



## **Students and Parents Handbook**

**2011-2012**

**Ph: 662-283-1169**

**Fax: 662-283-3333**

**email: [info@winonachristian.org](mailto:info@winonachristian.org)**

**Web Page: <http://www.winonachristian.org>**

**Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.**

**II Timothy 2:15**

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## WELCOME

To the “new” student at Winona Christian School, we say “welcome” and we hope you will soon feel that you are a real part of our family and that it is your school too. We are always willing to help you in any way to make your time at Winona Christian School pleasant and productive.

To all returning students we are glad that you are back for another rewarding year. Please remember to always set the example that would be pleasing to Christ.

The student/parents handbook is designed to familiarize all of the Winona Christian School students and their parents with school regulations and policies that will affect them while they are attending school-sponsored functions.

It must be realized, however, that when an attempt is made to formalize certain policies of this nature there is always the possibility of inadvertently omitting some regulations and that additions and deletions will be made when the need arises. Any changes will be left to the discretion of the Board of Directors and the Headmaster.

**REMEMBER:** Winona Christian School is your school. It will be what you make of it and will have the reputation in the community that you give it.

### PHILOSOPHY OF WINONA CHRISTIAN SCHOOL

1. Winona Christian School believes education, as a discipline, is under the kingship of Christ. Winona Christian School acknowledges their responsibility to provide education for the whole person at a level of excellence not attainable elsewhere.
2. Winona Christian School believes that a level of academic and physical training should be achieved which will properly prepare each young person for the four most important relationships into which he/she will enter, which will include:
  - A personal relationship with God through His son Jesus Christ and the Holy Spirit.
  - A personal relationship with his fellow man.
  - A personal relationship with God’s creation.
  - A personal relationship with one.
3. Winona Christian School believes that the education of a child in the biblical pattern can organize his knowledge toward a purpose, can give him/her the riches of our human culture, and can fit him/her for a useful, full life that honors God and uplifts his fellow men.

**MOTO**

**“TOUCHING EVERY GENERATION FOR CHRIST; PREPARING ALL STUDENTS  
FOR LIFE.”**

**MISSION STATEMENT**

Winona Christian School is dedicated to providing our students with a Christian based college preparatory education, balancing spiritual, academic, athletic, fine arts, and social achievements.

**LINES OF AUTHORITY**

Any effective organization involves guidelines and lines of authority. Winona Christian School is incorporated as a business that is governed by a Board of Directors. The Board determines policies for the corporation, including admissions, finances, and facilities. It has delegated operating and administrative authority to the Headmaster who, in turn, had delegated authority for each class to the teacher in charge of that class.

Any questions or concerns about the classroom should first be brought to the attention of the teacher. After the teacher has had the opportunity to resolve the concern, the Headmaster may be contacted.

**NON-DISCRIMINATORY POLICY**

Winona Christian School does not discriminate on the basis of race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational, employment or admissions policies, athletic or other school- administered programs.

**BOARD OF DIRECTORS**

President.....	Lynn Chambley
Vice President.....	Ricky Farmer
Treasure/ Secretary.....	Tim Amason
Members.....	Randy Watkins, Todd Flatt, Bryan Lott, Joby Jackson
Attorney.....	Lane Greenlee

## ADMINISTRATION

Headmaster..... James Allen Gant  
Athletic Director..... Joe Boyette  
Administrative Assistant..... Tammy Sutton  
Financial Manager..... Rhodonna Roberts  
Office Manager ..... Pam Grantham

## FACULTY

K-2..... Jennifer Ingram  
K-3..... Laurie Rawles  
K-4..... Diane Reed  
K-5..... Emily Branch, Tracie Mitchell  
First Grade..... Jeanne Howard, Tina Gatlin  
Second Grade..... Amy Bowman  
Third Grade..... Libby Biddle  
Fourth Grade..... Carolyn McRae  
Fifth Grade..... Carole Jo Horn  
Sixth Grade..... Jackic Orsborn  
Elementary P.E. .... Carla Garrett  
Geometry/Algebra II/Trig-Pre-Cal..... Joe Boyette  
7<sup>th</sup> Science/7<sup>th</sup>&8<sup>th</sup> Social Studies..... Heather Pollan  
Physical Science/ Biology I &II/ A&P Basic Math..... Steven Murphy  
Chemistry/ Physics/Algebra ..... Jim Hill  
Computer..... Sandra Howard  
7<sup>th</sup>/8<sup>th</sup>/11<sup>th</sup>/12<sup>th</sup> Grade English..... Brandi Fleming

## **STUDENT RESPONSIBILITIES**

### ***Be on Time, Be Prepared, Be Respectful***

Being a student at Winona Christian School is a privilege, not a right. Each Student has the following responsibilities:

- Attend school daily, attend all classes, be on time, and do not leave the classroom until dismissed.
- Come to class prepared with the proper materials (books, paper, pencils, pens etc.).
- Be aware of the rules governing proper student behavior.
- Demonstrate high standards of Christianity, cooperation, integrity, loyalty, and sportsmanship.
- Keep up with daily work and studies to develop the best academic achievements possible.
- Help maintain a clean, safe environment in school facilities.
- Show respect for classmates, teachers, and school staff.
- Positively represent Winona Christian School wherever you may go.

## **DISCIPLINE**

One of the chief components of discipline at Winona Christian School is the understanding that the school is not the primary disciplinary provider of any student. The parents are the primary disciplinary of each of their children. However, by attending Winona Christian School and agreeing to uphold the philosophy, mission, and policies of the school, each student has placed himself/herself under the school's authority, rules, and policies.

One of the major aims of education is to help the individual learn to live with others so he/she may be prepared to be useful, contributing member of society, discipline is character education, in the discipline reinforces accepted standards of conduct. The student grows in character as he/she is able to govern his/her own behavior with self-control. Discipline is a learning situation and should not be interpreted in the narrow sense as a means of punishment only. The fundamentals of discipline, as viewed upon by the Headmaster and Board of Directors of Winona Christian School, are:

- To prepare the student for effective participation in adult life, and within society.
- To create and persevere the essential learning environment for the orderly progression of the school.
- To instill the fundamental lessons of self-control.

## **ASSERTIVE DISCIPLINE**

Each elementary teacher will develop and send home a plan for discipline in his/her classroom. Teachers will assign punishment for misbehavior in the classroom for grades 1-6. If the teacher deems the discipline problem to be of a severe nature, the students will be sent immediately to the office.

## **SUSPENSION/EXPULSION**

1. Any suspension is considered an unexcused absence, and students suspended will not be allowed to make up any work they should miss. They will receive zeros for all work done during their suspension and any work that was assigned before their suspension is due on the first day they return.
2. Any student (7-12) involved in fighting will receive corporal punishment and/or suspension for a period of one (1) to three (3). Students in K-6 will be dealt with by their teacher who will use his/her judgment as to disciplinary method(s) used to deal with the students who are involved in fighting. The Headmaster is always available to assist the teacher when required.
3. Damage or destruction to school property may result in corporal punishment and/or suspension for one (1) day and the students' parents will be liable for damages. Senior involved in damage or destruction of school property may not be allowed to graduate.
4. Possession or use of tobacco products on school property will result in one (1) day suspension for the first violation; a two (2) day suspension for the second violation; a three (3) day suspension for the third violation.
5. Cheating on tests will not be tolerated. Students caught cheating, plagiarizing or copying an assignment will be given the grade of zero (0), and the parents will be notified.
6. Stealing will result in a three (3) day In-School-Suspension (ISS).
7. Truancy or leaving campus without authorization will result in a one (1) day of ISS for the first offense; a second offense will result in two (2) days of ISS; a third offense will result in three (3) days of ISS. Parents will be required to attend a conference after the second offense.
8. Winona Christian School has a zero tolerance policy towards possession and/or use of drugs or alcohol on campus or at any school-sponsored function. Any student found to be in violation of this policy will be grounds for expulsion and Local Law Enforcement will be notified.
9. Any student sent to the Headmaster by a classroom teacher for any infraction(s) of the classroom discipline policy will receive punishment deemed appropriate by the Headmaster.
10. Winona Christian School policy towards the possession and/or use of firearms, knife or any other instrument considered being dangerous and capable of causing bodily harm or who commits a violent act on school property will be expelled immediately.
11. Public display of affection is not allowed on school campus or at any school function. Consequences will be determined by the Headmaster.

## **CORPORAL PUNISHMENT**

Winona Christian School has adopted a policy allowing reasonable corporal punishment of a student as a disciplinary measure in order to preserve an effective educational environment which is free from disruption and is conducive to furthering the educational mission of the school.

Corporal punishment shall be administered only after less stringent measures such as counseling, parental conferences, and/or forms of discipline have failed to produce the desired results.

1. Corporal punishment may be administered by the Headmaster, Coaches, or Teachers, but in all cases, another staff member must be a witness.
2. Corporal punishment shall not be administered in the presence of other students.
3. A written report of corporal punishment and the name of the second school official present as a witness shall be on file in the principal's office.

## **CONFISCATED PROPERTY**

Items that are inappropriate for school will be taken from students. This includes but is not limited to hats worn in the building, CDs or tapes with offensive lyrics, tobacco products, water guns, fireworks, pagers, cell phones, etc. Items may be returned at the discretion of the Headmaster.

## **DRUG TESTING POLICY AND PROCEDURES**

All students' grades 7-12 will be drug tested. It is intended to encourage students to attain the skills necessary to resist peer pressure and say "no" to drugs. It is also the intention of the program to encourage any student who tests positive for illegal substance abuse to get appropriate recovery assistance.

### **The General Purpose of the Program is to:**

1. Educate about the dangers of drug use.
2. Prevention of drug use at Winona Christian School.
3. Identify students who may be using drugs and have an opportunity for that student to receive treatment.
4. Provide evidence that the mental and physical well being of Winona Christian School students is a matter of importance.
5. Provide an incentive to avoid drug use.
6. Emphasize to each student his/her responsibility as a positive role model.
7. Discourage the use of drugs/alcohol at any function on or off campus where Winona Christian School students are present.

## **TESTING PROCEDURES**

1. Parents have signed consent for the drug testing as a part of the contract.
2. All teachers, Headmaster, employees, and broad member may be tested.
3. Each student in grades 7-12 will be drug tested and may be randomly tested again at anytime during the school year.
4. Testing will be by urinalysis.
5. If a student tests positive a parents/guardian may request a retest at their expense, but the results will be only considered if scientifically meaningful, timely performed, and in compliance with the professional testing of laboratory's guidelines.
6. Urine samples will be collected and analyzed by a private laboratory or qualified nurse.
7. Drug screening results will be reported only to the Headmaster and Board of Directors.

## **POSITIVE TEST RESULTS**

A refusal or failure to take a drug and alcohol test under the conditions of reasonable suspicion shall be considered a positive drug and alcohol test result or offense. All specimens showing a positive result will automatically be re-tested by the laboratory immediately to insure that no error has occurred. If a positive test results and is confirmed, the following steps will be taken:

1. The Headmaster will be notified.
2. The student and parents will be notified.
3. The student will serve five (5) days of ISS.
4. The student will be required to attend a drug-counseling program at the parents' expense.
5. The drug counselor will determine the length and focus of the program based on the needs of the students.
6. If a parent refuses to enroll the students or the student does not complete the counseling program, the student will be demised from school.
7. If a staff or board member tests positive, dismissal actions will be initiated.

## **SECOND POSITIVE RESULTS**

The specimen showing a positive result will be immediately re-tested for accuracy. If the positive test is confirmed:

1. The Headmaster will be notified.
2. The student and parents will be notified.
3. The student will be expelled and may re-apple the next school year.

## **STUDENTS ARRIVAL ON CAMPUS BEFORE SCHOOL**

Students will remain outside of the building (not in their automobiles) near double glass doors at the rear of the building. On day it is raining or too cold outside, students will be allowed inside the building. Duty teachers will make necessary decisions. **Please do not leave students at school before 7:30 a.m. because they will be unsupervised.**

## **THREATS OF VIOLENCE**

**TO TEACHERS OR FELLOW STUDENTS:** Winona Christian School has a zero tolerance towards the possession and/or use of firearms on any school property or at any school function. Any student found in violation of this policy will be expelled immediately.

Any threats, suggestive language or vulgarity will be taken seriously and will result in immediate suspension and/or expulsion. Local law enforcement officials will be notified depending on the circumstances surrounds the threat. A meeting with parents' teacher, and Headmaster, must take place before the student will be allowed back in school.

## **DRESS CODE**

Winona Christian School has sought to develop a standard of modest dress and general appearance for students that will:

- Be a testimony for the whole student body.
- Be a testimony for the Christian atmosphere of the school.
- Be an acceptable standard in the eyes of most of our parents.
- Enhance the educational process.

Modesty, neatness, and cleanliness are the primary concerns of our dress code. Our overall goal is to assist parents in preparing and nurturing children's hearts to bring honor to Jesus Christ in how they look, what they wear, and how they conduct themselves before others.

## **Parental Responsibility**

We believe it is the parent's responsibility to ensure students are dressed neatly and modestly. Please assist your children in complying with the dress code policy.

We allow a variety of dress styles, but guidelines are necessary to preserve the education atmosphere of the school. Since it is not possible to categorize every type of clothing, the Headmaster reserves the right to reject any type of clothing that is inconsistent with school standards. The Headmaster reserves the right to ask any student to get his hair cut and to shave when necessary. Students who violate the dress code will be allowed to call their parents to bring a change of clothes, or they will be sent home for the remainder of the day. When possible, the school will provide proper clothing. If students are sent home, it will count as an *unexcused* absence from the classes dismissed.

## GENERAL GUIDELINS FOR ALL STUDENTS

1. Hair shall be groomed so as not to extend below the eyebrows or cover the eyes.
2. Hair and nails shall not be groomed in class.
3. Shoes, sandals, or boots shall be worn **at all times** with shoes being laced and tied. No cleats.
4. Sweatpants and sweatshirts may be worn as a matched set.
5. Clothing advertising drugs, alcohol, or tobacco products are not permitted.
6. Clothing with suggestive, vulgar, indecent, or disruptive slogan/pictures is not permitted.
7. Any style of clothes tending toward immodesty is prohibited.
8. Any style of clothing, make up, different hair colors, or painting of fingernails, that is considered be "Gothic" or any other type of disruptive style will not be allowed.
9. Unless prescribed for medical reasons, sunglasses are not allowed in the building.
10. No hats, caps, toboggans, head scarves, bandannas, sweat bands, wrist bands are allowed to be worn in the building. This rule applies for both girls and boys.
11. Students may wear walking shorts provided the hem is within four inches of the top of the kneecap or the shorts have 6" inseam.
12. Skin-tight pants and biking shorts shall not be worn.
13. No pants with holes are permitted
14. Pants should be worn appropriately at the waist. **Sagging pants will not be tolerated.**
15. No visible tattoos.
16. Neither female nor male students shall be permitted to wear rings or studs in their noses or other body parts. (Excluding female earrings)
17. **Any dress or personal appearance that the Headmaster feels is disruptive to the instructional process will be dealt with on an individual case basis.**

## GUIDELINES FOR BOYS

1. All shirts must have sleeves, no muscle shirts are allowed.
2. Young men shall not be permitted to wear earrings.
3. Hair shall be groomed so as not to extend below the eyebrow or cover the eyes and should not extend below the shirt collar.
4. If sideburns are worn, they must not extend past the point of attachment of the earlobe.
5. No mustaches or beards are allowed. All male students should be cleanly shaven.
6. Hair cannot be dyed or combine in a manner not acceptable, as determined by the Headmaster.
7. Belts must be worn at all times.
8. Wallet chains are not allowed.

## GUIDELINES FOR GIRLS

1. No tank tops, halters, tops with spaghetti straps or tops that expose the midriff shall be worn.
2. Dresses or skirts must be a reasonable length.
3. Girls in kindergarten through the sixth grade are not to wear makeup in school.
4. Appropriate underclothing shall be worn. No clothing considered and designed as underclothing shall be work as an outside garment. Underclothing shall not be exposed while worn underneath an outside garment.
5. Maximum of two ear rings per ear on females only.

## VIOLATIONS OF DRESS CODE

Violations of dress code will result in detention or corporal punishment.

## ATTENDANCE POLICY

Regular and punctual attendance on the part of all students is necessary for academic success. For some students, one tardy or absence can be detrimental to good work. Therefore, it is important that parents encourage their children to attend school daily and to arrive on time. Also, only in unavoidable cases should a student be taken out of school before the close of the school day.

**Students who exceed this standard may not receive a grade, or Carnegie unit credit in that course. A notation of inadequate attendance (NC) may be recorded on the report card and on the transcript if the student is passing the course. If the student is failing the course, the actual failing grade will be posted on the report card and on the transcript.**

**Any exception to this policy may be considered in the case of catastrophic illness or injury may be approved by the Headmaster. An accumulation of three unexcused tardies will count as one absence and will be included in the tabulating a student's total number of absences.**

## ABSENCES

If a student is sick and will be absent, a parent should call the office before 8:00 a.m. each day stating that the student will be out and the reason for their absence. Any student who is absent more than 10 times in a 1 semester class or 20 times in a 2 semester class will be removed from that class and receive a F for the final grade. Only medical hardship cases will be reviewed first by the Headmaster and then by the school board if necessary. Notification will be mailed to the parent on the 7<sup>th</sup> absence for a semester class and on the 14<sup>th</sup> absence for the 2 semester class. **Absences due to school-sponsored activities are not counted in this total.** Any exception to this policy may be considered in the case of catastrophic illness or injury may be approved by the Headmaster.

**A student who is involved in extra-curricular activities must attend all classes in order to participate in any event or activity for that day.** Doctor's visits or other personal issues approved by the Headmaster and Athletic Director, and Coaches are the exception, and a note must be presented to the office.

Telephone calls will be made to the homes of those students who are frequently absent.

## **DISMISSAL**

All requests for early dismissal from school must be submitted to the office prior to 8:00 a.m. The request must be written by the parent/guardian and include reason for dismissal and a phone number so that the school can verify the request.

## **ADMITTANCE AFTER ABSENCE**

When a student returns from an absence of one or more days, he must submit a written excuse from his parent/guardian to the front office stating the reason for the absence in the order to receive an excused absence. The Headmaster has the authority to determine if an absence is classified as excused or unexcused.

This excuse shall contain the date written, the date/dates of the absences, the cause of absence, the parent/guardian's signature and a phone number for verification purposes. A medical excuse may be required at the discretion of the Headmaster, depending on the total number of absences recorded for the students. Each teacher will be responsible for recording information concerning class absences/ tardies for each student.

## **MAKE-UP WORK**

It is the student's responsibility to make up work that is missed. A student, who needs to make up work after an absence, must contact each of his/her teachers immediately upon returning to school to make arrangements for making up the work.

All work missed during an absence must be made up within the time allowed by the "one school day plus" rule. For example, if a student missed school on Wednesday, and returns to school on Thursday, then all make up work will be due Friday, (1 day + 1 day missed). If a student misses Wednesday and Thursday, and returns to school on Friday, then all make up work will be due on the following Tuesday (1 day + 2 days missed).

On school sponsored trips, assignments should be secured ahead of time and are due on the day the student returns to class.

Students may not be allowed to be taken out of school during testing weeks. This will include 9 weeks test and exams. Only doctor's detailed excuses explaining an illness or injury will be accepted. Doctors appointments are not reasons to miss established testing dates.

## STUDENTS WORKING

Students in grade 11 and 12 may be allowed to leave school after sixth period each day if they meet the following criteria:

1. Enrolled in all courses at the respective grade level.
2. Provide school with a note from the employer stating:
  - Place of employment
  - Nature of employment
  - Days of the week employed
3. Provide the school with a written note from the parent/guardian stating the place of employment and the day of the week employed.
4. The student must sign out each day before leaving campus.

A senior enrolled in less than 5 classes can be granted permission to sign out prior to 6<sup>th</sup> period with the Headmaster's approval. However, that student must remain on campus for one study hall if one is available the period immediately following his/her last class. **Any student signing out early cannot come back on campus, for any reason, before 5:00 p.m.** If a student is supposed to sign out early, they must do so immediately after their last class and promptly leave campus.

## TARDINESS

### 3 UNEXCUSED TARDIES = 1 UNEXCUSED ABSENCE

#### Definitions:

**Tardy to school** – failure to report to first period class prior to the morning tardy bell.

Tardies to school will be dealt with on a 9 week basis. There will be a \$5.00 fine for each tardy over 3 in a 9 week grading period. (Only one fine per family) PER DAY

#### If you are tardy to school you must:

- A. Report promptly to the front office for an admittance slip to class or, if necessary, for a late bus slip. Late buses will be excused.

**Tardy to Class** – failure to report to any other class or place of assignment prior to the tardy bell for that period.

Tardies to class will be dealt with on a 9 week basis.

Tardies to class are generally unexcused, and will be dealt with in the following manner:

- A. The classroom teacher will administer consequences for the first 3 unexcused tardies to that class.
- B. On the 4<sup>th</sup> unexcused tardy, and each one thereafter, the student will be referred to the Headmaster for more severe consequences which may include corporal punishment, in-school detention, or suspension.
- C. Unexcused tardies will result in corporal punishment per tardy thereafter. Starting with the tenth unexcused tardy, a student will be suspended for 1 day for each tardy. All circumstances will be evaluated by the Headmaster.

**What to Do When:**

**You wish to leave the campus for the remainder of the day:**

- Secure a hall pass from your teacher to go to the office.
- No student will be permitted to leave campus unless the parent/guardian and/or emergency contact is physically present to sign the student out; or verifiable contact is made by the front office, or Headmaster with the parent or/guardian at the time of check out.

**You wish to leave the classroom:**

- Ask your teacher for a hall pass stating your need for leaving.
- Take the pass, attend to your business promptly, and return to class.

**You become ill at school:**

- Inform your teacher that you are ill.
- If you are unable to remain at school, the front office will notify a parent or designee to come to the school to check you out.
- You may not leave school until someone appears at the front office for you.

**You have a doctor's appointment:**

- Report to the front office before school on the morning of your appointment and present a note to the secretary.
- After the appointment has been verified, the front office will give you a check-out slip stating the time you are to be dismissed from school.
- You must present this slip to the teacher from whose class you wish to be dismissed.
- Before leaving the building, you must sign out at the front office.

**No students will be permitted to leave school prior to the end of the normal school day at the request of or in the company of anyone other than the parent or legal guardian; unless permission has previously been granted by the parent/guardian.**

## **EXEMPTION POLICY – FINAL EXAMS**

All students will take exams for the first semester. For a student to qualify for an exemption in a particular course, or for final exams, he/she must meet the following criteria below:

- Have a Final Average of 90 – 100

**ANY SUSPENSION AUTOMATICALLY DISQUALIFIES A STUDENT FROM EXEMPTION.**

## **DETENTION**

### **Designated Detention Days**

Detention will be held every Tuesday and Thursday from 3:15 to 4:15 p.m. Students will not be admitted after 3:15 p.m. Students may be required to perform some custodial duties i.e. picking up paper, sweeping floors and emptying garbage cans.

### **Serving Detention**

Students must serve detention within three (3) Designated Detention Days of the notification of Detention (e.g. Detention issued on a Monday must be served the following Thursday). Failure to serve may result in Saturday Detention or ISS (In-School Suspension).

After the 4<sup>th</sup> Detention during a nine-week term, students will be assigned Saturday Detention or ISS.

### **Saturday Detention**

Saturday Detention will be served from 9:00 a.m. – 11:00 a.m. on an assigned Saturday. Failure to serve an assigned Saturday detention will result in ISS.

### **Excessive Detentions**

**Excessive Detentions can result in a student being removed from school.**

A student who accumulates 25 detentions in one school year will be considered grounds for dismissal by the Headmaster and Board of Directors.

## **PROMOTION AND RETENTION POLICY**

Kindergarten students will be promoted upon successful completion of readiness skills, which are skills that indicate that the students are prepared to enter the first grade.

### **RETENTION**

#### **Grades 1-6**

Any student who fails more than one time while in grades 1 – 6 will be recommended to the School Board for removal from Winona Christian School.

The Headmaster must approve any student retention.

#### **Grades 7-12**

Any student who fails more than one time while in grades 7 - 12 will be recommended to the School Board for removal from Winona Christian School.

The Headmaster must approve any student retention.

### **FRONT OFFICE**

#### **Office Area**

No students are allowed in the working office area unless given permission by a staff member.

#### **Telephone**

The telephones in all offices are for school business only. Students are not allowed to use the office phones except in emergencies.

#### **Change**

Change is available in the front office before school, but students are urged to bring correct change from home.

#### **Lost and Found**

Items found at school are turned in to the office or library. Please check with the office to claim lost books, clothes, lunch boxes, etc. Unclaimed items will be discarded two weeks after the school year ends.

## **Copiers**

The copiers are for teachers use only. If a student needs copies made then a teacher is to make the copies for the student. The cost per copy for students is ten cents.

## **PARENTS VISITATION**

Parents are welcome and encouraged to visit the school. We ask that parent visits are at a time that does not interrupt the students or the functioning of the school. School office hours are from 7:30 a.m. until 3:30 p.m. When parents come to school for any reason, they must come to the office first. Parents are not to visit classrooms to talk with the teachers or students while class is in session.

## **VISITORS ON CAMPUS**

Visitors must come by the front office to be given, if approved, a pass to be on campus. Teaching time is protected. We want to know who is on our campus at all times.

## **TEACHER CONFERENCES**

A conference with a teacher can be made prior to school, after school or during the teacher's planning period. The office will set the time for the conference. An athletic event or events outside school hours are not appropriate times to discuss student grades. Please respect the personal lives of the School Staff.

## **SNOW AND ICE/INCLEMENT WEATHER**

This type of weather creates an entirely different problem because of its unpredictable nature. In the event of inclement weather, the decision to cancel classes will be made by the Headmaster. When bad weather threatens, Winona Christian School is equipped with a weather band radio which will be monitored constantly. If there is a question to whether school will be closed, the following radio stations will be notified: B100 in Grenada, WABG in Greenwood, 107.9 in French Camp, WBKJ in Kosciusko, WAGR-Lexington, MS 103 Jackson.

## **FIELD TRIPS**

Grades 1 – 6 can take a maximum of 2 field trips per year. 1 of the 2 must be educational enhancement trip. Any trip beyond the allotted 2 must be approved by the headmaster and school board. Any trip taken on or after April 1 must be approved by the headmaster and board. All field trips must have prior approval by the headmaster and be on the calendar by the end of the first semester.

## **INVITATIONS**

Students are not allowed to advertise or pass out invitations for private parties on the Winona Christian School campus. If someone wants to invite an entire class to a party or other function, contact the teacher and work something out that will not leave hurt feelings or resentment.

## **FUNDRAISING**

Any student or patron engaged in fundraising that is not for the benefit of Winona Christian School cannot do so on campus without prior written permission of the headmaster and or the school board.

Any fundraiser for project pertaining to Winona Christian School, such as class trips, activities, or special purchases, must first have the approval of the Headmaster and/or the school board.

## **SPORTSMANSHIP**

Children learn by example. Please be conscious of your behavior at school events. Be an example of good sportsmanship. Verbal and physical abuse of coaches, players, fans, and especially officials is unacceptable. Derogatory remarks, gestures, and obscenities are embarrassing to Winona Christian School and can result in disciplinary measures from the MAIS. We at Winona Christian School will lose and win with class, so I ask that all participants conduct oneself in an appropriate manner. People who chose to violate these guidelines will be asked to leave the event.

## **ATHLETIC ELIGIBILITY REQUIREMENTS**

### **NO PASS – NO PLAY**

To be eligible for athletics and co-curricular activities a student must maintain an overall average of 2.0 (76%) or higher each nine weeks. A student failing to maintain a 2.0 average will not be allowed to participate. The student-athlete will be allowed to continue participation once progress reports or report cards are issued and the student has a 2.0 average or above. A student who is absent from school all day of an inter-scholastic game will be ineligible to participate. If a student is absent part of the day, do to medical reasons or personal issues, he/she will be eligible only with the permission from the Athletic Director and Headmaster. The Headmaster, Athletic Director and Coaches reserve the right to suspend a player from a team for academic or disciplinary reasons. An ineligible athlete may not practice or participate in any contest, or appear in uniform for any contest in which the team is participating.

### **ATHLECTIC PARTICIPATION IS A PRIVILEGE**

## **TEXTBOOKS**

Textbooks are the property of the school. Students are to take proper care of their books. A fine will be assessed for abused and improperly treated books. If a book is lost the full replacement cost will be charged.

## **TUITION PAYMENT**

There are several options for tuition payments:

1. Tuition can be paid in full at the start of the school year, which is on or before the first day of school in August.
2. Tuition can be paid by semester, which is the first school day in August and the first school day in January.
3. Tuition can be paid by monthly bank drafts on the tenth of each month.
4. Ten post dated checks dated for the first of each month.
5. There is a \$25.00 fee for all returned checks.

**ALL TUITION MUST BE PAID IN FULL BEFORE EXAMS CAN BE TAKEN. NO STUDENTS WILL BE ALLOWED TO ENROLL THE FOLLOWING SCHOOL YEAR IF TUITION IS NOT PAID IN FULL.**

## **TRAFFIC**

Parents who are dropping off children at the front steps are reminded that the children are not to be let out until your car is even with the steps. This is to minimize children walking between cars and running in the driveway. Children cannot be picked up in front of the building after 2:15.

## **CARS ON CAMPUS**

**SPEED LIMIT IS 15 MPH – PLEASE BE ON THE ALERT FOR CHILDREN.**

Use of cars on campus by high school students is a privilege, not a right. Students must comply with all regulations regarding parking decals, parking assignments and rules of the road. Students are not allowed to be vehicles during the school day. Once a student arrives on campus they must exit their car. All vehicles must be registered in the front office and the student must have a valid MS driver's license. Each student must have a current decal, which may be purchased from the office for \$10.00. Students must lock their vehicle. Students are not allowed to return to their vehicles without permission from the front office. Winona Christian Headmaster reserves the right to inspect students' vehicles on campus if deemed necessary.

Failure to respect these rules will result in:

1<sup>st</sup> Offense – Verbal Warning

2<sup>nd</sup> Offense – Suspension of campus driving privileges for one (1) week

3<sup>rd</sup> Offense - Suspension of campus driving privileges for the remainder of the year.

### **ILLNESS**

Please do not let your child come to school sick. They must be free of fever and vomiting for 24 hours before returning to school.

### **MEDICATION**

Under exceptional circumstances, prescription and over the counter medication may be administered by school personnel. If a student is required to take oral medication during normal school hours in order to remain in school, the medication may be administered under the following guidelines:

- A. The medication will be delivered to the Headmaster's office in its original container by a parent or guardian along with a signed written instruction on its delivery. These instructions should include:
  1. Child's name, parent or guardian's name, address, home and business phone numbers.
  2. Physician's name and phone number
  3. Purpose of medication
  4. Time to be administered
  5. Dosage
  6. Possible side effects
  7. Termination of date for administering medication.
- B. Parents must transport medication to and from school. No medication will be accepted from students.
- C. Parents are responsible for informing the school office of any changes in their child's health or medication.
- D. It is the parent's responsibility to notify the school that the child needs to take prescription or over-the-counter medication.
- E. No medication will be administered unless release form has been completed and signed by a parent or guardian and placed on file in the school office. These forms are available in the school office.

## **HEAD LICE**

While head lice do not transmit any human diseases; they are considerable nuisance and require a cooperative effort on the part of parents and school officials to control. When a teacher suspects that a child has head lice or nits; that child will quietly and discretely be sent to the office for an examination in private. If lice or nits are found, the parents will be notified and asked to pick up the child and treat him/her. When a case of head lice is found in a room, a note will be sent home with every student in that room, informing parents and requesting that they check their child that evening and treat if necessary.

Children will not be allowed to return to school the following day and must present proof of treatment and have no lice or nits.

## **CAFETERIA**

Students may bring a sack lunch from home or they may purchase lunch in the cafeteria. No fast food lunches are to be brought to school except for special class events with the Headmaster's approval. Parents are welcome to eat lunch with their children in the cafeteria, provided they give advance notice. No student may leave campus for the purpose of purchasing lunch off campus. Drinks and food are only allowed in the cafeteria. No food/drinks are to be brought out of the cafeteria.

Students will not chew gum in any buildings or on the Winona Christian School campus during school hours.

Heating food has become an issue because of time. All lunches that require use of a microwave must be no longer than 1 minute. Teachers do not have time to heat and prepare every child's lunch. If your child brings their lunch, please include anything they may need. (eating utensils, cups, plates, etc)

## **CELL PHONES**

Cell phones are not allowed on campus during the school hours. If a cell phone is seen or heard ringing between 7:30 and 3:13 P.M. The following actions will be taken.

1<sup>st</sup> offense – the phone will be turned into the office and must be retrieved by a parent or guardian on the following Monday.

2<sup>nd</sup> offense – a fine of \$25.00 or the phone will be held for one week

3<sup>rd</sup> offense – a fine of \$50.00 or the phone will be held for one month

4<sup>th</sup> offense – the phone will be held until the end of the school year

However, if a student is seen using a cell phone during class time, the phone will be taken, the correct fine will be applied and a parent can pick the phone up at the next board meeting. Any student seen with or known to have a cell phone must cooperate fully with school officials (all faculty, staff, or substitute) or will be presumed guilty and will be suspended 3 – 5 days, fined and the phone will be held according to which offense (1<sup>st</sup> – 4<sup>th</sup>) said student may have.

We understand that students need cell phones for safety and for communicating with their parents before and after school. A student can leave their phone in the car or check it in with a teacher, coach, or the office, and pick it up at the end of the day. Any call placed during the school day must be done in the office.

Cyber Bulling or posting inappropriate pictures on the web will be prohibited. Violators will be punished appropriately.

Any student that logs onto Face book during school hours will be issued corporal punishment and/or suspension for the first offense. Any subsequent violations will result in a more severe punishment.

### **ELECTRONIC DEVICES**

No electronic devices can be brought to school without the headmaster's approval. Calculators that function only as a calculator can be brought with teacher's permission.

### **COMMUNICATIONS AND RELATIONS**

The teachers in your child's classrooms are professionals. Please treat them with respect. Let teachers and coaches do their jobs.

Parents, students, and staff are the best advertisement for Winona Christian School. Speak positive about your school at all times.

**COMFROMTATION** – Parents, please talk to your child's teachers before contacting the Headmaster. When someone says or does something that hurts another person at school, the offended person is responsible to:

1. Go and talk to the other person involved, sharing how they feel about what was said or done. This should not be done in a way that accuses them. The purpose of this meeting is to share how what they did or said made you feel. In most cases, this will take care of the problem. If it does not, the student then should:
  - Talk with an adult at the school about the problem and ask for help to resolve it.
  - Talk with the Headmaster. He will help you deal with the situations appropriately. This can be a very difficult process. It takes courage and integrity.

When someone speaks to you about something you have done, you are expected to react appropriately. The "4-A's" will help you remember how to react:

- **ADMIT** what you did was wrong
- **ASK** for forgiveness
- **ACCEPT** the consequences
- **ADJUST** your choices next time

## **DRIVER EDUCATION**

Effective September 1, 1995, the legal age for obtaining a driver's education has changed to age 16. Winona Christian School continues to offer Driver Education during the summer with 30 hours of classroom instruction and 6 hours of driving. The fee for the course is \$150.00 per student.

## **CLASSIFICATION OF STUDENTS 9-12**

**FRESHMEN** – students who have successfully completed the eighth grade

**SOPHOMORES** – students who have completed at least 5 units of high school academic work.

**JUNIORS** – students who have completed at least 10 units of high school academic work

**SENIORS** – students who have completed at least 15 units of high school academic work and are currently enrolled as a senior in at least 5 classes of academic work.

## **GRADUATION REQUIREMENTS**

20 Units (18 academic/2 non-academic)

English - 4 units

Mathematics – 4 units

- One of which must be Algebra I with a recommendation that two of the three be Algebra I or higher.

Science – 4 units

- One of which must be a laboratory based biological science.

Social Studies – 4 units

- To include American History, World History, Geography, and American Government.

**SENIORS WILL NOT BE ALLOWED TO PARTICIPATE IN THE GRADUATION EXERCISES OR GRADUATION UNLESS ALL REQUIREMENTS FOR GRADUATION ARE MET BEFORE GRADUATION PRACTICE.**

## **CHANGE OF CLASS SCHEDULE**

Class schedules will be changed only during the first three days of school during the first and second semester (only semester courses). This will only be considered if there is room in the class where the student wishes to be placed and it is with the approval of the guidance counselor and the parent.

## **CORRESPONDANCE COURSES**

Students are allowed to take only two credits by correspondence for graduation. This is the maximum allowed by the MAIS standards. Correspondence courses may be taken only if the following conditions are met:

1. It has been determined that the student needs the course for remedial work.
2. Must be approved by the Headmaster.
3. It has been determined that the student cannot get the course during the normal school year and thus meet graduation requirements.
4. Medical reasons
5. Special reasons approved by the Headmaster.

## **GRADING SCHEDULE**

Daily work, homework, and test combine to give the nine weeks grade. The daily average counts for 75% of the grade and the nine weeks test counts for 25% of the grade. The following scale applies:

A.....90 – 100

B.....80 – 89

C.....70 – 79

D.....65 – 69

F.....Below 65

## **HONOR ROLL**

The Headmaster's List recognizes those students with all A's, the A/B Honor Roll recognizes those with no grade lower than a B in any subject.

## **REPORT CARD**

Report cards will be issued on the Wednesday following the end of each nine weeks and must be returned by the following Monday. This applies for grades 7-12.

## **VALEDICTORIAN**

1. Must attend Winona Christian School two years between 9<sup>th</sup> and 12<sup>th</sup> grades.
2. Must either take Math beyond Algebra II or Physics, if offered.
3. Student with the highest GPA between 9<sup>th</sup> and 12<sup>th</sup>.

## **SALUTATORIAN**

1. Must attend Winona Christian School two years between 9<sup>th</sup> and 12<sup>th</sup> grades.
2. Must take Math beyond Algebra II or Physics, if offered.
3. Student with the second highest GPA averaged between 9<sup>th</sup> and 12<sup>th</sup>.

## **SUMMER SCHOOL**

Students who plan to repeat failed coursework during the summer must obtain a letter from the Guidance Counselor or Headmaster authorizing such work.

## **LOCKERS**

Lockers are school property and therefore under the authority of the school. Lockers will be assigned at the beginning of the school year. Students are not to swap or exchange lockers without the office first approving the change. Lockers are to be kept clean and organized. The Headmaster reserves the right to search lockers at any time throughout the year. If a student wishes to place a lock in the locker, an additional key or combination must be provided to the office.

## **SEXUAL HARASSMENT**

It is the policy and desire for the students, employees, and visitors of Winona Christian School to have an atmosphere that is free from sexual harassment. It is important that the students, teachers administration, and patrons understand the sexual harassment is a serious offense and will be dealt with promptly and with severe consequences.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and any other verbal or physical conduct of a sexual nature amounting to harassment.

The following procedures are to be followed in the case of suspected sexual harassment:

- Name of the party making complaint
  - Name of the offender
  - Time and date of the offense
  - Location of the offense
  - A detailed description of the incident that includes statements by both parties
  - A list of all know witnesses
1. All complaints will be investigated thoroughly by the Headmaster or appointed board members. The investigation will be completed within a three week period.

2. Upon completion of the investigation, the Headmaster will provide a detailed summary of all information gathered. This will include the complainant's report, a
3. list of physical evidence, and a factual summary that either supports or refutes the complainant's case.
4. Should the investigation prove that sexual harassment has occurred, the proper disciplinary actions will be taken that shall include termination of employment for involved staff members, suspension of expulsion of the student.
5. This policy in no way prohibits the complainant from pursuing their legal rights by the state or federal law.

### **IMMUNIZATION LAW**

Recent revisions of Mississippi law now provide that "it shall be unlawful for any child to attend any school, kindergarten, or similar type facility intended for the instruction of children, either public or private, unless they shall first be vaccinated against those diseases specified by the State Health Officer. The form may be obtained from your child's physician. We must have a Mississippi Certificate of Immunization (Form 121). Children will not be allowed to attend class without this form.

### **POLICY FOR PREGNANCY**

No student will be allowed to attend Winona Christian School if pregnant. Both parties involved will not be allowed to continue their education and will be asked to make arrangements outside of Winona Christian School.

### **NOTIFICATION OF ASBESTOS MANAGEMENT PLAN**

According to Federal Regulations, the School Board of Winona Christian School is required to notify the appropriate parent teacher organization, parents and employees of the availability of the asbestos management plans. The asbestos management plan explains in detail the facility asbestos survey results, periodic surveillance results, a description of preventive measures and response actions to be taken for any known or assumed asbestos containing material identified in the facility. The asbestos management plan for this facility is available for review in the main office.

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3. list of physical evidence, and a factual summary that either supports or refutes the complainant's case.
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