye/inflammation of the eyes or eyelids must be treated for 24 hours with drops or have a Doctor's release.
- Nausea/vomiting/diarrhea. Student must be symptom free for 24 hours before returning to school.
- Head lice or nits

- For any symptoms not covered above, students must be symptom free for 24 hours before returning to school.

### Lice

Public law # 1150 section 1210.194 states that any child afflicted with a contagious disease or head lice will be prohibited from attending school until he/she is free from the disease or head lice. Any child prohibited from attending school because of head lice may not re-enter school without a certificate from a health professional stating that the child is free of lice and all live nits (eggs) have been removed. Periodic screening is done when a student is discovered to have head lice. Random lice checks are performed throughout the year.

### Medications At School

In accordance with Oklahoma State Law, a school nurse or other designated school employee may administer a prescription or non-prescription medication to a student during the school day. At WCS, the secretaries and administrators will administer medications.

Every effort should be made to give medicines at home. If, however, your physician does order medication to be taken during regular school hours, please comply with the following instructions:

- A prescription medication must be in its original container. Do not send medication in an envelope, wrapped in foil or tissue, in a zip lock bag, miscellaneous bottle, or any other improper container. No medication will be given unless it is in its proper container.
- All medications must be brought to the office by the student's parent/guardian. The secretary and parent will then count the medication and record the amount on a sign in medication record. The parent will be required to complete and sign a medication distribution form.
- Send only enough medication to be given at school. Keep any excess medication at home.
- The container will be returned when empty.
- Student medication should be picked up by the parent after its use is discontinued.
- All medications will be destroyed one (1) week after the last day of school.

The school does not provide cough medicine, antacids, or pain relief products for students. These procedures regarding medication at school are for the protection of all students.

### Playground Rules

The playground offers a wonderful opportunity for socialization and recreation. As with our overall philosophy, students should adhere to the Golden Rule (Matthew 7:12) when interacting on the playground. In order to keep our students safe, we have implemented the following guidelines:

- Students must obey teachers and supervisors at all times using respect and courtesy.
- Students should exercise caution when playing on or around all playground equipment. Any misuse of playground equipment may result in disciplinary action.
- Any form of rough play is prohibited.
- A "no tolerance" policy will be observed regarding bullying.

Repeated disobedience, disrespect, or serious infractions of the playground guidelines will be documented in a student incident log and will be subject to disciplinary action.

### Playground Temperatures

Recess will be held on the playground when at all possible. Students will go outside for recess unless the heat index is over 100 or the temperature/wind chill is below 32. Temperature and wind chill are determined shortly before each recess time.

Parents should be aware of the forecast before sending children to school. Please dress children appropriately for outside play.

#### STUDENT ACCOUNT INFORMATION

A student's attendance at WCS is considered an expression of acceptance of the financial obligations incurred.

#### Tuition Statements

Tuition statements are sent out on the 1st of each month. A \$25.00 late charge is applied to accounts not paid by the 18th of the month.

#### Extended Care Charges

Extended Care charges are posted at the end of each calendar month and are due when billed.

#### Enrollment, Curriculum, Athletics, and Fine Arts Fees

Enrollment fees are due at the time of enrollment. Students may attend classes after the enrollment fee is paid.

Curriculum fees are due by June 30. Transferring families will pay book fees before their student attends the first day of classes.

Activity fees must be paid before a student participates in athletics, fine arts, field trips, etc.

School fees are non-refundable and non-transferrable unless a family withdraws from school and moves out of the area.

#### Tuition Assistance

WCS offers tuition assistance on a first come, first served basis. Families must reapply for assistance every year they have a student enrolled at WCS. Application information is available through the main office.

#### Past Due Accounts

All accounts must be kept current. If an account becomes 30 days or more past due, the parents will be notified and the student(s) will be temporarily suspended until the account is made current. Students with past due accounts will be suspended from extended care, extracurricular activities, athletics, drama, field trips, etc.

Students will not be allowed to register or attend classes in the fall if there is an outstanding balance from the previous academic year.

#### Change of Information

Please notify the school office immediately of any changes concerning your child, including address, phone numbers, etc.

#### Withdrawal from School

An official withdrawal form must be completed when a student withdraws from school. Once a student has enrolled and attended class during a given quarter, the family is financially responsible for that

quarter. Students may withdraw at the end of each quarter without any additional financial responsibility if they have given at least a two (2) week notice.

Before student records are released, all charges must be paid in full, and all uniforms and books must be returned. Parents will be billed for missing uniforms and books.

A two (2) week notice is required when withdrawing a student. Parents will continue to be billed for two (2) weeks from the date the official notice is received.

## APPENDIX A

### ParentsWeb Login Instructions

Setting up your account:

- Go to [www.renweb.com](http://www.renweb.com).
- Click **Logins** in the top right corner of the screen.
- In the next screen, type WCS in the **District Code** box.
- Click **Create New ParentsWeb Account**.
- Type the email address that the school has on file in RenWeb for your family.
- Click **Create Account**.

An email will be sent to the email address we have on file in RenWeb for you.

- Access your email account. Open the Renweb email, and click the link to create your user name and password.
- Type a **User Name** and **Password**.
- Click **Save User Name and/or Password**.

Logging in to ParentsWeb:

- Go to [www.renweb.com](http://www.renweb.com).
- Click **Logins** in the top right corner of the screen.
- In the next screen, type WCS in the **District Code** box.
- Type your **User Name**.
- Type your **Password**.

- Click **Login**.

The **ParentsWeb** displays.

Please call the school office if you need help accessing ParentsWeb or have questions.

#### APPENDIX B

