WALNUT GROVE
CHRISTIAN SCHOOL

Parent/Student Handbook

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SECTION 1 - SCHOOL PHILOSOPHY

SCHOOL STATEMENT OF FAITH

What We Believe

We believe that the Bible alone, in its autographs, is the verbal and only infallible, authoritative Word of God. 1 Thessalonians 2:13; 2 Timothy 3:15-17; John 3:16

We believe that there is only one God, eternally existent in three persons: The Father, the Son, and the Holy Spirit. Matthew 28:19; John 10:30; Ephesians 4:4-6

We believe in the deity of our Lord Jesus Christ, His virgin birth and His sinless life, His miracles, His vicarious atonement through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in the power and glory. Matthew 1:3; John 1:1-4 &1:29; Acts 1:11; Romans 8:34; Philippians 2:5-11

We believe that salvation is a gift of God, sovereignly offered by grace to those who repent and place their faith in the Lord Jesus Christ; and that all who truly believe in Him are eternally saved on the basis of His shed blood. John 3:16-18; James 2:14-17; 1 Peter 3:18

We believe in the present ministry of the Holy Spirit, whose indwelling enables the Christian to live a Godly life. John 3:5-8; Acts 1:8; 1 Corinthians 2:14; Galatians 5:16-18

We believe that all will be raised: the righteous to eternal life, and the unrepentant to judgment, separated from God. Matthew 25:31-46; John 11:25-26; Philippians 4:10

We believe that God wonderfully and immutably created each person as male and female at birth. These 2 distinct, complementary genders together reflect the image and nature of God. Genesis 1:26-27; Deuteronomy 22:5; Romans 1:24-27; Thessalonians 4:3-8

We believe that God designed and ordained marriage to be the uniting of one man and one woman in a single, exclusive union. Genesis 2:18-25; 1 Corinthians 6:18; Hebrews 13:4

We believe that human life is sacred from conception to its natural end; and should be valued, defended, and protected. Genesis 9:6; Psalm 139; Jeremiah 1:5; Isaiah 49:1

PHILOSOPHY

We respect each child's learning style, honor their individual strengths, and give attention to areas where students can STRIVE for more in their faith, relationships, academics, and schedule. In addition, we put a strong emphasis on character, integrity, responsibility, and organization. While creating a safe and encouraging environment for learning, we strive to teach our students the love of Christ, of self and others. We honor each student's unique God-given talents and abilities, and our goal is to partner with families so that students meet their fullest potential. We understand that our country is only as strong as our community and our community is only as strong as each individual family. Therefore, we are committed to nurturing the relationships that each family represents.

MISSION STATEMENT

Walnut Grove Christian School provides an encouraging environment where your child can STRIVE FOR MORE! Our Christian Warrior shield represents made up of 4 parts. And these represent the four pillars of WGCS.

- **FAITH:** We provide an unapologetic, uncompromising Christ centered approach to education
- **RELATIONSHIPS:** We develop lasting Christ centered relationships through the students, teachers, staff and parents through intentional communication.
- **ACADEMICS:** We provide an excellent accredited academic program where our students score 1.5 grade levels higher than the national average.
- **SCHEDULE:** We provide our students and their families with an opportunity on Fridays to invest themselves in activities in which they are passionate

METHOD

To achieve our Mission, Walnut Grove Christian School will do the following:

- Offer a Christ-centered program of education with high academic standards.
- Teach the fundamental elements of education and bring each student to the place where he/she can reason intelligently, read understandingly, compute accurately, write well, and spell correctly.
- Modify academic instruction within the classroom to accommodate both the advanced learner and those with academic challenges.
- Direct, according to Christian standards, the total development of every student mentally, physically, spiritually, emotionally, and socially.
- Teach that growth in the Christian life depends upon fellowship with God through reading the Bible, prayer, and service.
- Teach the student to work independently and cooperatively while gaining an appreciation for athletics, technology, foreign language, the fine arts, and other activities where they may be gifted.
- Build character, producing graduates who are committed, responsible, resourceful, respectful, who take initiative, who view every minute of life as a sacred trust from God to be pursued for His glory.

HOME AND SCHOOL SUPPORT

For Walnut Grove Christian School and the family to be successful, we need to be a united front, supporting each other concerning policies and procedures. Walnut Grove Christian School implements the Love & Logic discipline philosophy developed by Faye and Kline. If the same structure, consistency, and follow-through is used at home, each child will experience greater success both behaviorally and academically. The Love & Logic philosophy puts emphasis on each child being responsible with their own choices resulting in either reward or consequence while trying to minimize or negate society's glorified view of entitlement. A home environment supporting our mission would include Christian parents, regular church attendance as a family, reading the Bible and doing devotions daily.

CONFERENCES: PARENT / TEACHER / ADMINISTRATOR

A person who wishes to talk to a teacher or an administrator in person should call the office and make an appointment. Teachers are not at liberty to talk with parents immediately before, during, or after school unless special arrangements have been made. Our teachers and staff are available via email or by phone and we strive to return phone calls and emails in a timely manner If you become dissatisfied with Walnut Grove Christian School in any way, we ask that you strive to resolve that matter with the person(s) involved as privately and lovingly as possible.

ACCREDITATION

Walnut Grove Christian School is accredited by the National Council for Private Schools Association (NCPSA) and the South Carolina Association of Christian Schools (SCACS). The school is a member of The American Association of Christian Schools (AACS).

PERSONNEL

The faculty is composed of dedicated, certified teachers who believe that teaching in a Christian school is their calling in life.

SECTION 2 – STUDENT ATTENDANCE RESPONSIBILITIES

ARRIVAL

School doors open at 7:30 am for Elementary and Middle School students
School doors open at 8:00 am for High School students

Any student not in their classroom at the start of their school day listed below will be considered tardy. Please arrive so that your student has ample time to get to their classroom prior to the start of their first class.

K- 5th grade- Class instruction begins promptly at 8:00am and dismisses at 2:45pm.
6th – 8th grade- Class instruction begins promptly at 8:15am and dismisses at 3:15pm.
9th– 12th grade- Class instruction begins promptly at 8:15am and dismisses at 3:15pm.

All students must be dropped off and picked up at the Walnut Grove Christian School Student Entrance.

EARLY PICK-UP

No students may be picked up between 2:15 – 3:15pm.
Due to the carpool traffic the main driveway entrance is closed during this time. All parents coming during class time to pick up students must report to the front desk. The parent must sign the student out.
Grades K-8 – Any student leaving school before 11:45am will be considered absent for that day.
Any student arriving before 11:45am will be considered tardy but present for that day.

AFTER SCHOOL/LATE PICK-UP PROCEDURE

If you find you will be late picking up your student, please arrange for an alternate person to pick them up at the normal dismissal time. We know that there may be a time that you may experience a delay out of your control in picking up your student. For that reason, your first late pickup will be given grace and waived.

Students who are picked up after their Carpool Line has ended - parents must park and come in the building to check your student out.

- For Elementary any time after 3:00pm.
- For Middle & High School Students (and their Elementary siblings) any time after 3:30pm.

- ALL late pick-ups must call front desk line 803-835-2000 upon arrival. She will send your student to meet you at a designated entrance door, then you will need to come into the building and sign your student out.
- THREE Late Pick-ups = Friday School (Same rules apply as they do for Tardies)

ATTENDANCE, ABSENCES, & TARDINESS

Attendance in school is State Law. If a student does not make up for too many unexcused absences, he/she will fail the course due to attendance, not earn credit, and must re-take the course. Five (5) un-excused absences are allowed per semester. Regular and on-time class attendance is essential to academic success. It is important for both parents and students to make maximum effort to be at school each day and on time. Walnut Grove's unique four day a week schedule was designed so that appointments, vacations, and other events that interrupt the school week can be planned for Fridays when school is not in session

ATTENDANCE & ABSENCES

**** Students who are vomiting, have diarrhea, or have a fever of 100 degrees or more may return to school if it has been 24 hours without a fever (no fever-reducing medications like Tylenol or Ibuprofen have been given) and symptoms are significantly improving.**

GRADES K-6 ATTENDANCE & ABSENCES

Any unexcused absences totaling more than 5 days per semester may result in academic or behavioral consequences including Friday School. The administration will take into consideration exceptional circumstances when considering absences that exceed the maximum listed above. If a student misses more than 5 days per semester, the student will be required to meet the criteria listed below to receive credit for the class.

- Completion of all class requirements assigned with a passing grade.
- Provide official documentation or doctor's note for why the student was unable to attend school. See "**Excused Absences**".

GRADES 7-12 ATTENDANCE & ABSENCES

Any unexcused absences totaling more than 5 class periods per semester will result in Attendance Recovery. If a student misses more than 5 class periods per semester in any subject, the student will be required to meet the following criteria to receive credit for the class.

- Completion of all class requirements assigned with a passing grade.
- Provide official documentation for each absence. See "**Excused Absences".**
- On the 6th unexcused absence, a student will be required to report to **Attendance Recovery** to gain credit for those class periods missed more than five (5).

EXCUSED ABSENCES/TARDIES

Excused absences/tardies must meet one of the following criteria listed below. **Excused absences/tardies are not "erased" from a student's attendance record.** Excusing the absence/tardy means there is a legal/valid reason for the absence/tardy. A parent's note does not excuse an absence or tardy.

- Illness or injury (requires a doctor's note)
- Quarantine (required by DHEC – documentation required if not issued via school office)

- Bereavement (death of mother, father, sister, brother, spouse, son/daughter, grandparent, great-grandparent, or guardian, aunt, uncle, cousin—funeral program or other documentation to verify deceased required)
- Doctor Appointment (requires a doctor's note)
- Court proceedings (requires a note)
- Religious observance (prior approval by Administration)
- Educational Opportunity (prior approval by Administration)
- College Visits—Students should try to schedule visits on Fridays or school holidays. Seniors are permitted to use two (2) school days to visit out-of-town colleges. Juniors permitted one (1) college day. Dated documentation from the college admissions office, with school official's contact name and email, must be submitted.
- If a student is absent/tardy on an activity day (special events, field trips, field day, etc.) it will be counted as unexcused unless documentation is provided.

UNEXCUSED ABSENCES/TARDIES

Parents are required to provide an explanation note to the school registrar for ALL unexcused absences and tardies.

- A student is willfully absent/tardy from school without the knowledge of their parent or guardian. (This will lead to disciplinary action)
- A student is absent/tardy without acceptable cause with the knowledge of their parent or guardian.
- Suspension from school.
- Any absence/tardy listed above as "excused" without proper documentation.

Please be aware that WGCS Students cannot be released from class to attend performances, programs, or awards ceremonies of their siblings.

ATTENDANCE RECOVERY

Attendance in school is State Law. If a student does not make up for too many unexcused absences, he/she will fail the course due to attendance, not earn credit, and must re-take the course. Five (5) un-excused absences are allowed per semester, but on the sixth (6^{th}) a student must attend Attendance Recovery. The purpose of attendance recovery is to provide students the opportunity to recover the number of unexcused absences they have over the State – allowed limit. In order to receive one credit or Carnegie unit, a student must be in attendance at least 120 seat hours per course. Students who need attendance recovery will be notified by administration and provided an opportunity to attend one or more of our Attendance Recovery options. Each time a student completes 1 hour of Attendance Recovery his/her unexcused absence will be replaced to ***REC***-Recovered.

7^{th}-12^{th} Grade Students will have the following opportunities to Recover Attendance and must arrive promptly. No one will be admitted after the start times:

1. **Flex Period:** Tuesday or Thursday mornings on school days from 7:30 – 8:15am
   One (1) Flex Period equals One (1) period of attendance recovered (REC).
   Students who arrive after 7:33 will not receive attendance recovery credit for that session.
   ***Flex Period attendance recovery is at no cost to the student.

2. **Friday School**: First Friday of each month (Sept-Dec & Feb-June) from 8:00 – 9:30am is used for Attendance Recovery but it also is required of those students that have accrued three (3) Tardies in a quarter.
   One (1) day of Friday School equals two (2) periods of attendance recovered (REC).
   ***The cost to attend will be $10 per period of recovered absence.
3. **Full Day Friday School:** WGCS will schedule three (3) Full Day Friday School opportunities through the school year. Hours for Full Day Friday School will be from 8:00 am until 3:00 pm.
   One (1) hour of Full Day Friday School equals One (1) period of attendance recovered (REC). Students must arrive no later than 8:00am (See Friday School rules) however, students can leave after their required attendance recovery is met.
   ***The cost to attend Friday School will be $10 per Period of Recovered Attendance.

The school registrar notifies students and families when absences occur.

TARDINESS

Students are expected to be on time to class, chapel, and all school functions. On time class attendance is critical to a student's success in school. Therefore, we request that both parents and students work together to ensure on time arrival at school and to class.

Whether coming in late or leaving early all assignments due that day must be turned in for missed classes. Any missed tests must be made up the next day. Students are fully responsible for seeking out their teachers to fulfill their responsibilities to complete missed work.

- K-12th Grade Students not in class at the beginning of their first period will be marked tardy.
- 7th-12th Grade Students not in class at the beginning of **EACH** period throughout the day will be marked tardy.
- For every three (3) unexcused days tardy in a quarter, a student must serve **Friday School.** (See **FRIDAY SCHOOL**
- A note or phone call from a parent *does not* excuse a tardy. (See **EXCUSED ABSENCES/TARDIES** for excused tardy rules)
- Student drivers with excessive tardiness will be referred to the Head of School and may receive disciplinary actions up to and including suspension of student driving privileges.

PRE-APPROVAL FOR EXTENDED ABSENCE FROM ADMINISTRATION

An extended absence is defined as a time frame to be out of school that is planned prior to the absence. A form must be submitted two weeks prior to the extended absence. You must submit a separate form for each student in the family.

High School Students: Because of the amount of time that would be missed from each class due to our schedule in high school, we urge parents to strongly consider the educational impact on any extended absence before submitting a request. Although some very strong students may be able to make up for missing as many as 4 consecutive days of school, even the best students will suffer some academic impact. Students who are not strong will obviously suffer an even greater negative effect. Any student who has a grade of D or lower in any class will not be approved for an extended absence. If a request is not approved, the days missed will be regarded as unexcused for both academic and attendance reasons. Please see our Student/Parent Handbook.

K-8th Grade: We do not require teachers to provide make-up work for students. They have the option to provide an alternate assignment or provide make-up work for the absence. Please discuss with your students' teacher(s) in advance which method of assignments they will be providing and if it is make-up work, if it will be provided before or after the absence.

To complete the Extended Absence Request Form, parents should:

1. Log into your FACTS Family Portal.
2. Select SCHOOL on the left-hand menu.
3. Select WEB FORMS.
4. Select FAMILY/STUDENT FORMS
5. Select desired form.
6. Complete the form and save.

FRIDAY SCHOOL

Students must arrive for Friday School at the student entrance on the date they are assigned. Students are notified prior to attending Friday School by the main office and are required to sign an acknowledgement of the Friday School obligation and requirements. There is no cost for Friday School when serving for excessive tardiness, however, please see **ATTENDANCE RECOVERY POLICY** for fees associated with Friday School for excessive unexcused absences.

- **Friday School**: First Friday of each month (Sept-Dec & Feb-June) from 8:00 – 9:30am.

- **Full Day Friday School:** WGCS will schedule three (3) Full Day Friday School opportunities through the school year. Full Day Friday School hours will be from 8:00 am until 3:00 pm. Full Day Friday School is used for Attendance Recovery or as needed by Administration.

FRIDAY SCHOOL & FULL DAY FRIDAY SCHOOL RULES

1. Students must arrive promptly. No one will be admitted after 8:00am.
2. Students must bring their books and work to do during Friday School.
3. Students must keep their heads up and their eyes open.
4. Students may not talk or make any unnecessary noises.
5. Students may not have food, candy, gum, or drinks. (For Full Day bring a lunch and water bottle)
6. Students MAY NOT use any electronic devices during attendance recovery. Cell phones will be collected upon entry. The WGCS phone policy consequences apply during Friday School.
7. Students may be removed for any disruptive behavior and will not receive credit for any time spent during that session of attendance recovery.
8. Students must wear School Uniform to Friday School.
9. Students must follow all other school rules.

CONSEQUENCES FOR ARRIVING LATE OR MISSING FRIDAY SCHOOL

1. Students must arrive promptly at 8:00am. **No one will be admitted after 8:00am.**
2. First time tardy or missed- receive an additional Friday School assignment plus the one missed.

3. Second time – receive an additional Friday School assignment plus the one missed and mandatory conference with Head of School.

SCHOOL CLOSING, DELAYS, AND MAKE-UP DAYS

School cancellations and delays due to weather concerns must be made up. Walnut Grove Christian School has three inclement weather days that will not have to be made up. Any other days will have to be made up during the designated breaks. If school is closed or delayed for any reason parents will be notified through the school's Parent Alert text system and/or email.

SECTION 3 – ACADEMICS

REPORT CARDS

Walnut Grove Christian School is on a semester style report card system. There will be four midterm progress reports and four quarter report cards during the year. Report cards are emailed to parents and can be accessed via FACTS SIS/Renweb portal. Go to your portal, click student then report card.

GRADING

Our grading scale covers all grade levels and does not fluctuate from:

A = 100-90
B = 89-80
C = 79-70
D = 69-60
F = 59 or below

High School Grade Point Averages are calculated using the weighted SC Uniform Grading Scale and the standard 4.0 unweighted scale.

TUTORING

The first step to coordinate tutoring is to speak with the teacher you would like to tutor your student. After you and the teacher agree on a Tutoring Schedule, the teacher will complete a schedule worksheet which will be emailed to the parent, HR Director and Financial Director for proper billing to FACTS Incidental Billing. If you do not have a teacher preference or cannot connect with a teacher that fits your schedule please, Contact Amy Davis at Davis@wgcswarriors.com and she can connect you with a tutor. Tutoring sessions are scheduled on a monthly basis.

TEXTBOOKS & SCHOOL SUPPLIES

WGCS provides use of textbooks for our enrolled students. Textbooks that are non-consumables must be returned in good condition at the end of each school year or upon withdrawal. For any lost or damaged books parents will be charged a replacement fee.

Students are required to provide and have accessible for class their personal school supplies. For a list of required School Supply items go to walnutgrovechristianschool.com/schoolsupplylists/

REQUIRED BIBLES

Students are required to always have a Bible at school. Students are required to take their Bible and chapel notebook to all chapel services. Below are the Bible selections required by grade.

- K – 1st Grades: ZonderKidz Read with Me Bible
- 2nd – 5th Grades: The Adventure NIV Bible
- 6th – 12th Grades: Any NIV Bible

CURRICULUM AND GRADUATION REQUIREMENTS

Curricula for grades K–8 are available upon request.

High School Graduation requirements are as follows:
English – 4 Credits
Math – 4 Credits
Science – 3 Credits
Social Studies – 3 Credits including US History and Government and Economics
Computer Science – 1 Credit
Physical Education or JROTC – 1 Credit
Foreign Language or CATE Course – 1 Credit
Electives – 7 Credits

4-Year College Admissions criteria are as follows:
English – 4 Credits
Math – 4 Credits
Laboratory Science – 4 Credits including Biology, Chemistry, and Physics
Social Studies – 4 Credits including US History and Government and Economics
Computer Science – 1 Credit
Fine Arts – 1 Credit
Physical Education or JROTC – 1 Credit
Foreign Language – 2 Credits
Electives – 3 Credits

All courses for which students receive high school credit will include a cumulative final exam worth 10% of the student's final grade.
Seniors who meet the following criteria may be exempted from the final exam on a class-by-class basis:

- 5 or fewer absences in the class (Excused and Unexcused)
- 5 or fewer tardies to the class
- A grade of 90 or higher for the year

DUAL ENROLLMENT & COLLEGE COURSES

It is the responsibility of the student and parents to initiate, organize and execute enrolling for any college level classes. However, students must follow the following steps when working to enroll:

Steps to enroll for Dual Enrollment at WGCS

1. Discuss plan with WGCS Assistant Principal.
2. Reach out to the college of your choice to know the application process.
3. Send application documents to WGCS Assistant Principal for approval.
4. After college's application is submitted and before enrolling in any college classes, be sure that the class time of the course you desire to take does not conflict with your high school schedule by double checking with WGCS Assistant Principal.
5. After you receive approval from WGCS Assistant Principal, enroll, pay fees to college, and do your best! Remember these grades will go on your college transcript.

COLLEGE GUIDANCE

Our College Guidance Administrators want to partner with WGCS Parents in preparing our students for college so that we can ensure students the best possible opportunity after high school graduation. We offer a College Day Workshop with Scholarship Gold once per year and our College Guidance Administrators are always available for one-on-one meetings. It is the responsibility of the student or parents to schedule a meeting. Email Laura Summer at Summer@wgcswarriors.com.

COLLEGE ADMISSIONS TESTING – ACT & SAT

WGCS will administer the ACT & SAT to each junior, during the school day. For any Senior who has not taken the SAT by the Fall of their Senior year, WGCS will offer one SAT at no charge during the school day. Dates are determined at the beginning of each semester. WGCS will help students determine which test they are best suited for and then offer prep materials for that test. At that point, it is the responsibility of the student and their parents to register for additional testing for either the ACT (act.org) or SAT (collegeboard.org).

CLASS RANK

Students are officially ranked using the South Carolina Uniform Grading Policy during their 9th through 12th grade years. Rank includes the entire class and is reported on the school's official transcript. Class rank is determined at the end of each school year and is not calculated at each report card period.

STANDARDIZED TESTING

Walnut Grove Christian School administers the IOWA/CogAT achievement testing to all students Kindergarten through 11th grade. Our 12th grade students are exempt from IOWA/CogAT testing. If a student is absent on testing days, excused or unexcused, there is no guarantee the student will be able to make up the testing.

HOMEWORK

Homework is an especially important part of the learning process at Walnut Grove Christian School.

- It is the student's responsibility to have all homework completed daily.
- Homework will be checked daily for both accuracy and completion.
- Parents are required to review homework assignments listed in their student's agenda and sign the agenda daily acknowledging homework assignments.
- Partially completed assignments or apparent "guessing" will not receive credit.
- In the case of absence, it is the student's responsibility to get their missed assignments the day he/she returns to school or as soon as possible.
- Please do not call the school during school hours to ask for homework. Homework information can be obtained through Renweb, Google Classroom, or by emailing the specific teacher.

HOMEWORK REWARDS

- The criteria for earning homework rewards: No missing homework assignments for the duration of the quarterly grading period.
- Rewards vary and are determined by each classroom teacher.

SECTION 4 – SCHOOL ATTIRE

SCHOOL UNIFORM STANDARDS

The body is the temple of the Holy Spirit as referenced in 1 Corinthians 6:19-20. It is this truth that dictates our desire to have student attire that is modest and decent (1 Timothy 2:9). Students are expected to dress modestly, neatly, and in good taste at all times. Research validates that modesty and neatness impact student learning. A well-groomed and modestly dressed student should come to school with an attitude that prepares him/her for neat, conscientious work.

School Uniform:

- **ALL articles of clothing, tops and bottoms, including multiple layers and outerwear must be purchased from our School Uniform website www.globalschoolwear.com/school/WALN01**
- **Students may wear outerwear from any vendor as they arrive, dismiss or during outdoor activities but all jackets, sweaters and garments worn indoors throughout the school day must come from www.globalschoolwear.com/school/WALN01**
- **No alterations to the length of the garment are permitted. The only exceptions to this rule are as follows: Shorts in boys and men's sizes. Those can be hemmed up to no more than 2 inches above the knee cap. AND Pants can be hemmed if needed for safety to reach the middle to upper part of the back of the shoe.**
- **Please label all apparel with your student's name.**

OTHER:

- **Tights & Leggings** – Students can purchase tights (solid white, tan, or black) and leggings (solid black only) from any retailer to be worn with school uniform bottoms.
- **Jumpers** – Students must wear a school uniform top with all jumpers.
- **Footwear –** Students can wear any closed toe shoe, sandal (with heel strap that remains in place on the heel), or boot in good condition. **No slides, slippers, bedroom slippers or flip flops.** Any color socks are acceptable.

- **Earrings/Girls -** Body piercing jewelry may only be worn in the ear. No other areas of the body should be visible with body piercing jewelry. Absolutely NO gauge, spike, or other distracting earrings allowed.
- **Earrings/Boys -** No earrings or body piercing jewelry may be worn.
- **Tattoos** must be covered COMPLETELY at all times AND at all school related functions.
- **Headwear (hats, hoods, scarves and sunglasses)** are not to be worn in the school building at any time.
- **PE and Sports Practices/Activities –** High School PE Uniforms (school issued shorts and T-shirt) PE uniforms will be distributed during PE class. Students must wear PE uniforms to participate. There is no fee for using the uniform throughout the year; however, families will be charged $50 if the uniform is not returned at the end of the year or if a student needs a replacement uniform issued.
- For cold weather, students must order sweatpants and sweatshirts from the Uniform Store. ALL clothing articles, including multiple layers must be purchased from our School Uniform website Globalschoolwear.com using school code WALN0. Search PE Uniform.
- Keep in mind, PE uniform shorts and sweatpants are not permitted on Spirit Days; however, the
- PE shirt and sweatshirt is approved.

Dress Passes:

- Dress Passes are earned as rewards from teachers, administration or for attending athletic events.
- Dress Passes can be used on Mondays only!
- Students can wear solid color jeans (in good condition – no holes) and WGCS Spirit Wear with a Dress Pass. If a student opts not to wear jeans, uniform bottoms are required.
- WGCS Spirit Wear must be purchased via Apparelnow.com/walnut-grove-gear, purchased directly from, or otherwise distributed by WGCS.
- Lost dress passes will not be replaced.
- Dress passes are non-transferable and may only be used by the student to whom they were issued.

Spirit Wear Day & Spirit Week:

- The first Tuesday of each month is Spirit Wear Day! Students can wear jeans (in good condition – no holes) with their WGCS Spirit Wear on these days.
- If a student decides not to participate in a particular Spirit Day, then school uniform is mandatory. If any infraction of these policies occurs, parents will be called to bring in appropriate clothing.

Miscellaneous:

- Girls may wear modest one-piece bathing suits or a "tank" that covers the mid-section during any school sponsored outing that involves water activities.
- Boys may wear swimsuits during any school sponsored outing that involves water activities. Boys may not wear bikini brief swimsuits.

In addition to the previously listed guidelines, any outfit that Walnut Grove Christian School deems to be inappropriate will need to be changed that day and parents called to bring appropriate clothing. For outfits deemed inappropriate at a function outside of the classroom, students will be asked to leave the function. Any resulting class absences due to dress code violations are unexcused. Areas of subjectivity are left to the discretion of WGCS Administration.

SECTION 5 – SCHOOL DISCIPLINE & RULES

CONDUCT AND DISCIPLINE

A Christian school must provide an environment conducive to the spiritual growth and development of its young people. Attendance at Walnut Grove Christian School is a privilege, not a right. All students are expected to conduct themselves in a respectful, Christ-like manner. WGCS's discipline philosophy is based on Scriptural principles. When students choose to violate school or classroom rules, consequences will be administered with empathy. Methods used to encourage proper behavior would include teacher/student conferences, parent/teacher conferences, after-school detention, suspension, and probation. The practical outworking of a Biblical approach to discipline is implemented through the Love and Logic Discipline Model. Love and Logic discipline is a commonsense approach that incorporates discipline skills for teachers and parents that create respect, responsibility, and good decision making in children and youth. Elementary students follow the individual teacher guidelines and procedures set up for classroom management. Should an elementary student's behavior warrant administrative intervention, the Behavior guidelines found below will be used to administer appropriate discipline. Serious offenses and students and/or a student's parents who are not in compliance with the spirit of the school are handled individually by the Administration and the School Board.

LOVE & LOGIC CORE BELIEFS

Walnut Grove Christian School has adopted a form of interaction with students that we believe is Biblical and views each child as a unique individual image bearer of God. This approach handles discipline differently than a behavior-based program. Relationships with students and getting to the heart of a student are more valuable than simply changing a student's behavior temporarily. We believe we should lovingly allow children to grow through their mistakes by emphasizing a logical connection between choices and consequences.

WGCS's 4 Core Beliefs in dealing with student behavior:

1. We believe that every attempt should be made to maintain the dignity of both the adult and the student.
2. We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
3. We believe that students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.
4. We believe that there should be a logical connection between misbehavior and resulting consequences.

STUDENT CODE OF CONDUCT

Each student is expected to act in a manner that reflects biblical values and to develop personal character traits that show maturity. Further, as a community of Christians, students should encourage and support others to live in a manner that pleases God. The following characteristics are representative of Scriptural standards that should be emulated.

PERSONAL CHARACTER:

- **Love for God's Word**—There is no greater source for direction and encouragement than the Bible. WGCS places God's Word in the highest regard, and every student is urged to spend personal time in it regularly. *(Josh. 1:8; Ps. 19:10; Ps. 119:97, 119:127, 119:165; Col. 3:16)*
- **Respect for God, other people, and property**—God deserves reverence and respect, and our lifestyle and worship should reflect the honor we owe Him. We are also commanded to show

respect to those God has given to be in authority. Further, each person should be mindful about how he treats other people and their property. *(1 Pet. 2:17, Prov. 9:10, Eccl. 12:13, Rom. 13:7, Phil. 2:3, Rom. 12:16–18, Eph. 6:5–9)*

- **Kindness and consideration for others**—Christians are to actively seek opportunities to show kindness to others. Common courtesy and politeness are qualities to be developed. WGCS has historically been known as a friendly campus because its students promote these traits. Good sportsmanship is also expected in all athletic endeavors. *(Eph. 4:32, Matt. 7:12, Luke 6:31, Phil. 2:4, 1 Thess. 5:15)*
- **Honesty and integrity**—It is necessary that each student deal truthfully with others and maintain a reputation for choosing to do what is right. Without these traits, it is not possible to properly interact with other people or with God. *(Ps. 25:21, Ps. 15:1–2, Prov. 12:22, 2 Cor. 8:21, Phil. 4:8, Prov. 11:3, Rom. 12:17–21, 2 Cor. 4:2, Matt. 5:37)*
- **Discipline and self-control**—Christians are to exercise control over their emotions and desires so that behavior is appropriate and right. This is accomplished as the Holy Spirit is allowed to guide every decision and direct each action. *(Gal 5:16–26, Rom. 6:12–13, 1 Cor. 9:24–27)*
- **Modesty and purity**—Christian men and women are expected to maintain the highest moral standards as a reflection of God's holiness and as a protection against the effects of sin. While much of today's culture has abandoned these precepts, the biblical principles for behavior and dress are essential. Students will maintain dress codes that reflects their "Birth" gender. In relying on the teachings of scripture WGCS prohibits clothing that show a sexual immorality of any type, including but not limited to pornography, homosexuality or any other sexual activity. (WGCS believes in the Biblical meaning of marriage as that of one man and one woman) (I Cor. 7:2; Lev. 20:13; Mark 10:6-9); (I Tim. 2:9-10). *(Ps. 51:9–10, 1 Tim. 2:9, 1 Cor. 6:19–20, 1 Pet. 3:3–4, Ps. 24:3–5, 1 Tim. 4:12)*
- **Diligence**—The ability to work hard is important for professional life and is a characteristic that the Bible encourages. Being available and willing to work with intelligent effort is necessary to further gospel endeavors and contribute as a citizen. *(Prov. 13:4, Deut. 6:17, Prov. 22:29, Col. 3:23)*
- **Responsibility**—The Bible teaches that each person must give account for his actions; taking personal responsibility for one's life is the beginning of real stewardship. Making it your duty to be reliable, so that others can depend upon you, is a mark of true maturity. *(2 Cor. 5:10, 1 Cor. 4:2–4, Gal. 6:4–5) (Rom. 13:8–10)*

By virtue of enrollment at Walnut Grove Christian School, each student commits to honor the Code of Conduct. In addition to personally upholding these guidelines, students should support and encourage each other to act according to biblical principles. Any student who becomes aware of a serious offense should report it to the Head of School. Student lockers, backpacks, garment pockets and/or vehicles may be searched both randomly or if there is reason to believe that school standards have been violated. If needed, the goal of corrective measures is to encourage the student to make necessary changes in behavior, limit future misconduct, and/or to protect other students.

BEHAVIOR GUIDELINES

The following major violations may result in suspension, detention, probation, or a recommendation for expulsion from Walnut Grove Christian School. The penalties are severe because the types of behavior listed here are antagonistic to the basic purpose of the school, hurtful and/or harmful to others, and harmful to the school's reputation and its witness to the community.

1. Fighting or causing deliberate injury to another
2. Threatening, intimidating, or harassing students and/or school personnel
3. Possessing any weapon

4. Stealing, Lying, Cheating, Forgery, or Plagiarism
5. Willful destruction or defacement of school property
6. Insubordination, disrespect, or refusing to respect school personnel
7. Use of profanity or obscenities either verbally, physically, or electronically
8. Engaging in sexually immoral behavior – physically or electronically
9. Committing a breach of conduct outside the school which has an adverse effect on the testimony of the school.
10. Use of drugs, alcohol, or tobacco at any time
11. Leaving the school campus without permission
12. Verbal, physical, digital, or social media bullying

The following minor violations may result in consequences deemed appropriate by the Administration:

1. Behaving in a disruptive or potentially destructive manner – including running, throwing things, or making excessive noise of any kind
2. Making a public display of affection while at school
3. Using an electronic device of any kind without permission
4. Name calling
5. Dress code violation

Walnut Grove Christian School utilizes Friday School, suspension, or expulsion as a form of consequence for behavior unbecoming of a WGCS student. Friday School is also used for excessive unexcused days tardy and/or for attendance recovery. Additionally, students and/or parents who consistently challenge and work against WGCS's philosophy, policies, teachers & administration, those students are at risk of expulsion.

DRUG TESTING

Administration reserves the right to require drug testing at any time. The student will be required to take the test at the site assigned by the administrator. **Any student failing a drug test may be expelled.** Any student caught drinking off campus will have a mandatory parent conference and be taken before the board.

CELL PHONES & ELECTRONIC DEVICES

Cell phones, iPads, iPods, MP3 players, air pods and ALL other electronic devices are not to be used during school hours and at all non-athletic school sponsored events. Phones MUST be turned off and turned in to the locked cabinet by the student entrance or turned in to the WGCS desk staff member immediately upon arrival as they walk through the school/event doors.

Smart watches, GPS tracking watches (all brands), or any other device that has WiFi, internet, Bluetooth, or telephone capability are not to be used during school hours and MUST be turned off and turned in to the locked cabinet by the student entrance.

Students found with phones in the hallways in the mornings or anywhere during the school day prior to dismissal will have a conference with Mr. Boyd and the following consequences:

- 1st offense = Item is forfeited to the school until the next Thursday. *Item will be returned after school to the parent and student.*
- 2nd offense = Item forfeited to the school until the last day of the school year. *Item will be returned after school to the parent and student on the final day of school.*
- If the behavior continues with the same or other device, the student may be suspended or expelled.

SOCIAL NETWORKING SITES

The use of social networking sites is to be ***closely*** monitored by parents. ***Any item*** on a student's social networking site, that Walnut Grove Christian School has been made aware of and deems inappropriate or detrimental to the school, is grounds for expulsion. (Examples of inappropriate items include, but are not limited to sexually explicit pictures, songs, or literature, inappropriate language, references to drugs, alcohol, sex, or violence)

FIELD TRIPS AND SCHOOL RELATED TRAVEL/ACTIVITIES

Students represent the school on field trips and school related travel/activities and are to be in school uniform or field trip/activity attire designated by the teacher. All rules and policies of the school are in effect on field trips and school related travel/activities and are to be followed at all times. This includes travel to and from field trips, athletic events, fine arts events, etc.

- **Electronic devices are NOT allowed.**
- **No Dress Pass** may be used on field trip days.

SECTION 6 – PARENT INFORMATION & STUDENT ACTIVITIES

FOOD SERVICES

- Students have the option to bring a lunch from home or order via MYHOTLUNCHBOX.com
- My Hot Lunchbox orders are due before NOON the day prior.
- If your student is absent, you must cancel your order via 888-894-8295 ASAP
- Due to food safety issues lunches cannot be held for later. Once MHL hot bags are opened, lunches must be dispersed. If you are absent and choose not to cancel your order PIT Crew will donate your lunch to a staff member.
- Questions about My Hot Lunchbox - Call 888-894-8295
- Parents are responsible for sending napkins and utensils for packed lunches. The school does not supply these items, however, MHL does provide paper products and utensils for lunches ordered.
- Microwaves are available for students to use during lunch but are limited.
- Please do not send treats for the entire class, except during holidays or birthdays. We would kindly ask that parents call and gain approval from the classroom teacher before bringing treats to the school.
- **DoorDash and other corporate food deliveries are not permitted to bring food for students.**
- Parents are encouraged to join their child(ren) during the student's lunch period, but please let your student's classroom teacher and school office know in advance.
- Students can bring cash to purchase snack items during lunch from our vending machine.

LOST AND FOUND

The school operates a Lost and Found from which articles may be retrieved. We urge you to mark all jackets, book bags, etc., with indelible ink for clear identification. Lost and found items will be returned to owner if the owner can be identified**. If not, the item will be moved to the front office. Items not claimed within 30 days will be donated to Goodwill**.

SCHOOL OFFICE

The school office will be open from 7:30am to 3:30pm each school day. Parents may come to the office to make payments, schedule conferences, or transact other business. However, students cannot be released between 2:15-2:45pm. We welcome volunteers on a scheduled basis or via the PIT Crew. Due to our emphasis on responsibility, we ask that parents allow students to accept the natural consequences for forgetting assignments, class materials, or lunches left at home and not bring these items to school for their child.

VISITOR POLICY

The following are NOT permitted to visit Walnut Grove Christian School during regular school hours:

- Non-custodial parents
- Grandparents not approved by the custodial parent.
- Any school age student that should be attending his or her own school
- No formerly expelled students from Walnut Grove Christian School
- Pets

Visitor Procedure:

- Check-in at the school office upon arrival and check-out upon departure.
- Wear a visible name tag.
- Dress appropriately and conservatively for a Christian School
- Visitors who are not approved volunteers should respect the classroom instructional time & and limit visits to lunchtime or recess unless previously approved by the classroom teacher.

*** Official personnel of the school may ask visitors to leave at ANY time for ANY reason and at their complete discretion. ***

COLLEGE VISITS

We encourage our high school students to get on the campuses of colleges. Students get energized and motivated when they can experience life on a college campus. High School students are permitted one excused absence, per school year for time to visit colleges. To schedule a college visit, go to the website of the college under admissions and schedule a tour/visit. The following items must be provided to the school office for the visit to qualify as an excused absence:

- Proof of their scheduled tour
- Confirmation of the visit from the college via email or letter

PARENT INVOLVEMENT TEAM – PIT Crew

Our Parent Involvement Team's (PIT Crew) mission is to support and to provide meaningful events and opportunities for our students, families, and teachers. The Fun Run is their primary fundraiser to help raise funds to assist in hosting school-wide events and to purchase items for the school that help our students & teachers STRIVE for More! They also coordinate Teacher Appreciation, My Hot Lunches, Community Outreach, Uniform Resale Store and much more. If you would like to get involved email PIT@wgcswarriors.com

PARENT BACKPACK

The Parent backpack page on our website is designed for our wonderful WGCS Parents. Included there you will find important documents and links. walnutgrovechristianschool.com/parent-backpack/

ATHLETICS

We strongly encourage extracurricular activities, including sports. We offer Boys and Girls Basketball, Girls Volleyball, Co-ed Golf, Co-ed Tennis, Baseball, Softball, Co-ed Soccer, Co-ed Flag Football, Cheerleading/Spirit Squad, and Co-ed Cross-Country. As the school grows, more sports will be added. Students participating in sports may be required to take drug tests. Please see WGCS Athletic Handbook for details and policies related to all athletics.

MEDICATION

No prescription or over the counter medication or cough drops may be sent to school with a student. WGCS cannot accept any medication without the appropriate documentation as noted below.

Administration of Medication:

- **Prescription Medication:** For a student to be given a prescription medication at school, the student's health care provider and the student's parent/guardian must complete and sign an *Authorization for Medication for Students Form* for each prescription medication to be given at school including provider's signature. Forms are available via student's FACTS SIS account.
- Prescription medication will be administered at school only when required to be given four times a day or more, or when prescribed to be given at a specific time during the school day.
- If an EpiPen is used at school, parents are required to replace epi pen by the next school day.
- The medication must be in its original container with the label on it from the pharmacy and delivered to the school by a parent.
- **Prescription Medication for Allergies**: In the case of an allergy requiring administration of an EpiPen or Antihistamine, an *Allergy Action Plan Form* must be completed and signed by the physician and by the parent before medication can be administered. Forms are available via student's FACTS SIS account.
- **Over-the-Counter Medication:** For a student to be given nonprescription medications at school, the student's health care provider and the student's parent/guardian must complete and sign an *Authorization for Medication for Students Form* for each medication to be given at school.
- The medication must be delivered to the school by a parent/guardian and must be in its original container showing directed dosage.
- **Contraband:** If a student brings an IDENTIFIABLE or UNIDENTIFIABLE medication to school, the school will take the medication from the student. The parent will be notified to pick up the medicine from the office, and the student will be suspended.
- **School option:** The school has the option to refuse to give medications at school based on their professional judgment.
- **Field trips:** On school sponsored field trips, medication supplied by the parent/guardian, in conjunction with the procedures noted above, may be administered only by the student's teacher or other personnel designated by an administrator. The school's field trip policy must be followed,

and the appropriate *Field Trip Permission Form* must be filled out and signed by the parent/guardian for each field trip indicating medication needs while on the field trip.

SECTION 7 – ADMISSIONS

ADMISSIONS POLICY

Walnut Grove Christian School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. Walnut Grove Christian School does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, financial aid programs, and athletic or other school administered programs.

Walnut Grove Christian School is not equipped to accommodate students with severe learning or physical disabilities. A child must be five (5) on or before September 1st to be admitted for kindergarten.

WGCS Steps in Admissions:

1. Meet with The Head of School and tour our campus.
2. Submit your application for admissions and pay application fee as shown on website per student via wgcswarriors.com
3. After we receive your child's application, and all documents are submitted via the online application, we will request records from their current school. These records will include academic records like report cards, transcripts, test scores, South Carolina immunization records, and birth certificate, along with your child's discipline record. For your application to be considered complete, you must provide any supporting documents listed in the application portal.
4. Next, when we have your child's complete records, all supporting documents, finished application, and application fee, we can make an admission decision.
5. Lastly, you will receive an admission decision via email and must follow the steps listed in the email to complete the formal enrollment process, including paying the $1,500 enrollment fee per student. This fee is in addition to annual tuition.

INTERNATIONAL STUDENT POLICY

Walnut Grove Christian School seeks to diversify its student body by enrolling international students from all over the world. Not only does this enhance the global perspective that is becoming increasingly important in our society, but it also directly mirrors the ethnically and culturally diverse world that our Heavenly Father has created. Walnut Grove Christian School will partner with families or organizations that desire to help students in economically and educationally impoverished environments. The international student program is in place to attract international students in grades K-12. Opportunities exist at Walnut Grove Christian School for those international students who desire a Christ-centered education in the United States.

Upon acceptance of any nonimmigrant student, Walnut Grove Christian School will furnish that student a Certificate of Eligibility (Form I-20 A/B for an F-1 student). Further, Walnut Grove Christian School will keep records containing the following specific information and documents relating to each nonimmigrant F-1 student to whom Walnut Grove Christian School issues a Form I-20 A/B while the student is attending Walnut Grove Christian School and until Walnut Grove Christian School notifies SEVP, in accordance with regulations at 8 CRF 214.3, that the student is no longer pursuing a full course of study.

Walnut Grove Christian School will keep a record of having complied with the reporting requirements for at least one year. Walnut Grove Christian School will also keep and make available to the SEVP upon request the following information and documents for each nonimmigrant F-1 student:

1. The admission number from the student's Form I-20 ID copy.
2. Country of birth.
3. Country of Citizenship.
4. Date of birth.
5. Address and telephone number in the United States.
6. Status, i.e., full-time or part-time.
7. Start date and end date
8. Level of education pursued.
9. Termination date and reason, if known.
10. The documents show the scholastic ability and financial status on which the student's admission to the school was based.
11. Information specified by the Service is necessary to identify the student and to determine the student's immigration status.

Walnut Grove Christian School also agrees that in any advertisement, catalog, brochure, literature, or other material produced by or for this school, any statement which may appear concerning approval for admittance by nonimmigrant students must be limited to the following: "This school is authorized under Federal law to enroll nonimmigrant students."

SECTION 8 – WITHDRAWALS & LEGAL

WITHDRAWAL POLICY

Parents must submit a Withdrawal Form to notify the school when withdrawing their students. Please refer to your WGCS Financial Commitment Agreement as to your tuition obligations.

Parents should ensure that their student has turned in all assignments and homework and completed all tests 48 hours prior to withdrawal date. Contact your student's teacher(s) to work out details.

Please contact Pam Miller with any questions: Miller@wgcswarriors.com

Withdrawal Form must be submitted via wgcswarriors.com/student-withdrawal-form-3/

This form can also be accessed on the Parent Backpack wgcswarriors.com.com/parent-backpack/ then go to Student Withdrawal Form

School records will not be released to the new school until this form is complete, all accounts are paid in full including return of books, athletic uniforms, and any property of WGCS. For all financial withdrawal procedures, and tuition responsibility, please refer to the Walnut Grove Christian School Statement of Financial Commitment Policy signed at the time of enrollment.

CONFLICT OF INTEREST AND/OR LEGAL ACTION POLICY

If at any time a parent or student has a conflict of interest with any staff or faculty member that cannot be resolved to the satisfaction WGCS, the school may ask the family to withdraw from the school without notice. If at any time a parent or student takes legal action against the school, the student will automatically be expelled, due to a conflict of interest.

SCHOOL CLOSING POLICY

If Walnut Grove were to cease operation, all academic records can be obtained at South Carolina Association of Christian Schools. The address is 615 St. Andrews Road, Columbia, SC 29210.