



**Student Handbook**  
**2024-2025**

## WTCS 2024-2025 Student Handbook

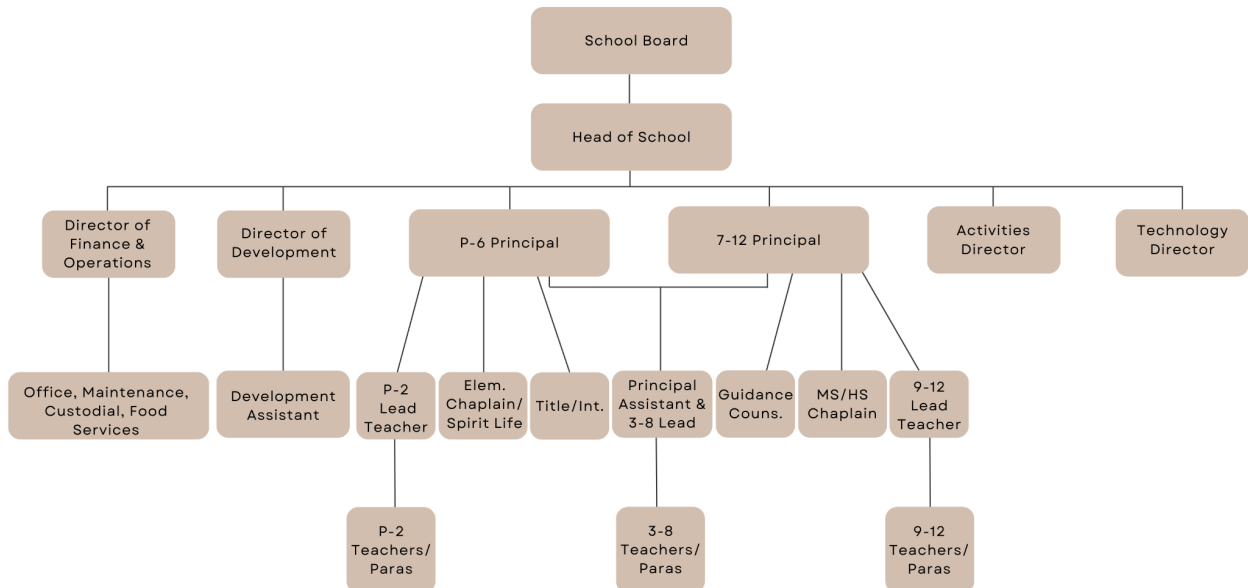
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## I. Message from the Head of School

Proverbs 22:6 says, “Train up a child in the way he should go, And when he is old he will not depart from it.” The contents of the Student Handbook are meant for facilitating students learning the way they should go. My hope is that our community of teachers paired with clear policies and procedures will result in a deep, firm foundation for all of our students and their families leading us all to walk in “the way.”

## II. WTCS Organizational Structure

### WILLISTON TRINITY CHRISTIAN SCHOOL ORGANIZATION CHART



### III. School Calendar

#### Williston Trinity Christian School | 2024-2025 CALENDAR

AUGUST '24							15 New-Staff Orientation 16 All-Staff Pre-service 19-20 All-Staff Pre-service 19 Members Meeting 19 Open House 21 1st Day K-12 classes 26 1st Day Preschool classes 28 1st Day Pre-K classes
S	M	T	W	Th	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
						8	

FEBRUARY '25							11 Parent-Teacher Conferences 13 Giving Hearts Day 17 President's Day (no classes)
S	M	T	W	Th	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28		
						19	

SEPTEMBER '24							2 Labor Day (no classes) 3 All-Staff In-Service (no classes)
S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						
						19	

MARCH '25							7 End of 3 <sup>rd</sup> Quarter (42 days) 10-14 Mid-Semester Break
S	M	T	W	Th	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31					16	

OCTOBER '24							1 Parent-Teacher Conferences 16 PK-12 Half-Day (AM PK only) 16 End of 1 <sup>st</sup> Quarter (39 days) 17 All-Staff In-Service (no classes) 17-18 Mid-Semester Break
S	M	T	W	Th	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			
						21	

NOVEMBER '24							11 Veterans Day (no classes) 16 Fall Banquet & Auction 26 2:00pm Dismissal (Thanksgiving Chapel) 27-29 Thanksgiving Holiday (no classes)
S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
						17	

DECEMBER '24							20 PK-12 Half-Day 20 End of 2 <sup>nd</sup> Quarter (41 days) 23-31 Christmas Holiday
S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					
						15	

JANUARY '25							1-3 New Year's Holiday 6 All-Staff In-Service (No Classes) 7 1st Day of 2 <sup>nd</sup> Semester 20 Martin Luther King Jr. Day (No Classes)
S	M	T	W	Th	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		
						18	

MAY '25							15 Pre-K (3day) classes end 16 Pre-K (5day) classes end 16 Preschool classes end 22 7-12 Half-day (Exams) 23 K-12 Half-day 23 End of 4 <sup>th</sup> Quarter (48 days) 25 Commencement 26 Memorial Day
S	M	T	W	Th	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
						17	

170 Total instructional days  
 6 Days of in-service including all-staff orientation

Concerts are to be determined.

Numbers in lower-right hand corner indicate number of school days each month.

School Calendar Template © calendarlabs.com (Updated August 20, 2024)

#### **IV. Mission, Statement of Faith, and School Philosophy**

- A. **Mission:** Williston Trinity Christian School ministers from a philosophy of Christian education derived from the Word of God and assists parents in providing an education that encourages academic excellence and social responsibility, taught in a Biblically based Christian context.
- B. **Core Values:** Core Values for 24-25
1. Academic excellence
  2. Biblical worldview
  3. Christlike character
  4. Diet & exercise
  5. Patriotism
- C. **Expected Schoolwide Learning Results (ESLRs):** ESLRs for 24-25
1. Christian **W**orldview
  2. **T**alented Scholars
  3. Engaging **C**ommunicators
  4. **S**ervant-leaders

**“Crusaders have a Christian worldview, are talented scholars, engaging communicators, and servant-leaders.”**

- D. **Statement of Faith**
1. We believe there is one God eternally existing in three persons: the Father, the Son, and the Holy Spirit. (Deuteronomy 6:4; I Timothy 1:17; Matthew 28:19)
  2. We believe the books of the Old Testament and New Testament constitute God’s written revelation to mankind, are verbally inspired, authoritative, and without error. (II Timothy 3:16; II Peter 1:20-21)
  3. We believe in the deity of Jesus Christ, His virgin birth, sinless life, miracles, His death on the cross to provide for our redemption, bodily resurrection and ascension into heaven, present ministry of intercession for us, and His future return to earth in power and glory. (Philippians 2:6-8; Matthew 1:18- 25; Hebrews 4:15; John 20:30-31; Romans 5:1-12; Acts 1:9-11)
  4. We believe in the present ministry and deity of the Holy Spirit, that He performs the miracle of new birth in an unbeliever and indwells believers, enabling them to live a godly life of effective service. (John 14:16-17; Galatians 5:22-25)
  5. We believe that mankind was created in the image of God, but because of sin, was alienated from God. That alienation can be removed only by receiving, through

faith alone, God's plan for salvation, which includes repentance and confession of Jesus Christ as Lord and Savior. Baptism as well as communion, being significant Biblical issues, will be referred to the student's family and clergy. (Romans 3:23; Romans 10:9-10; I John 1:9)

6. We believe in the resurrection of all the dead: the saved to eternal life dwelling forever with Christ and the unsaved to everlasting judgment and condemnation. (John 5:24-29; Revelation 20:12-15)
7. We believe that the Church on earth is a spiritual unity made up of all Christians. (I Corinthians 12:12-13)
8. We believe that marriage is designed by God as a union between one man and one woman, and represents Christ's loving relationship with His bride, the church. God's command is that there be no sexual intimacy outside of or apart from the marriage between a man and a woman. (Genesis 2:24, Matthew 19:4-6, Mark 10:6-9, Ephesians 5:31-32)
9. We believe that God, according to his divine plan, wonderfully and thoughtfully creates each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God. (Genesis 1:26-27, Psalm 139)

#### **E. School Philosophy**

The Bible is very clear in the establishment of the family unit as foundational to social structure. Parents have the first responsibility in teaching and training their children: "Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." Deuteronomy 6:5-7

It is the child's responsibility to be obedient to his or her parents: "Children, obey your parents in the Lord, for this is right. Honor your father and mother - which is the first commandment with a promise - that it may go well with you and that you may enjoy long life on the earth." When children learn to obey the authority of parents, they are more likely to accept both the authority of God and people that God has put in positions of authority. Formal education based on a Christian philosophy complements and affirms the efforts of parents who teach and model to their children the preeminence of God in all of life. Ephesians 6:1-3

A Christian philosophy of education is unique in contrast to all other educational philosophies. Other philosophies of education are man-centered. Christian education stands on the centrality of the triune God, the Trinity, as creator and sustainer of all life: "For by Him were all things

created, things in heaven and on earth, visible and invisible...so that in everything He might have preeminence." Colossians 1:16-18

A complete education pursues and acknowledges ultimate truth, recognizing God as the giver of all truth and knowledge. Christian education is a process of recognizing and integrating God's rightful place in all areas of study. For example, God's created and revealed order is seen in the study of the natural sciences and mathematics. God's involvement in His special creation, humanity, is seen in the study of its thinking (literature) and achievements (history).

Academic excellence continually raises the standard of achievement in the controlled disciplines, such as the ability to listen attentively, speak clearly, write effectively, read perceptively and think critically. Education that is socially responsible in a Christian context encourages strong moral character resulting from practiced Biblical values such as perseverance, self-control, honesty, kindness, courage, patience, loyalty and citizenship. Christianity offers ultimate reasons for leading a moral lifestyle because it grounds itself in God's absolute and unchanging moral law.

## **V. History**

The school began in the winter of 1991 when eight families met together with a common desire to offer their children a non-denominational, Christ-centered education. The first school year (1992-1993), the doors of WTCS opened with 19 students (representing 13 families) in grades 1-4, with one teacher and one aide. The second year (1993-1994), the school grew to 79 students in grades 1-7, with six teachers. In 1994-1995 the school grew to 119 students in K-8, with nine teachers. There were 148 students in 1995-1996, expanding to grades K-9, with 11 full-time and four part-time teachers. At that time, grades 7-9 were moved to a separate facility. Support staff included a full-time administrator, part-time administrative assistant, bookkeeper, and two custodians. The 1996-1997 school year started with 163 students in grades K-10 and the addition of a development director and new administrator. During this time a vacant warehouse was purchased, and renovation began to house the junior/senior high students. August 1997 saw 100 students in grades 7-11 move in the new facility, with 95 Preschool – 6th grade students at Our Redeemer's Lutheran Church. Fifteen faculty and six support staff completed the picture. Grades Preschool through 12 moved into the present location at 2419 9th Ave. West in August of 2003. With the completion of the gymnasium during the winter of 2004-2005, the first class to graduate in the new facility was the class of 2005.

The school is led by a board of up to 7 members, elected by the members of the school for a three-year, staggered term. WTCS strives to discern God's direction for the school. We acknowledge that He has sovereignly blessed the school far beyond all expectations, and to Him alone do we give the honor and glory.

## **VI. Commitment to Students and Parents**

The school believes in freedom within structure and is committed to helping students develop character. We encourage students to make as many important decisions in their lives as possible, provided they do not violate the freedom of others. We cannot do their praying, their caring, their trusting, or their obeying for them.

At the same time, we make it a condition of admission to WTCS that everyone attends chapel and Bible classes, where the Bible is taught in a way that is applicable to the students' lives.

The school endeavors to prepare and encourage students to further their education in post-secondary schools, colleges, and universities; to encourage appreciation of and participation in the fine arts, and to develop an awareness of aesthetic values; to develop skills, values, and attitudes that will enable students to communicate and function effectively as members of their school, family, community, country, and world; to help young people see the need to confess Christ as personal Savior and to develop Christian discipline; to encourage the worship and service of God as the center of life in the school and in the family; and to assist students in understanding the Word of God and how to apply it to all areas of life.

The activities department endeavors to provide a balanced co-curricular program that will enable students to develop their special interests and abilities. In addition to non-sport activities, an objective of the program is for students to develop an appreciation and awareness of the need to maintain physical fitness throughout life. Additionally, co-curricular activities often result in lower stress, the development of character, increasing self-esteem, building strength, and increasing social skills.

## **VII. Student Commitment**

Students in grades 7-12 are required to sign the Student Commitment each school year.

- At Williston Trinity Christian School, we believe there is right and wrong.
- We believe there are moral obligations that have their origins in God.
- We believe that our words and actions affect those around us.
- We believe in consequences for ungodly behavior.
- We believe God blesses and rewards godly behavior.
- We recognize that the Bible teaches principles of behavior and the importance of self-control (Colossians 3:5-8).

Attendance:

- I will arrive in school at the beginning of the day on time and ready to do my best.
- I will be on time for all of my classes.
- I will minimize absences and maintain consistent attendance in all of my classes.
- I will facilitate a positive partnership between me, the school, and my parents/guardians.

Participation:

- I will comply with the student dress code, including chapel dress code throughout the day on chapel days.
- I will be an active participant in my learning in all my classes and on campus.
- I will facilitate a learning environment and culture of inquiry and curiosity.
- I will refrain from being a distraction in my classes and ensure my phone is left in my locker from 8:30-3:35, except on Fridays during lunch.
- I will consistently utilize PowerSchool and Google tools to understand my progress in classes and to communicate with my teachers.

Preparation:

- I will complete homework assignments and be prepared for every class.
- I will keep my locker tidy and demonstrate organization and time management.

Success:

- I will demonstrate a strong work ethic.
- I understand that cheating and plagiarism are unethical, and I will maintain academic integrity ensuring my work is my own.
- I will do my best work.
- I will be proud of the work I do and the academic achievement I earn.

Positivity:

- I will demonstrate joy, energy, and diligence in my learning.
- I will be sensitive to the needs of others and demonstrate consistent servant-leadership.
- I will be an advocate for those who are mistreated, including being a reporter to administration.
- I will approach challenging situations with optimism and enthusiasm.
- I will attend and participate joyfully in chapel.
- I will successfully do hard things.

Character:

- I am responsible for my choices, behavior, learning, and achievement.
- I will demonstrate integrity.
- I will comply with the rules specified in the Student Handbook.
- I will be a good citizen of my family, my school, and my community.
- I will use language and behavior that is helpful for building others up whether I am in school or elsewhere.

As a student, with God's help, I will strive to:

- Be honest at all times and not deceive through my words, actions, and coursework.
- Respect school property and the property of others and not misuse or steal it.
- Respect the emotional and sexual integrity of others.
- Preserve personal holiness through my words, actions, and coursework.
- Respect and honor all authority through spirit, tone of voice, facial expression, content of words, and all actions.
- Approach the school and its program with a positive Christian attitude in action, word, and appearance.
- Grow in my desire to model Christlike behavior.

I hereby certify that I have read and will abide by the Student Commitment, whether at school, home, or elsewhere. I agree to abide by the policies in the Student Handbook.

## **VIII. Academics**

- A. **Academic Grievance Procedure:** The parties to this procedure need to believe that the Bible commands them to make every effort to live at peace and to resolve differences with each other in private or within the school structure (I Cor. 6:1-8; Matt. 18:15-17 “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector”). If there is sufficient concern (note: parents should carefully determine which concerns require further action) about a grade received, classroom teaching procedures and/or student treatment, the following will be implemented to address the concern in succeeding order:
1. Individuals must communicate the matters directly with the person or persons involved (teachers and students) in a loving way.
  2. If the matter is not satisfactorily resolved, the concern should be directed to the Administration.
    - a. Any action requested shall be in writing and the Administration shall give a written response within ten school days.
  3. If the matter remains unresolved, the matter can be presented to the school board. The final decision on the matter will rest in the hands of the school board and will be accepted as such.

**B. Classification of Students:**

1. To be considered a Sophomore (10th grade), students must have earned 6 or more academic credits.
2. To be considered a Junior (11th grade), students must have earned 12 or more academic credits.
3. To be considered a Senior (12th grade), students must have earned 18 or more academic credits.

**C. College Credit Classes:** Students in grades 10-12 may register for dual credit classes at Williston State College with administrative approval. General academic performance, grades in prior related courses, interference in the student's WTCS schedule, and teacher feedback are factors in the administration's decision-making process. Early entry class credit may count toward graduation requirements with administrative approval prior to the start of the school year. College registration and tuition fees are the responsibility of the student. In the event a student withdraws from a college class, their parent/guardian must notify the WTCS office. Upon withdrawal, the student will be assigned a class at WTCS during that time period. Students that supplement dual credit or early entry classes are responsible for WTCS tuition. Early Entry college credits may count toward the 6 required WTCS credits per year to graduate. In order to earn credits through WSC (either dual credit or early entry), parents are responsible for college tuition costs. WTCS does not provide a tuition discount for students who earn college credits through early entry.

**D. Grading:** Grades are issued after each nine-week period and report cards will be sent home with students. Final report cards will be mailed to the home address on file in PowerSchool. Grade Point Average (GPA) is based on a four-point scale. Honors courses are calculated based on a five-point scale described in the weighted grading scales section. Grades will be determined on a four-point scale. No allowance is given for minus or plus grades in determining grade point average. Any course of  $\frac{1}{4}$  credit or more will be used in calculation of grade point average. An incomplete can be issued only in regard to attendance problems due to excused absences or other medical-related issues approved by administration. Grades revert to an F if not completed within the allotted make-up time.

**Report Cards and Record Keeping:** It is important for teachers to keep grading current so that students have timely feedback in order to improve their performance and so that parents have updated data in order to best support their student. Grades should be entered every week. Students should be graded with measurable assessments. Grading solely on participation points is not concrete evidence of assessment. At least one formative or

summative assessment must be reported weekly. Once a teacher has collected work, no more than one week should pass before the grade is entered.

- E. **Final Exams:** All tuition/fee accounts must be fully paid prior to students taking finals. Students who have outstanding balances will be able to take final exams but all records will be held until the account is paid in full. Core subject-areas are required to administer a final exam for grades 7-12. Finals can be cumulative for the year or the semester. Finals will be approved by administration. Finals will be administered based on the final exam schedule. Finals will count for a minimum of 5% and maximum of 20% of the overall grade for each semester of each class, as determined by the individual teacher. All non-core subjects are permitted to administer final exams. For semester long class finals: Finals will also count for a minimum of 5% and maximum of 20% of the overall grade, as determined by the individual teacher.

F. **Grading Scales**

1. K-2 Grades

Kindergarten - 2nd Grade		
Excellent	90-100	E
Satisfactory Plus	80-89	S+
Satisfactory	70-79	S
Satisfactory Minus	60-69	S-
Needs Improvement	0-59	N

2. 3-12 Grades

3rd Grade -12th Grade			
Excellent	92-100	A	4.0
Average	83-91	B	3.0
Below Average	74-82	C	2.0
Needs Improvement	65-73	D	1.0
Unsatisfactory	0-64	F	0.0

G. **Graduation Requirements:** To earn a high school diploma in North Dakota, the student must have successfully completed twenty-two credits of high school coursework. 24 credits are required to graduate from WTCS, two credits of which may consist of theological studies as permitted by NDCC 15.1-21-02.1(2). Students must register for a minimum of six credits per year (may include dual credit or early entry credits). Four credits of Bible courses are required to graduate. Transfer students are allowed to waive required Bible credits depending upon the year of transferring to the school. For example, if a student transfers to WTCS in 10th grade, the 9th grade Bible credit is waived. Bible courses count as one credit per year.

1. **Subject-area Requirements**

Subject-area	Total Credits Required to Graduate
English	4
Mathematics	3
Science -Physical Science -Biology -One credit of any other science; or Two one-half units of any other science	3
Social Studies -World History -United States History -Problems of Democracy	3
Physical Education -One credit of physical education; or one-half unit of physical education and one-half unit of health	1
Any combination of the following -Foreign Language -Fine Arts -Career and Technical Education courses	3
Bible	2 (required all four years)
Any five additional units	5

2. **Graduation Ceremony/Commencement Exercises:** The school’s high school graduation ceremony is one of the highest honors at WTCS. Full-time students who meet all graduation requirements will be permitted to participate.
  3. **North Dakota Scholarships:** North Dakota resident students are eligible for the [North Dakota Scholarships](#) amounting to \$750 per semester with a max of \$6,000. Students must complete requirements for the scholarship throughout their high school experience. The school will help students qualify for this scholarship but final responsibility falls upon the student and family.
- H. **Honor Roll:** Honor Roll will be created every nine-week period. Students who have earned at least a 3.0 grade point average over the nine weeks will be recognized for the “3.0” honor roll. Students who have earned at least a 3.5 grade point average will be recognized for the “3.5” honor roll. Those who earned a 4.0 will be recognized for the “4.0” honor roll. Those who received higher than a 4.0 will also be recognized. Certificates will be presented to all honor roll students. Students graduating with a weighted cumulative GPA of 4.0 or higher will graduate with highest honors, identified by a purple stole at graduation and students graduating with a weighted GPA of 3.5 or higher will graduate with honors, identified by a teal stole at graduation.
- I. **Late Work:** Academic grade reports and numerical grades should reflect learning and achievement against standards and benchmarks of courses. It can be a discipline matter when students are not responsible and timely with assignments. Teachers may utilize the demerit system and/or deduct points as described in course syllabi when students do not complete assignments on time. No more than a 10% penalty may be imposed per school day. When the teacher enters grades and the work is missing, a “0” will be entered so that the overall grade is impacted. This may impact eligibility for extracurricular activities.
- Example: The assignment was due on Monday. The student submitted the work on Tuesday. It was a 10 point assignment. The maximum deduction for being one school day late is 1 point. There are no deductions for Saturdays, Sundays, and holidays.
- J. **Make-up Work:** Students shall have reasonable time to make up work missed for any absence. They shall have twice the time allotted for make-up work as time missed (two academic days for one academic day missed). Students who maliciously skip school may lose the privilege of submitting make-up work as determined by Administration. Tests scheduled three days before the absence may be given the day after returning to school. Teachers may extend the time for make-up at their own discretion with due cause. For unexcused absences, students will be expected to complete make-up work within the

timeline described above. Failure to complete work will result in consequences as determined by the administration. In the case of extended absences, teachers may modify the make-up time periods in partnership with the parents and Administration.

- K. **Outside Credit:** Students may take outside courses to supplement their education. Courses must be pre-approved by the administration for placement on the student's transcript. WTCS transfers the letter grade from the outside course and not the number/percentage. Accredited and approved outside courses will be listed on the transcript and will impact GPA, cumulatively or otherwise. Most universities will require an official transcript from the non-WTCS school as part of the admissions process.
- L. **Permanent Grades:** Any grade in question must be addressed to the teacher within one week after report cards are sent home, otherwise the grade becomes a permanent part of a student's school record.
- M. **Probation:** Administration has the right to put any student on academic probation based on demonstrated and repeated unsuccessful performance. For academic probation, a student improvement plan will be collectively developed with input from the student, parents, teachers, and administration.
- N. **Ranking:** Overall grade point average (GPA), from the student's first attained high school credit through the first semester of senior year, will determine class ranking. GPA is calculated on a weighted 4.0 scale. Overall cumulative high school weighted GPA in all high school classes is used to determine valedictorian and salutatorian. To qualify for ranking, students must be full-time WTCS students during their junior and senior years. Transfer credits from verifiable public or accredited non-public schools will be included in this calculation.
- O. **Study Halls:** Students are not allowed to schedule back-to-back study halls without administrative approval. The only exception is using a study hall to take a dual credit or early entry class for grades 10–12. Middle School students may have a maximum of one study hall per day. Middle school students may not opt out of a class that is available in order to take a study hall.
- P. **Transcripts:** WTCS will provide certified, sealed academic transcripts to institutions of higher learning and other official agencies as requested by a parent (if the student is under 18) or student. Federal law requires that the sending of transcripts be authorized in writing prior to disclosure. Students should contact the office for this service. No transcripts or report cards will be released in the case of outstanding fees.

Q. **Weighted Grading Scales:** The school uses a weighted grading scale for honors, dual credit, and Advanced Placement courses. The following is the grading scale for those courses:

Excellent	92-100	A	5.0
Average	83-91	B	4.0
Below Average	74-82	C	3.0
Needs Improvement	65-73	D	2.0
Unsatisfactory	0-64	F	0.0

R. **List of honors, dual credit, and Advanced Placement courses for 24-25:**

1. Dual Credit
  - a) Anatomy & Physiology
  - b) College Algebra I
  - c) Calculus if approved by WSC
  - d) Physics if approved by WSC
2. Honors Classes
  - a) 9 Honors English
  - b) 10 Honors English
  - c) 11 Honors English
  - d) 12 Honors English
  - e) 9 Honors Physical Science
  - f) 10 Honors Biology
  - g) Physics if not approved by WSC
  - h) Calculus if not approved by WSC

S. **Retention:** Retention for all students is at the discretion of administration based on grades, behavior, and teacher recommendations. Students in grades 7 and 8 who fail a year-long core subject will repeat the course prior to being promoted to the next grade level (schedule permitting and at the discretion of administration).

## IX. Admissions

### Information for all Students:

The school offers a program for students who agree to an education in a Christian environment and who are capable of achieving in a program dedicated to academic excellence. Families considering the school are required to sign the Statement of Faith or the Statement of Parent &

Student Support which highlights the school's commitment to a Christian philosophy of education, requisite participation in chapel, and Bible classes as a core subject.

**Non-discrimination and admissions:** The school admits students of any 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 policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**Age Requirements:** Preschool applicants must be three years old by August 1st to enter the three/four-year-old preschool and four years old by August 1st to enter the four/five-year-old prekindergarten. Minor deviations from these date requirements may be permitted within the sole discretion of administration. Kindergarten applicants must be five years old by August 1st of the year entering school. In order to be admitted, preschool and prekindergarten students must be potty trained. Birth date is a factor in K-12 placement but students are reviewed comprehensively to determine their best fit grade placement.

1. Completed registration/application, record of immunization (or waiver), and a copy of the student's birth certificate submitted to the main office with registration payment (\$100).
2. Testing scheduled and completed (K-12) and all academic records received. Testing will be completed in Language Usage, Reading, Math, and Science.
3. New Family Interview (NFI) scheduled and completed (K-12 required; Preschool & Pre-K optional, but required for membership).
4. Sign the Statement of Faith and/or the Statement of Parent & Student Support.
5. At the conclusion of the interview the admissions team will finalize the school's decision.
6. Required payments made, payment plans executed, FACTS registration completed, register, enroll, and set up schedule (7th-12th).

**Class Sizes:**

Class size limits are provided below. Exceptions will be made for a newly hired staff member with a dependent(s) or based on the Administration's discretion, in consultation with the Board.

1. Preschool 3: 16 students per class
2. Prekindergarten (4-5) 16 students per class
3. Kindergarten 20 students per class
4. 1st-5th Grades 22 students per class
5. Middle and High 24 students per class

\*Families that sign the Statement of Parent Support may compose no more than 20% of a class and the school will not exceed a total student population of 15%. In the discretion of Administration and in consultation with the Board, the class percentage may be exceeded.

**Priority Order of Admissions:** First come, first served basis shall apply to each priority level. Registration applications will be prioritized upon receipt of the completed registration or application, required documents, and registration fee. Completed applications will be dated and timestamped.

1. Priority 1: Current enrollment: A student who has successfully completed the prior (Preschool-11) grade at WTCS. Successful completion includes meeting minimum academic standards. Any student who received four or more administrative detentions during the year automatically drops to “Priority 2” under New Enrollment.
2. New enrollment: Any new student shall be afforded the opportunity for enrollment based on the following priorities.
  - a. Priority 2: A student who has a sibling presently enrolled or graduated.
  - b. Priority 3: A child of whom a parent/guardian is WTCS alumni.
  - c. Priority 4: A new student/family who is committed to the mission of the school and desires a K-12 grade Christian education and is able to satisfactorily complete an NFI.

### **Probationary Admissions**

All accepted applicants are admitted on probationary status. New enrollees are reviewed within the first four weeks of attendance by the Administration and teachers. When necessary, the Administration will communicate to the student and family of required corrections. If the necessary corrections have not occurred, the student may be dismissed. Upon mutual agreement, Administration and the teachers may extend the probationary period.

### **Transfer Student Policy**

- Students transferring to WTCS in grades 9 through 12 will be permitted to transfer a maximum of 10 credits for each academic year that they have completed.
- Following verification and review of transfer records, the administration will determine the specific classes that will be accepted to meet high school graduation requirements and the credits that can be awarded from each class that is accepted.
- Elementary and middle school students entering school without transfer grades during the quarter do not receive an official report card but will receive a progress report for that time period.

### **Tuition Assistance Policy (Financial Aid)**

The school offers tuition discounts to applicants who meet the financial criteria at a maximum of fifty percent (50%) of the cost of tuition, any such discount being given at the sole discretion of the Board in conjunction with the recommendations of Administration. Any received tuition assistance will be decreased at a rate of ten percent (10%) per each following academic year. Extra volunteer hours may be required of the applicant. A tuition assistance application must be

completed and approved during the enrollment process in order for any discount to be applied to the first tuition bill upon admittance. For returning students, academics, discipline, volunteer and fundraising compliance and attendance are considered in the application review. Please let the Admissions Team know you are interested in the application.

### **ESL and Special Needs**

The school does not currently offer English as a Second Language (ESL) or English as a Foreign Language (EFL) services. WTCS does not currently offer a special education program. The school has limited services for students with special needs including independent tutoring and some accommodations and modifications. If students are admitted with special education needs that were not identified in the admissions process, the student may have their admission revoked based upon WTCS's inability to accommodate their individual needs.

### **Immunization Records**

A certificate of immunization must be on file at the school. This certificate must be properly completed and signed by a physician or public health official. If a child is not immunized, a waiver must be signed and kept in the student's file. A copy of the student's birth certificate must also be on file at the school office.

## **X. Athletics and Co-Curricular Activities**

### **A. General Information**

1. A student representing WTCS in any North Dakota High School Activities Association competition must comply with the General Regulations as stated in the NDHSAA Constitution and Bylaws.
  - a) Students who do not meet the nine practice requirement are allowed to attend competitions which will count towards the nine practice requirement at the coach's discretion. They may not dress or sit on the bench.
2. A student must meet WTCS eligibility requirements to participate in athletic, music, or other extra curricular activities.
3. A student must be enrolled at WTCS or as an approved homeschool student.
4. The homeschool letter of intent, with WTCS listed as the co-op school, must be submitted to WTCS prior to eligibility being granted.

### **B. General Rules**

1. All rules of the NDHSAA and all applicable code and covenants will be strictly followed and enforced.
2. Athletes must dress up for home and away games. Varsity warm-ups are acceptable only with AD approval.

3. Homework and tests should be completed prior to participation in a scheduled event when possible.
4. Students must be checked in to the school by 10:53am in order to be eligible for a school event that day.
5. It is the intent of WTCS to encourage students to attend church functions on Wednesday nights. There will be no open gyms, practices, or games after 6:00 p.m. on Wednesdays. Any student who misses a school function due to a church activity after school on Wednesdays will not be penalized in any way.
6. The coach may enforce a one game suspension for any unexcused absences from practices or contests. If students will be suspended, the coach must inform parents at least one day before the competition.
7. WTCS athletes on junior high, junior varsity, or varsity teams must have a physical every year in accordance with NDHSAA rules. Student-athletes will not be allowed to attend any practice or game until the properly signed paperwork is submitted, the physical completed, and the participation fee paid.
8. All open gyms, practices, and games are under the direct supervision of authorized adult personnel.
9. No required activities are to be scheduled for Sundays. Exceptions can be made with leadership team approval.
10. No required practice shall be scheduled or held on a state-approved holiday.
11. Students are excused from classes when they return late from away events based on the following guidelines:
  - a) When students arrive at school after 12:00 am, they are excused through the second period and must present at the beginning of their third period class.
  - b) When students arrive at school after 2:00 am, they are excused through lunch and must be present at the beginning of their sixth period class.
  - c) When students arrive at school after 4:00 am, they are excused for the school day.
12. To promote and develop all participants in our athletic programs, coaches must adhere to the following:
  - a) At the elementary and junior high levels, all players dressed for any game will play. The equality of playing time for all participants in each contest game is based upon the coach's discretion taking into consideration practices, participation, attendance, and attitude.
  - b) At the junior varsity and varsity level, playing time is based upon the coach's discretion.

## C. Other Guidelines

1. **Age Levels and Team Selection:** The coaches shall determine which athletes will play junior varsity or varsity. Student-athletes in grades 5-8 shall participate at their grade level unless there are inadequate numbers or when an athlete's skill level is better suited for a higher level. This will occur upon approval of the coaches, the athlete's parents, and the Athletic Director and within any applicable NDHSAA regulations.
2. **Coaching Staff:** It is the school's intent to select coaching staff that possess the best qualifications consistent with the sport. Previous successful experience in directing or coaching a sport shall be considered. It is expected that a coach at WTCS be a professing Christian who is in complete harmony with the philosophy of the school and be willing to sign the Statement of Faith. Head coaches at each level must attend a preseason parent-coaches meeting. Coaches will meet all NDHSAA requirements to maintain their eligibility.
3. **Eligibility:** Eligibility reports are created Wednesday afternoon and are in effect weekly from Thursday-Wednesday. Students who are ineligible for co-curricular activities will be called down to the office for a discussion about how they can improve their grade(s). Parents will receive communication informing them that their child is ineligible. Parents may set up their PowerSchool account with their individual notification preferences and to review grades at any time. During the period of ineligibility, the student is allowed to practice, but not compete or represent the team or school in any other fashion (e.g., riding to competition in a school vehicle, sitting on the bench, keeping stats, etc.).
  - a) The Principal (or designee) will inform ineligible students and their parents on a weekly basis of ineligibility including the duration of time for ineligibility. Weekly a student must receive a grade of 64.5% or above to remain eligible in a class.
  - b) The Athletic Director will inform the coaches of ineligible student-athletes.
  - c) Students who participate in a 504/ISP/IEP may become ineligible based on the details of their learning plans and failure to meet the expectations therein. School leadership makes the final decision for these students.
  - d) Eligibility will be run the first Wednesday of every quarter. If a student receives a failing grade on the first Wednesday of the quarter a warning will be administered by the Principal (or designee) unless three or more assignments have been graded.

Students will be eligible until there are three or more assignments in the gradebook. The Principal (or designee) will inform ineligible students and their parents.

- e) Following Christmas break, semester eligibility may be run on a weekday other than Wednesday if the first day back in session is a Thursday or Friday. If the semester one grade average is an “F”, “a student becomes eligible exactly two weeks from the first day of the semester. If the first day of the semester falls on a Wednesday, this student shall become eligible at 4:00 p.m. the day prior to the Wednesday two weeks later if passing the current semester. Likewise, if the first day of the semester falls on a Monday, this student shall become eligible at 4:00 p.m. on the Friday, two weeks later.” (NDHSAA Constitution and Bylaws).
  - (1) Weekly eligibility will be run December 18th applicable from December 19th through December 25.
  - (2) The final eligibility for the second quarter will be run on January 8th. A student who receives a failing grade at the end of quarter two will be ineligible for the first week when school is in session in January (9th-15th).
  - (3) The first quarter three eligibility report will be run on January 15th.
  - (4) The first semester eligibility report will be run on January 7th.

- 4. **Hotel Fees:** All students participating in school-sponsored activities that require an overnight hotel expense will pay the school office prior to leaving for the event. In cases of emergency that require an overnight stay, families will be billed accordingly.
- 5. **Homeschool Participation:** All students must pay the applicable fee for the sport of their choosing. Homeschool participants must follow the homeschool participation policy, found in a section at the end of the handbook. Homeschool families will also participate in a new family interview with administration and complete ten hours of service per athletic season (Fall, Winter, Spring). These hours may be completed in the athletics department or anywhere throughout the school. Homeschool students are highly encouraged to participate in the spiritual development activities (morning Bible study, weekly chapel, or Bible class). Homeschool families are expected to participate in team fundraisers and are highly encouraged to participate in school fundraisers.

6. **Insurance:** Students are not covered by Williston Trinity Christian School's insurance policies. Students train and compete at their own risk.
  
7. **Lettering Requirements:** The student must complete the entire season or activity. This includes any extended season play. The only exception is for injury. Students will receive a "letter" patch for their first lettering achievement along with a certificate and pin of the activity. After a letter is earned, they will continually receive a certificate and pin upon every letter achievement. These are presented at the end of the school year.
  - a) **Sports** - Students who participate in a sport at a varsity level will letter. Therefore, any student who is registered in the official scorebook for a game and plays for any amount of time, will earn a letter for that season. For cooperative sports, requirements are set by cooperating schools collectively.
  - b) **Band/Choir** - The student is required to participate in all concerts, Band Day, regional competitions in the respective areas, any state level competition, a full year in band/choir curriculum, and graduation. Exceptions may be made at the discretion of the Administration/Music Instructor.
  - c) **Academic** - The student must have a combined grade point average of 3.5 or better for the entire year's academics; or recognition of any academic achievement or award given on the state level.
  - d) **Student Leadership Council** - The student must hold and execute, in an exceptional manner (as determined by the advisor and Administration), the office of student leadership council member/officer.
  - e) **Servant Leadership** - To letter as a servant leader a student must serve 25 hours of service each semester, or 50 hours per school year. Examples of this may be: Community service, working at the school, concession stand, janitorial work, etc. The hours must be logged by the student and approved by the administration.
  - f) **Drama and Speech** - Students are required to participate in all activities as organized by the instructor. Lettering is based on student commitment through the entire season and at the coach's discretion.
  - g) **Robotics** - Students are required to participate in all activities as organized by the instructor. Lettering is based on student commitment through the entire season and at the coach's discretion.
  
8. **NCAA Eligibility:** Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA) which has outlined rules on eligibility,

recruiting, and financial aid. If a student is planning to enroll in college as a freshman and wishes to participate in NCAA athletics, he/she must be certified by the NCAA Initial Eligibility Clearinghouse, whose purpose is to provide consistent interpretations of the NCAA eligibility requirements for all prospective student athletes. Students must complete a student release form, complete the SAT or ACT exam, file for Clearinghouse registration and have a school transcript sent to the Clearinghouse. This should be done by the end of the student's junior year. Other post-secondary institutions such as NAIA have similar requirements. It is the family's responsibility to meet those requirements.

9. **Parent Guidelines:** Parents are required to attend a pre-season meeting as scheduled by the Athletic Director or coach. Parents are not allowed to contact or confront a coach immediately before or after a contest; there is a 24-hour no contact rule. If a situation arises that warrants a meeting between the coach and parent(s), an appointment must be scheduled through the Activities Director. Appropriate issues include treatment of your child, ways to help your child improve, and concerns about your child's behavior. Inappropriate issues include playing time, team strategies, play calling, coaching decisions, and teammates.
10. **Sportsmanship & Conduct:** Any athlete receiving two technical fouls in one game or a red card will be pulled from the competition. They will not be allowed to play in the following game/match. The administration may consider an exception for extenuating circumstances. A student's attitude in competition is a reflection on the school. Any form of disrespect, bad attitude, or foul language is considered inappropriate. Missed practice, ineligibility, or inappropriate attitude will impact playing time. Beyond penalties enforced by officials/referees during competitions, the coaches and Athletic Director may enforce further consequences depending on the severity of unsportsmanlike conduct and the negative reflection on the student-athlete, team, school, and testimony.
11. **Travel & Transportation:** School vehicles and coaches are typically utilized to transport students to and from games. During extenuating circumstances, personal vehicles and school community members will be utilized. In some cases, parents will be responsible for transporting their children.

## **XI. Attendance & Illness**

- A. **Absences:** Educational goals are best met when school attendance is afforded a high priority. Absenteeism disrupts classroom dynamics and can interfere with the learning process and is discouraged without sufficient cause. Parents are asked to phone the

school office before the start of every school day that the student is absent. Office personnel will follow up on any unreported student absence.

A Student must not be absent from any class more than eight times in a semester or 16 in a year (except for extenuating circumstances determined by the administration.) If a student exceeds the limit they will receive a failing grade for that class for that semester or that year. Administration will work closely with the parents to inform them when the student is approaching the limit for the semester or the year. Absences will also be recorded in PowerSchool daily and parents are encouraged to check in PowerSchool and address any concerns they may have promptly. Parents are to work closely with administration and staff in addressing any academic concerns caused by the absence.

Additionally, if a parent keeps a child at home for safety reasons due to severe weather, the absence will be counted against the 8/16 absence policy unless a no travel advised has been issued. For the purpose of perfect attendance recognition, the student will not be disqualified because of a severe weather day.

#### **PowerSchool Attendance Code Definitions:**

**A**-Absent-Child is absent, parent has not called. This absence counts against the 8/16 policy.

**AU**-Absent Unexcused-Child is absent, parent has not called OR the parent has called and the reason for the absence is not excused, as determined by the Administration. This absence counts against the 8/16 policy.

**AE**-Absent Excused-Child is absent, parent has called and the reason for the absence is excused, as determined by the Administration. This absence counts against the 8/16 policy.

**S** - Suspension-is absent due to a suspension. This absence does not count against the 8/16 policy.

**AME**-Absent Medically Excused-Child is absent for medical reasons and is proved with a doctor's note. This absence does not count against the 8/16 policy.

**X**-Extra-curricular-Child is absent due to an extra-curricular, school related event, or college visit. This absence does not count against the 8/16 policy.

**FF- Funeral-**Child is absent due to a family funeral. This absence does not count against the 8/16 policy.

**C-Church Activity-**Child is absent due to a church activity. This absence does not count against the 8/16 policy. Church activities are limited to no more than five days per year. Families can apply for a waiver no less than two weeks in advance through the administration.

**WA- Weather-related absence.** Families may choose to stay home due to severe weather. The absence counts against the 8/16 policy unless a no travel advised has been issued but does not count against perfect attendance calculation.

**B. Absentee Policy:**

1. When a student is absent, reporting to school late or checking out early, the parent/guardian must notify the school in a timely manner. Students must be signed out of the office by their parents or other approved guardian before leaving the building.
2. When returning to school, the student shall present written permission for the absence to the office before returning to class unless prior written or verbal communication was provided by the parent or other approved guardian.
3. Medical appointments will not count as a tardy or absence as long as a note is provided by the parent or other approved guardian.
4. In order to be eligible for participation in school events, a student must be present before 10:53am the day of a school event. Exceptions may be made by the Administration.

**C. Illness Policy:** A student must be fever, vomit, and diarrhea free and/or maintain a body temperature below 99.6 degrees for a full 24 hours before returning to school. If a student has a body temperature of 99.6 degrees or above they must not attend school. If a student develops a temperature of 99.6 degrees or above during the school hours, parents will be notified to pick up their child.

**D. College Visits:** Juniors and Seniors will be allowed four days per year for college visitation. They will not count as absences on the attendance record if written verification is received from the college visited.

- E. **Medication:** Over-the-counter drugs designed specifically for relief of headaches, minor aches and pains, and doctor prescribed drugs will be administered by school personnel only if a parent has signed the “Medication Agreement” section on the administration registration form. All medication is to be brought to the office. It shall not be left with the student nor the classroom teacher. Students who are able to self-administer prescription drugs must complete a “Medication Agreement,” which will be maintained in the student’s file. The Medication Agreement must be signed by the parents and the physician with complete instructions from the physician. The form is available in the office and requires administrative approval. Any student self-administering will take the medication under the direct supervision of authorized personnel only.
- F. **Communicable Diseases:** The school’s communicable disease policy (i.e. Hand, Foot, and Mouth, Influenza, Strep-throat, Measles, etc.) is based on information and guidelines provided by the Center for Disease Control (CDC), American Academy of Pediatrics (AAP), and the ND Department of Health ([www.ndhealth.gov/familyhealth](http://www.ndhealth.gov/familyhealth)). If a student presents with likely symptoms of a communicable disease, parents will be notified immediately and the student will be required to leave campus.
- G. **Detrimental Attendance Patterns:** If a consistent/chronic absence pattern is established such as the first or last day of each week, always before or after a game or activity, or during the day an assignment is due or test given, a conference will be arranged with the administration, parents, and student.
- H. **Head Lice:** The school’s head lice policy is based on information and guidelines provided by the American Academy of Pediatrics (AAP) and the ND Department of Health ([www.ndhealth.gov/familyhealth](http://www.ndhealth.gov/familyhealth)). If a student is found to have head lice, parents will be notified immediately. Treatment information will be sent home with the parents of the child and exposure notices will be sent home with classmates. Reentry of the student is at the discretion of administration based on medical recommendations and recovery.
- I. **Tardiness/Late Arrival:** Students arriving at school late due to tardiness, doctor’s appointment, illness, etc., must report to the office for a tardy or admit slip. The Administration will notify the parents if a problem develops with chronic tardiness and disciplinary consequences may occur.

**Tardy policy K-6:** Students in grades K-6 are marked tardy if they arrive after 8:30 am. Upon three tardies in one quarter, the teacher will schedule a parent meeting to address the concern. When situations arise where multiple tardies disrupt not only the individual student’s learning but also the classroom environment, students may be placed on probation or expelled.

**Tardy policy 7-12:** Students must be in their classroom before the second bell rings. Students arriving late from class to class should request a tardy pass from their classroom teacher. Passes should only be given if the tardy is excused. Teachers are required to monitor tardies in their classes and record tardies in PowerSchool. Upon three tardies in one quarter, the teacher will assign a detention (using the triplicate form). The fourth tardy earns a second detention and on the fifth tardy, the student will serve one day of In-school Suspension. Further incidents may lead to Out-of-school suspension, probation, or expulsion if students repeatedly arrive late to class.

- J. **Truancy:** Students skipping school or cutting class are in direct violation of the North Dakota Compulsory School Attendance Act and will be referred to the Administration for appropriate action.
1. Please be advised that students who miss three consecutive days must be reported per ND mandatory reporting laws.
  2. [Please click this link to the ND Compulsory Attendance Statutes.](#)

## **XII. Financial Policies and Procedures**

- A. General Financial Information
1. It is the responsibility of the parent (guardian) to ensure fees are paid.
  2. Families are required to set up FACTS Management for tuition and fees by July 15th, families enrolled after July 15th have 14 days to set up FACTS or make arrangements with the business office.
  3. Forty-eight hours' notice is required to make any changes to pre-scheduled FACTS payments.
  4. If a student is withdrawn after July 31<sup>st</sup> and before the start of school, late-withdrawal fees will be charged as follows:
    - a) *Pre-school and pre-Kindergarten: \$200*
    - b) *K-12: 20% of yearly tuition*
  5. If a student is withdrawn once a semester begins they will be eligible for a prorated tuition refund. However, if the withdrawal is after, October 15th for first semester or March 1st for second semester, respectively, such a situation is not eligible for a tuition refund.
- B. Exiting Procedure
1. Should a family need to withdraw their child, they will be liable for tuition charges as outlined above.
  2. The family shall notify the school office, email [information@wtcsnd.org](mailto:information@wtcsnd.org), and pick up an exit form from the front desk
  3. The family shall return the exit form as quickly as possible, at which point the office will put the FACTS account on hold until the amount owed/refund due can be verified by the business office.
- C. Delinquent Account Policy:

1. When tuition to WTCS becomes delinquent by one (1) month, the business office may call the families by contacting them using the phone number(s) on record. After two (2) months of delinquency, without prior arrangements having been made with the business office, the responsible party shall receive written notice of the amount past due from the business office.
2. A written agreement with signatures from the family and the Business Manager will be required as a condition of continued enrollment of the student(s).
3. If necessary as determined by the administration, students will be dismissed from the school and all school-related activities if the payment plan isn't followed or if a delinquency extends beyond 2 months.
4. After two months of delinquency and without prior arrangements having been made with the business office, a 5% late fee will be added to the account.
5. Enrollment for the next school year will be denied if delinquent tuition and other fees have not been paid in full or if written arrangements have not been made with the business office. If written arrangements have not been made before August 1st, the student will no longer be enrolled. Any student on a waiting list will immediately be transferred to the opening created by the dismissal.
6. If a child is dismissed or withdraws from the school, WTCS will not release report cards or other records until all money owed is paid in full.
7. Failure to comply with said policy could result in appropriate legal action including but not limited to the use of outside collection agencies. If the school initiates action to collect a debt, future students from that family will only be allowed to enroll if tuition is paid in full prior to enrollment.

### **XIII. School Information, Policies, and Procedures**

- A. **Accidents:** In the case of an accident on school premises during school hours, school officials or other qualified individuals will render first aid. Parents will be contacted if necessary based on the school's discretion. Professional emergency medical care will be accessed if deemed necessary. If parents/guardians are not available, an effort will be made to communicate with emergency contacts provided on the student's registration form. If parents are leaving their children in the care of another family or other adult during the school week they must notify the office and teacher(s). This information is critical in case of accident or illness.
- B. **Asbestos Information:** The school building contains no asbestos. To view asbestos certification, please stop by the school office.
- C. **Arrival and Dismissal: Arrival & Dismissal:** Students should arrive no earlier than 7:45 am on school days. Parents are to pick up students promptly after their school day has ended.
  1. **Preschool & Pre-K:** Preschool hours are either 8:30-11:00 am or 12:30-3:00 pm. Each day parents will need to walk their child to the

designated outside door (this will be communicated with families at the start of school) and wait with him/her until the teacher greets the students. Doors will be opened 5-10 minutes before class starts. Parents should pick their children up from the same outside door they use for drop off.

2. **Kindergarten - 5th Grade:** School hours are 8:30 am-3:30 pm for kindergarten students. Kindergarten students will enter the building through the outside door to their classroom. Parents will need to wait with him/her until the teacher greets the students. Grades 1-5 students will report to the supervised playground if they arrive after 7:45 am/before 8:20 am. They will remain outside until 8:20 am, when a teacher blows the whistle for them to line up and enter the building.
3. **6-12th Grade:** School hours are 8:30 am-3:35 pm for grades 6-12. These students should enter through the main doors.

D. **Background Checks:** All WTCS Staff Members, Substitute Teachers, Coaches, and any Volunteers not accompanied by a WTCS Staff Member must undergo a background check prior to working with students, absent extenuating circumstances as determined by administrative discretion.

E. **Backpacks & Jackets:** Backpacks and coats/jackets are not allowed in classrooms and should be stored in the student lockers.

F. **Bell Schedule**

	Class Periods
Recess	7:45 - 8:25 (40 minutes)
1	8:30 - 9:15 (45 minutes)
2	9:19 - 10:04 (45 minutes)
3	10:08 - 10:53 (45 minutes)
4	10:57 - 11:42 (45 minutes)
5	11:42 - 12:27 (45 minutes) (7-12th grade lunch)
6	12:27 - 1:13 (45 minutes)
7	1:17 - 2:02 (45 minutes)
8	2:06 - 2:51 (45 minutes)
9	2:55 - 3:35 (40 minutes)
*ES Dismissal	3:30

- G. Bicycles, Blades, & Boards:** Bicycles, scooters, skateboards, roller blades, ripsticks, etc. are not allowed on school premises except for transportation to and from school. Heelys/Wheelies are allowed, but wheels may not be lowered anytime while in the school building. Bicycles are to be parked in the bike rack on the west side of the building. The school takes no responsibility for these items and strongly recommends using locks.
- H. Buses / School Vans:**
1. North Dakota state law requires all passengers to wear seat belts.
  2. Students shall not open windows without the driver's permission and shall keep their head, hands, legs, and feet inside the vehicle.
  3. Windows need to be closed when exiting.
  4. The driver and/or chaperone may assign seating.
  5. All students shall remain seated when the vehicle is in motion.
  6. Students shall not bring flammable liquid, weapons, explosives, or animals in the vehicle.
  7. Students are not to exit by the rear door except in case of an emergency.
  8. Any group using the van is responsible to return it clean.
- I. Chapel:** Chapel services will be conducted once a week for grades K-12. The format will vary from week to week as speakers are brought in to share the Gospel and Biblical truths with students and staff. Grades K-6 will have chapel on Tuesday afternoons. 7-12th grade chapel is on Thursday afternoon from 1:30-2:10. Grade 6 students will attend 7-12th grade chapel when it is possible in their schedule at the teacher's discretion. Parents and friends of WTCS are invited to attend chapel services. Please review the dress code for appropriate chapel attire.
1. 2nd-6th Grade Chapel Schedule: Tuesdays from 1:00 pm-1:40 pm
  2. K-1st Grade Chapel Schedule: Tuesdays from 1:45 pm-2:15 pm
- J. Child Protection Laws and Mandatory Reporting:** Federal and state laws require the school grant child interviews to Children and Family Services / Child Protective Services in certain circumstances. All school employees are mandatory reporters of suspected child abuse or neglect and WTCS will adhere to this legal obligation.
- K. Class Fundraising:** Starting in 7th grade, classes will begin fundraising for their Senior Mission Trip and Graduation costs. The Class Advisor is responsible for facilitating fundraising opportunities with the help of parent volunteers. All class fundraising must be approved by Administration. All proceeds from class fundraisers will be held in WTCS accounts. Some class fundraising opportunities are WTCS concessions, bake sales, and gym clean up. With the help of the Class Advisor, the Class Treasurer should begin documenting the hours that each class member works and amounts of funds raised beginning in 7th Grade. This

tracking document is shared with the class to ensure transparency. If a student fundraises more than the cost of the trip, they may use \$200 of those funds for personal expenses and any remaining amount will be split between other students.

- L. **Classroom Procedures:** Teachers will inform parents at the beginning of the school year as to any additional discipline procedures or reward systems implemented for their individual classroom.
- M. **Computer Lab Usage:** Students are allowed to use the school computer lab only under direct teacher supervision.
- N. **Community Disclaimer:** The school wishes to participate in and cooperate with our community as much as possible. From time to time, community groups wish for our school to pass along information about their activities. Upon administrative approval, the school might agree to assist. Passing along this information does not indicate endorsement or sponsorship of a particular event. Participation is within parental rights and responsibilities. Any questions regarding the activity should be directed to the sponsor of the activity.
- O. **Copyrighted Material:** Copyright is the cornerstone upon which the publishing industry is founded and stays functional. It is important that as a school we safeguard copyrighted material and adhere to Public Law 94-553, which recognizes fair use. Section 107 of P.L. 94-553 provides for the fair use of copyrighted work for purposes such as teaching (including multiple copies for classroom use), scholarship, or research. It must be reasonable and not harmful to the rights of the copyright owner.
- P. **Current Student & Family Records:** The school must be informed immediately of any change of address, home or emergency phone numbers, marital status, or other pertinent information.
- Q. **Damage to School Property:** Students will be fully responsible for damage to school property. This includes but is not limited to school textbooks, instruments, sheet music, sports equipment, playground and PE equipment, and uniforms. Fees will be assessed accordingly for lost or damaged books other than normal wear. This fee will be charged as an incidental fee on FACTS accounts.
- R. **Detention:** Elementary detention is typically held during lunch in the library. 7-12th grade detention is typically held after school in the library and is supervised by assigned staff members on duty. A detention roster is shared with all staff at the beginning of each school year.
- S. **Hall Procedure:** During class time, all students are required to carry a hall pass if hallway passage is necessary. Students are to be quiet in the halls and there should be no horseplay at any time. Violations will result in detention. No more than one student may be dismissed from class at a time unless there are extenuating circumstances.

- T. **Homework:** Homework may be given to a class at any grade level. The amount of time needed to do the homework may vary with ability. Teachers are required to keep an accurate record of assignments that are given as homework and completion results. Upon parental notification and consent, a student may be kept after school to complete late work that has not been completed in a timely fashion.
- U. **Laser Pens:** Laser pens or similar items are not permitted on school premises or at any school function unless prior administrative approval is granted.
- V. **Lockers:**
1. Items may be posted on the inside of the locker if mounted with magnets, masking tape, scotch tape or sticky-tak. No decals, double-sided/stick tape, or contact paper is allowed.
  2. While each student will be assigned a locker and is entitled to privacy with respect to that locker, the locker is school property. Lockers may be searched without prior notice to assure that such areas are not being used for any unauthorized purpose.
  3. A member of the Administration shall be assisted by a second party in any locker search.
  4. Any prohibited items found in a locker will be held for the duration of the investigation or as long as necessary as deemed by the administration.
  5. No decor is permitted inside or outside of the locker that is inappropriate for a Christian school as determined by the administration
  6. No switching of lockers is allowed except by permission from the administration.
  7. At the end of the school year, each person is expected to leave his/her locker in good working order, without damage, and clean. If the locker is damaged, the student will be responsible to pay for repair or replacement expenses.
- W. **Lost and Found:** Lost and found items are to be turned in to the school office. Unclaimed items will be periodically donated to a local charity. General items may be found in the lost and found located in the cafeteria. Valuable items are usually stored in the main office.
- X. **Lunch Program:** The school offers a hot lunch program for grades K-2 students at a cost of \$4.50 per meal and for grades 3-12 at a cost of \$5.00 per meal. This price includes one milk. The salad bar, with or without milk, is \$3.00. Students may bring a sack lunch or food that can be warmed in a microwave oven. Additional chocolate and white milk may be purchased for an extra 50¢ per carton. Students are not allowed to drink pop with their lunch. Lunch accounts are maintained in the office and on PowerSchool.

1. Students must eat in the cafeteria– no food or drinks are allowed in the hallways. Food and drinks found in hallways or on top of lockers will be thrown away. Food and drinks (excluding water) are NOT allowed in the classrooms except for special occasions as determined by the teacher.
2. Students in grades 7-8 must remain in the lunchroom or outside on the west side (playground) of the building during their lunch break. All other grade 7-8 students are required to remain on campus unless they are accompanied by their parent and have been signed out of the main office.
3. Lunch off campus is permissible for students in grades 9-12. These students must check out and check in using the sign-out sheet posted in the lobby. WTCS is not responsible for students in grades 9–12 once they leave the building during lunch. They must return to school and be back in class before 12:27pm. Lunch off campus is a privilege that can be revoked if abused.

Y. **Non-discrimination Policy:** It is the policy of WTCS that it maintains a school environment that is free from discrimination and that it conducts its educational practices, admissions program, financial aid policies, hiring, and other school-administrative programs on the basis of an individual’s qualifications and abilities. The school does not discriminate on the basis of race, color, religion (unless contrary to an employment requirement), sex, national origin, age, marital status, disability, or any other characteristic protected by law, unless a particular status protected by federal, state, or local laws contradict the deeply held religious convictions of the school.

Z. **Parent Concerns and Questions:** Any parental concerns should be dealt with at the source. The Bible teaches in Matthew 18:15, “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over”. If the issue is not resolved, the matter should be taken to the Administration (Matthew 18:16 “But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses”) and then the board if necessary (Matthew 18:17 “If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector”). The board makes the final decision on any matters pursued to that level. If a concern is referred to the Administration, an Administrator will:

1. Investigate the concern
2. Schedule a meeting, as necessary, with the concerned party, teacher/staff member, and Administration to discuss concerns
3. Notify the employee, if applicable
4. Respond to the concerned party within 10 school days after the initial notification

5. Concerns involving the Head of School that are unresolved after a reasonable attempt should be directed to the Board member handling the personnel/staff portfolio. The Board acts as the supervising party.

AA. **Parent-Teacher Conferences:** Formal parent-teacher conferences are scheduled as part of the master school calendar in the fall and spring. Parents are expected to participate if at all possible. If attendance is not possible, the parents are highly encouraged to arrange an alternate meeting time.

BB. **Phones:** Disruptions during the school day and during classes are not tolerated. When necessary, parents may leave messages with office personnel and messages will be delivered to the student at a convenient time or, in the case of an emergency, immediately. Students have access to a phone in the office for outgoing calls only. Calls may be made from the main office with the teacher's permission or during passing time and lunch with office staff permission. If a student is caught with their cell phone, the phone will be confiscated and turned into the main office. Only parents or guardians are permitted to pick up confiscated phones. After the school day, students may check a confiscated cell phone in the main office for messages, to communicate to parents that the phone has been confiscated, and to finalize after school plans.

1. K-6th Grade Students may not use cellphones or smart watches during school hours unless prior administrative approval has been granted in cases where it is medically necessary.
2. 7th-12th Grade Students may bring their phone to school but phones must remain turned off and in lockers for the duration of the school day. If teachers need to utilize technology for educational purposes, they must plan ahead and use the computer labs or laptops. Students will not possess or utilize their phone during any classes. Students are permitted to use their phones ONLY during lunch on Fridays.

CC. **Recess:** Students are required to go outside during morning recess (7:45-8:30) and lunch recess (11:00-11:30) unless the air temperature and/or wind chill is 0° or colder. It is important that students be properly dressed during cold weather. If the temperature is below 32° students must have a winter hat, gloves, coat, and appropriate shoes. If a student is not properly dressed, parents will be notified. If the air temperature and/or wind chill is 0° or colder, teachers may bring students outside for recess at their discretion. In no case should students be outside when the air temperature and/or wind chill is -10° or colder. During inclement weather, students need a separate pair of shoes/sneakers to be worn inside the building. Snow boots will be worn during recess and shoes/sneakers during class time. If a student needs to be excused from recess for medical reasons, a written request needs to be given to the teacher before school begins that day. Administration may require a doctor's note to verify medical necessity.

1. Teachers, staff, and students may not utilize athletic program or physical education department equipment without permission from the Athletic Director or Physical Education teacher.
2. At the end of recess, students are expected to put away all balls and other equipment. The teachers or staff on duty should facilitate collection at the end of every recess.

DD. **School Cancellation:** Decisions to delay school opening, early dismissal, or school closure are at the discretion of the administration. In the case of cancellation or late/early dismissal, local radio and TV stations will be notified. Bright Arrow (Power School operated phone/text messaging system) emergency messages will be sent to notify families of closures and/or delays.

EE. **School Events Policy:**

**1. Non-School Events**

- a) Non-Sanctioned Events cannot be titled or promoted in any way which implies that the event is sanctioned by WTCS. WTCS' name and/or logo may not be used and tickets for any events not sanctioned by WTCS cannot be sold or advertised on WTCS' grounds. Events that are not sanctioned by WTCS may not serve as school or class fundraisers. Volunteering at non-school events may not count toward school volunteer service hours.

**2. Official WTCS Events**

- a) At the discretion of the Administration, WTCS may hold events. Some events may call for committees to be selected, the composition and qualification for which will be decided in Administration's sole discretion. Ticket sales, eligible attendees, advertising, location, chaperone requirements, and music or other entertainment selections must be approved by Administration on the timeline prescribed by Administration. Unless stated otherwise, WTCS dress code and all other WTCS policies will apply to all attendees.

FF. **School Pictures:** Individual student pictures are taken each year in the fall with make-up pictures in the spring. Pictures are available for purchase. Dates are scheduled on the school calendar.

GG. **Senior Mission Trip / Co-curricular Trip:** Seniors are given the responsibility and privilege of planning for and attending a mission trip usually during Spring Break. Alternative date ranges may be approved by administration and proposals must be submitted before November 1. Final trip itinerary and details must be approved by administration one month prior to Spring Break. The purpose of this trip is to allow them an opportunity to minister to the less fortunate. The Senior Class Advisor, along with help from Class Parents, will be responsible for any

costs incurred for the trip, making plans and arrangements, including the travel itinerary, location of ministry, and chaperones. The Senior Class will choose a male and female chaperone for their trip. Chaperones must be current employees of WTCS and have at least one year of employment with WTCS, unless otherwise permitted by Administration. Students may use whatever money is available in their class account from Class Fundraising. Students are responsible to raise the necessary funds for this event. The Senior Trip must be in a location within the United States and may not include any more than 5 days of missed school. A minimum of 3 days must be spent doing mission work. All WTCS policies, including dress code, will apply to the Class Trip. Students must be supervised at all times while on the Class Trip. In the case of shared housing for males and females, students must be in their designated areas with lights out by midnight. The senior mission trip is promoted, and encouraged, but not required. If there are remaining funds after Graduation costs, half of the remaining funds will be used for the betterment of WTCS per the discretion of administration and senior students; the other half may be donated to a ministry of the Senior Class's choice. Note the "Class Fundraising" section above.

HH. **Senior Privileges:** Seniors shall be granted special privileges at the start of the second semester grading period per administration discretion. They are privileges and not rights, and may be revoked at the discretion of school administration. Eligibility must be maintained to be granted senior privileges. Seniors are not required to attend study hall and may leave the building after signing out in the office. They are required to sign in upon returning to school. Students who forget to sign out or in will lose their privileges for one week. Any tardiness will result in losing senior privileges for one week. Students under noon restriction because of excessive tardiness will not have these privileges until that restriction time is served.

II. **Student Automobiles and Driving:** Legal student drivers are permitted to drive and park ensuring they follow the regulations set forth:

1. Vehicle license plates, student driver license numbers, and vehicle descriptions will be kept on file in the office.
2. Student parking is permitted in the designated student parking area in the New Hope parking lot. Driving is not allowed while school is in session unless permission is given or during lunch utilizing the off campus lunch privileges for grades 9-12.
3. Students are to observe a 5 mile-per-hour speed limit in all parking areas that access streets.
4. Students are required to park legally in designated parking spaces during school hours and all at all times, including during open gyms.

5. The first violation of parking regulations will result in a warning. A second offense will result in loss of off-campus lunch privileges for one week.

JJ. **Sunday Observance:** Required student activities are not to be scheduled on Sundays. Exceptions can be made with administrative approval.

KK. **Supervision of Students:** It is the intention of the school that students shall not be left unsupervised at any time during regular school hours. Supervision will be accomplished through the use of responsible adults at the discretion of the administration.

LL. **Visitors:** All visitors, parents, and volunteers are required to sign in at the main office upon arrival and inform office staff of the purpose and duration of the visit. If non-WTCS students wish to visit, permission needs to be obtained from the Administration and teacher(s) prior to the requested visit.

**MM. Volunteer Hours:**

All families enrolled at WTCS are required to complete volunteer hours throughout the school year as part of the admissions agreement. The number of hours required are 40 per family. Single parent families have a requirement of 20 hours. Families on tuition assistance will be required to complete extra volunteer hours as discussed with the Business Manager. Preschool families are not required to complete hours but are welcome to contribute as they see fit.

**Volunteer Background Checks:**

Parents or Guardians may be asked to chaperone school sanctioned events when the need arises. Time served may be counted toward required volunteer hours. Chaperones must be a parent or grandparent of an active enrolled student at Trinity in order to be eligible to volunteer. Any volunteer that is not accompanied by a WTCS staff member must undergo a background check prior to serving. Examples include volunteer teachers, field trip chaperones, and drivers for sporting events or school activities.

**Volunteer Drivers:**

On occasion, volunteers may be asked to drive to/from school sanctioned events. All drivers must be at least 21 years of age and a driving record check must be performed prior to the event. Copies of driver's license and insurance cards must be on file in the front office prior to driving WTCS students. All drivers are required to follow state and local laws and shall be held responsible for any driving violations that occur. It is the driver's responsibility to ensure each child/passenger is seated and properly belted prior to engaging the vehicle. See Section "XIII. School Information, Policies, and Procedures - Buses/School Vans"

for more information. Every attempt shall be made to provide a WTCS vehicle. Personal vehicles may be utilized in the case of a shortage. Any fueling related expenses occurred during the travel to/from the event shall be reimbursed by WTCS following the completion of an expense report which can be acquired from the school office.

## **XIV. Student Conduct**

### **A. Academic Integrity Policy**

1. \*adapted from the North Dakota Center for Distance Education Academic Honesty Policy  
(<https://www.cde.nd.gov/information/student/academic-honesty>)
2. WTCS aspires for students to uphold Academic Integrity in the completion of all coursework. Course work is intended to be completed without cheating, plagiarizing, allowing another student to copy information, or knowingly giving false information. The consequences for academic dishonesty will be determined in consultation with the respective teacher and administration.
3. Cheating
  - a) WTCS defines cheating as:
    - (1) Allowing another student to copy your work.
    - (2) Copying or attempting to copy from another student's test, exam, or assignment.
    - (3) Having someone else complete your assignment.
    - (4) Giving information in an unauthorized manner to another student for a test, exam, or assignment.
    - (5) Using unauthorized materials, information, notes, study aids, or other devices for a test, exam, or assignment.
    - (6) Using an online translator in a foreign language course.
    - (7) Any attempt to use artificial intelligence to complete assignments, exams, or projects in part or in whole without prior permission from the teacher.
  - b) Consequences for cheating:
    - (1) 1st time offense: If cheating has occurred, the student will receive a zero on all or part of the assignment or exam (teacher discretion). **Administration will inform the parents or guardians and the student will be issued 2 demerits. The offense will be recorded in the student's file and consequences will follow the steps listed in the demerit chart.**

(2) 2nd time offense: If cheating has occurred, the student will receive a zero on the entire assignment or exam.

**Administration will inform the parents or guardians and the student will be issued a 3 demerit referral. The offense will be recorded in the student's file and consequences will follow the steps listed in the demerit chart.**

(3) 3rd time offense: If cheating has occurred, the student will receive a zero on the entire assignment or exam.

**Administration will inform the parents or guardians and the student will be issued a 5 demerit suspension. The offense will be recorded in the student's file and consequences will follow the steps listed in the demerit chart.**

#### 4. Plagiarism

a) WTCS defines plagiarism as when a student:

(1) copies text "as is" from a source without quotation marks or a proper citation.

(2) reorders the elements of a source text without citation.

(3) copies pieces (sentences, key phrases) of the source text without citation.

(4) paraphrases without citation.

(5) reproduces information that is not common knowledge without citation.

(6) uses his or her own past coursework without the previous and current teacher's approval.

(7) uses another student's material without citation.

(8) pays another person to contribute to his or her work without citation.

(9) asks another person to complete his or her work.

b) Consequences for plagiarism:

(1) 1st time offense: If a teacher believes the student plagiarized an assignment and it is the student's first offense, the teacher may use that first offense as a teachable moment and allow a retry on the assignment. The instructor will explain to the student what plagiarism is and why it's important to not copy someone else's work.

**Administration will inform the parents or guardians and the offense will be documented in the student's file.**

- (2) 2nd time offense: If a teacher believes that the student plagiarized an assignment a second time, the student will receive a zero without an opportunity to redo the assignment. **Administration will inform the parents or guardians and the offense will be documented in the student's file. The student will be issued 2 demerits. The offense will be recorded in the student's file and consequences will follow the steps listed in the demerit chart.**
- (3) 3rd time offense: : If a teacher believes that the student plagiarized an assignment a third time, the student will receive a zero without an opportunity to redo the assignment. **Administration will inform the parents or guardians and the student will be issued a 5 demerit suspension. The offense will be recorded in the student's file and consequences will follow the steps listed in the demerit chart.**

**B.**

**Alcohol, Drugs, Tobacco, Vaping, Etc.:** The school is a drug, alcohol and smoke-free environment, including vaping products. To support and model a healthy lifestyle for our students, the School Board has adopted the following policy:

1. For purposes of this policy, “tobacco” is defined to include any product that contains tobacco, is manufactured from tobacco, or contains nicotine, hookah tobacco, e-cigarettes, and other electronic smoking devices. This excludes any FDA approved nicotine replacement therapy.
2. Use and Possessions Prohibitions:
  - a) Students: Possession and/or use of tobacco products by students on school property, in school vehicles, and at school-sponsored events (whether on or off school property) is prohibited at all times.
  - b) Staff/Visitors: The use of alcohol or tobacco products by all school employees and visitors on school property, in school vehicles, and at school-sponsored events (whether on or off school property) is prohibited. This policy includes all events sponsored by the school and all events on school property that are not sponsored by or associated with the school.
  - c) The school will not allow advertising of alcohol or tobacco products in school buildings, on school property, at school functions, or in any school publications. This includes clothing that advertises such products. The school will not accept any gifts (such

as curriculum, book covers, speakers, etc.) or funds from these industries.

- d) Students using or possessing drugs, including alcohol, tobacco, and/or recreational or illegal drugs at any time while under the student commitment, will automatically receive five demerits and:
  - (1) Be suspended (out of school for three days) at the time the offense is clearly established.
  - (2) Relinquish athletic eligibility and any leadership role for a six-week period.
  - (3) Complete a work program prescribed by the Administration consisting of 45 hours to be completed during the six weeks of ineligibility which will be recorded by Administration. If a student fails to complete service hours within the allotted time, they will be subject to dismissal.
  - (4) Write a formal apology to the school board.
  - (5) Meet with the campus pastor or home church pastor.

- 3. A second offense will result in expulsion at the discretion of administration. Students who maintain a sustained presence in situations involving drugs or alcohol shall be guilty by association.

C. **Bullying Policy:** Bullying is defined as “The willful, conscious desire to hurt, threaten, upset or frighten anyone”, (Preventing Bullying in Schools: A Guide for Teachers and Other Professionals, by Chris Lee). Bullying violations will result in discipline policy action.

- 1. Forms of bullying are
  - a) **Physical:** pushing, tripping, kicking, hitting, punching, pinching, biting, forcing others to do things they don't wish to do, taking or damaging others' belongings, demanding money, silly pranks.
  - b) **Verbal:** teasing, mocking, taunting, abusive comments about appearance, verbal threats, threatening and embarrassing gestures, name calling, writing nasty letters about someone, insulting family members, genders, race & religion.
  - c) **Psychological:** spreading nasty rumors, deliberately excluding someone from activities, influencing/telling others to dislike someone, making a fool of someone, trying to dominate a person.
  - d) **Cyber-bullying:** Defined in the Oxford English Dictionary as, "the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature." In the event any school personnel become aware of cyber-bullying incidents, the parent(s) of the offender and/or victim will be notified. Upon conferring with the parents and school

administration, disciplinary measures shall be imposed upon the offender based on the discipline policy.

e) **Retaliation-bullying:** Retaliation occurs when harmful action is taken against an individual because the student reported harassment, discrimination, or bullying, or participated in an investigation of a report. Clear evidence of retaliation bullying will result in an automatic five demerits with possible dismissal per discretion of administration based on the discipline policy.

2. Law enforcement will be notified if an investigation by school personnel results in a reasonable suspicion that a crime might have occurred. All students are held to this policy during the duration of the student's enrollment at the school including during school breaks or during vacations from school.

D. **Discipline Policy:** Parents and students must be aware of school board policy and procedures concerning acceptable and unacceptable behavior as a student at the school. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive environment within the building, on school property, or at any school event. A point system is used to carry out the discipline policy.

All points will be assessed by a member of the administration or designee, as the result of behavioral referrals. Teachers will try to resolve problems prior to referring a student to the office. This policy applies to the entire academic year, Preschool-12th grade, and is the behavior code for our students at school and at all school- sponsored events.

The purpose of a discipline system is to

1. Improve the educational environment and safety for students, teachers, parents, and staff.
2. Inform students and parents of rules and policies.
3. Record discipline violations in a systematic way.
4. Predetermine discipline for violations, when possible.
5. Provide consistency for students, parents, teachers, and administration.

E. **Due Process:** If a family would like to communicate about an incident, they are encouraged to contact the staff member who administered the demerit/referral. If the incident cannot be resolved, the administration will be called in to support.

1. Demerit Offense 1-point Examples
  - a) Persistent disobedience
  - b) Disrespect to school official, teacher, or staff employee
  - c) Disrespect to students or parents on campus
  - d) Lying/dishonesty

- e) Disorderly conduct (snowballs, pushing, etc.)
  - f) Missing a detention without making alternative arrangements
  - g) Being in an unauthorized area (outside gate, upstairs, in elevator, etc.)
  - h) Violations of the school dress code
  - i) Running in halls
  - j) Tardiness
  - k) Plagiarism: 1st Offense
2. Demerit Offense 2-point Examples
- a) Leaving class without permission
  - b) Willful destruction or defacement of school property or the property of others (damage less than \$100; restitution is expected)
  - c) Obscene and/or lewd behavior and/or language (obvious suggestive sexual gestures exhibited in view of students or staff member; profane language - swearing or cursing).
  - d) Skipping detention
  - e) Behavior that infringes on the rights and/or safety of others
  - f) Academic Integrity Infraction: 1st Offense
  - g) Plagiarism: 2nd Offense
3. Demerit Offense 3-point Examples (Jumps directly to step 3)
- a) Failure to report directly to the office for disciplinary action
  - b) Fighting or provoking a fight
  - c) Theft
  - d) Persistent disobedience:
    - (1) that leads to removal from classroom
    - (2) or continues over the course of multiple days
  - e) Willful destruction or defacement of school property of others (damage of \$100 or more; restitution is expected)
  - f) False fire alarms
  - g) Academic Integrity Infraction: 2nd Offense
4. Demerit Offense 5-point examples
- a) Offenses that are dangerous, threatening, or aggressive toward staff, students, or parents (physical attacks, arson, bomb threats, etc.)
  - b) Possession or use of illegal substances
  - c) Possession of weapons
  - d) Threat of weapons, etc.
  - e) Academic Integrity Infraction: 3rd Offense
  - f) Plagiarism: 3rd Offense

**F. Demerit Chart**

	<b><u>Step 1</u></b> Detention and demerit	<b><u>Step 2</u></b> PowerSchool log	<b><u>Step 3</u></b> PowerSchool log
<p><b><u>Demerit (1)</u></b> If a student commits a one point demerit, staff member follows the steps progressively as behaviors continue. If student ceases behaviors, no further progression is necessary.</p>	<p>&gt;Staff member gives the student a demerit slip. The student takes one home for a signature, the teacher keeps one and drops the final copy off in the office demerit box &gt;7th-12th grade students have a twenty minute detention after school, 5th and 6th can be in detention during lunch or after school at teachers discretion, &gt;K-4 will have lunch detention</p>		
<p><b><u>Demerit (2)</u></b> If a student commits a two demerit point offense or two one point offenses, staff member follows the steps progressively as behaviors continue. If student ceases behaviors, no further progression is necessary.</p>		<p>&gt;Staff follows all of the procedure for a one demerit point offense but logs the two point demerit offense in PowerSchool &gt;Parent meeting may be requested at teachers/admin discretion.</p>	
<p><b><u>Referral (3)</u></b> If a student commits a three demerit point offense, staff members follow the steps progressively.</p>			<p>&gt;Staff follows all of the procedures in step one and two. &gt;Student will be referred to the chaplain and may also be referred to a Principal. &gt;Admin will</p>

			<p>administer a consequence appropriate to the situation.</p> <p>&gt;A parent meeting may be called.</p>
<p><b><u>Suspension (5)</u></b>          If a student commits enough demerit points to add up to five demerit points.</p>			<p>&gt;Staff follows the procedures for the final demerit points.</p> <p>&gt; Student is referred to admin and in school suspension is administered.</p> <p>&gt;Administration will contact parents.</p> <p>&gt;After 3 in school suspensions, behavior committee will meet for appropriate consequence.</p>
<p><b><u>Suspension (5)</u></b>  <i>If a student commits a single 5 point offense, staff immediately evokes executes Step 3.</i></p>			<p>&gt;Student referred to admin.</p> <p>&gt;Administration will give a consequence ranging from detention to out-of-school suspension, expulsion, etc.</p> <p>&gt;Parents contacted by Administration on discipline.</p> <p>&gt;Behavior committee/Parent meeting required.</p> <p>&gt;Law enforcement will be notified if Administration deems necessary.</p>

G. **Dress Code:** The WTCS community seeks to glorify and honor the Lord in all it does (1 Corinthians 10:31). The school's dress code is aligned to that goal and with biblical principles of modesty (1 Timothy 2:9 & 1 Thessalonians 4:4-6), neatness, appropriateness (Deuteronomy 22:5), and professionalism. WTCS students are professional students and should dress as such.

If students or parents have questions or concerns, they may be addressed directly with the teacher or, if already done so, to their principal. Parts of the dress code can be waived with administrative approval for special events such as spirit days.

Finally, WTCS believes the primary educators of children are their parents (Deuteronomy 6 & Ephesians 6). Parents play a key role in guiding and supervising their children in selecting appropriate school attire.

The following are guidelines for all students at WTCS during school and at school-related events on campus or off campus:

1. Tops

- a) All tops will be modest. The neckline will not expose undergarments or cleavage. The neckline will be no lower than a hand width from the bottom of the neck.
- b) Tops will overlap the top of the pants and will never reveal the midriff when arms are in the air.
- c) Tops will not have holes, designed or otherwise.
- d) Tank tops of any sort are not permitted except when announced due to extreme weather.
- e) Tops that contain messages that condone the use of alcohol, drugs, tobacco, violence, inappropriate language, sexual behavior/innuendo, humiliating or disparaging messages, or messages contrary to the WTCS mission will not be tolerated.
- f) Tops will not be sheer or see-through.

2. Bottoms

- a) Jeans may be worn. Rips or tearing may only occur from the kneecap or below.
- b) Skirts and non-athletic shorts may be worn but must be no less than 3 inches from the top of the kneecap when standing.
- c) Tights and leggings may be worn with a skirt or non-athletic shorts that meet the aforementioned requirements
- d) Waistlines must cover all undergarments and sagging is prohibited.
- e) Students in K-3 are permitted to wear leggings.
- f) When the second quarter begins, shorts and open-toed shoes are not permitted.
- g) When the fourth quarter begins, shorts and open-toed shoes are permitted.

3. Additional Guidelines
  - a) Undergarments may not be exposed even when leaning over or sitting down
  - b) Skirts, non-athletic shorts, and dresses must be the appropriate length whether standing, sitting, or bending over even if tights or leggings are worn
4. Chapel Dress Code: (K-6 - Tuesdays and 7-12 Thursdays)
  - a) On chapel days students will raise their standards for dress and stay in their chapel attire **for the entire school day** except during P.E.
  - b) Girls will wear dresses, skirts, dress pants, dress capris, sweaters, or dressy shirts
  - c) Boys will wear dress pants, dress shorts, sweaters, collared polo shirts, or collared button-down shirts, and dress shirts
  - d) Words and graphics are not allowed on chapel days. A small logo is permitted.
  - e) Blue jeans, hoodies, and t-shirts are not permitted.
5. Friday Dress Code
  - a) Students may pay \$1 to wear sweatpants on Fridays. Pajama pants and uncovered leggings are not permitted. Students not participating are required to adhere to the regular school day dress code. Proceeds for 24-25 will be used for scholarships and curriculum.
6. PE Dress Code
  - a) Non-marking tennis/athletic sneakers must be worn for PE.
  - b) 5th-12th grade PE students must change into athletic clothes for class, including sweatpants or loose-fitting athletic shorts. Jewelry is not permitted.
7. Note on Accessories
  - a) Girls are permitted to wear earrings, however body jewelry that requires piercing of the skin is not permitted
  - b) Boys are not permitted to wear piercings of any kind
  - c) Hats are not permitted during school hours (7:45am-3:35pm)
8. Violations
  - a) Teachers and staff should first and foremost be mindful that they too are dressed appropriately, to set the example for students. If a student is in violation of the dress code:
  - b) The teacher will write a demerit and ask the student if he/she can resolve the issue.
  - c) If the student is unable to resolve the issue, he/she will need to go to the office and call home for appropriate clothing
  - d) A demerit will be administered and a fifteen minute detention will be served the following day. Progressive discipline will be administered as necessary.

- H. **Fighting and Physical Violence:** There is no tolerance for students fighting or for physical violence. This includes on school grounds as well as at school sponsored events. The administration will enforce the discipline policy for all instances of violent behavior.
- I. **Gender Identity:** The school supports the Biblical position, which says that God created man in His own image and He created them male and female. Based on this, the school defines males and females according to their biological sex at birth. Students are required to use the bathroom of their biological sex at birth.
- J. **Locker Rooms:** Locker rooms are used to prepare for P.E. class and after school activities. Locker rooms may not be used as a general bathroom. The locker room will be kept locked except before/after P.E. and before/after sports activities. In the case of misuse, students may lose locker room privileges.
- K. **Possession of Weapons:** Any item deemed to be a weapon is not allowed on campus, in any school vehicle, or at any school sponsored activity. Any questionable item will be confiscated by school personnel and dealt with by the administration.
- L. **Public Displays of Affection (PDA):** Students are to refrain from kissing, embracing, and any close physical contact or other forms of PDA while at school, school sponsored events on school property, or in the visual vicinity of the school, and at school-related events such as away games. If students behave contrary to the PDA policy, the school will contact parents and take additional disciplinary action, to be determined by the administration.
- M. **Sexuality and Sexual Orientation:** The Biblical and philosophical goal of the school is to develop students into mature Christian individuals who strive to live a Christian life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at the school, all students are expected to exhibit the qualities of a Christ-like life supported and taught by the school and to refrain from certain activities or behavior. Thus, the school retains the right to refuse enrollment to or to dismiss any student who engages in sexual immorality, including but not limited to premarital sexual relations, homosexual relations, as well as any student who promotes such practices (Romans 1:27, and 1 Thessalonians 4:3).
- N. **Weightroom:** Students may use the weight room upon completion of a parent permission form, waiver, and training completed by the Physical Education teacher or other qualified staff member. Students may use machines without a spotter. Free weights require a qualified staff member or student for spotting and supervision. Mixed gender weightlifting is not permitted without a supervising staff member. The gender with the most users can remain in the room until a supervising staff member arrives.

## **XV. Student Leadership Council**

### **A. Class Officers/Student Council**

1. Each class grades 7-12 will elect class officers. Each class will have a President, Vice President, Secretary, and Treasurer. The President and Vice President from each grade will make up the student council. These positions are in place to lead each grade level in planning activities and events as needed, as well as represent their class.
2. Individuals wishing to be a part of student leadership must complete the application process approved by school leadership.
3. Student Leadership members will:
  - a) provide input to the administration, faculty, and at times, the school board, regarding student issues aligned with the school's mission statement
  - b) provide academic and spiritual leadership to the student body
  - c) model positive, Godly, scholarly lives in and out of school
  - d) maintain a 3.0 grade point average and demonstrate leadership skills
  - e) represent the student body at monthly school board meetings after discussion with administration
4. The student council shall continue to exist as long as serious-minded students actively participate in appropriate contributions to the overall mission and direction of the school. They shall be advised by the administration or a designated representative.

### **B. Organizational Meetings**

1. All meetings are to be scheduled by the advisor in advance with the Administration.
2. The faculty advisor/adult supervisor must be present at all meetings.
3. All meetings will be held in an orderly manner. Any matters that require money shall be receipted and purchase orders must be used for purchasing. All fiscal transactions shall be directed through the business office.

## **XVI. Technology**

- A. Acceptable Use Policy:** The school believes that the internet has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of those resources. Within the context of our mission statement as a school, the internet connection will be used to meet the goals in our curriculum. Specifically, students will have the opportunity to enhance their learning through:

1. A wealth of additional resources and research;
2. Consulting with experts in a wide variety of fields;
3. Communicating with other students and individuals in areas or situation they are studying;
4. Learning to conduct searches, evaluate resources, and locate relevant material; and
5. Interacting with up-to-date sources.

Adequate supervision of students will be provided while they are using the internet. Students are not allowed in the computer lab or on Chromebooks without staff supervision. It is to be understood that internet access for students is a privilege, not a right. All users of the internet will agree to adhere to the following Code of Ethics:

1. I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with. I agree to follow the rules of the school.
2. I will strive to apply Philippians 4:8 to my electronic communication. “Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”

The primary purpose of the internet at the school is to further the academic process. The internet user is held responsible for his/her actions whenever using the internet. Unacceptable uses of the system will result in suspending or revoking these privileges. Some examples of unacceptable use are:

1. Using the system for any illegal activity
2. Using the system for financial gain or initiating any financial transactions
3. Degrading or disrupting the equipment or system performance
4. Vandalizing the data of another user
5. Wastefully using finite resources
6. Gaining unauthorized access to resources (i.e. attempting to bypass censor ware)
7. Invading the privacy of individuals (this includes reading any e-mail)
8. Posting any personal communication that is not involved in the academic assignment
9. Downloading viruses or attempting to circumvent virus protection programs
10. Posting rude and inappropriate messages

The user and his/her parents must understand that he/she uses the internet at his/her own risk. Considering the provisions mentioned above, the school cannot assume responsibility for:

1. The reliability of the content of a source received by a user. Students must evaluate and cite sources appropriately.
2. Costs that the students incur if they request a product for a fee.
3. Any consequences of disruption in service that may result in lack of resources. Though every effort will be made to insure a reliable connection, there may be times when the internet service is down or scheduled for use by teachers, classes, or other students.
4. The technology coordinator and the administration reserves the right to investigate possible misuses or to monitor any email that comes through computers or devices on campus.

## **XVII. Homeschooling and Eligibility**

- A. **Definition:** A homeschool student is one who, for the current school year, does not take a full class load and does not pay full tuition. Homeschool students will be allowed to take any classes, cores, or electives at WTCS. Homeschool students must register at the front office and pay all applicable class and activity fees prior to enrolling and participating in a class or an activity. Tuition for home school students is per class, e.g. 1/8th of full time tuition is the cost for one full year class. Homeschool students will not be permitted to walk at graduation. All homeschool students must successfully complete the New Family Interview process with Administration.
- B. **Participation:** Homeschool students may compete and participate in co-curricular activities at the school so long as they meet all NDHSAA eligibility requirements. Students may not participate in co-curricular activities from multiple schools unless part of the approved co-op program. Please note the following, paraphrased from Section I and Section IX(A) of Article XIV: Rules of Eligibility of the Bylaws of NDHSAA:
- a) A child receiving home education may participate in extracurricular activities under the auspices of an approved non-public school, if permitted by the Administration.
  - b) A child participating under the auspices of an approved non-public school is subject to the same standards for participation in extracurricular activities as those required of full-time students enrolled in the school.
  - c) Once a child's parent has selected the approved non-public school in which the child will participate for purposes of extracurricular activities, and has provided notification of the selection through the statement

required by section 15.1-23-02 in N.D. Century Code, the child is subject to the transfer rules as provided in the Constitution and By-Laws of the North Dakota High School Activities Association.

- d) The responsibility of checking on the eligibility of students involved in home-based instruction is that of the school in which the student is participating in the co-curricular activities program. It is recommended that each school develop a form to be used in checking eligibility of all students including home-based students.
- e) Additionally, students shall have been in attendance at the school which the student represents for one (1) calendar year upon transferring from another school unless the student's parents have become residents of the school district to which the student transferred or unless the school from which the student transferred does not offer work of the corresponding year in which the student is ranked, and there is no evidence of recruitment or undue influence. In the instance of a pupil transferring from a public high school to a private or parochial high school, or vice versa, the student shall not be eligible to represent the new high school in varsity competition for one (1) calendar year beginning with the first day of attendance in the new school. Should a school district maintain more than one high school, residence shall be understood to refer to the territory assigned to a specific high school by the Board of Education, and any transfer by a student from one school to another within the school district without a corresponding change in parental residence shall result in a loss of eligibility in varsity competition for one (1) calendar year. Should the student transfer from one school after the completion of the school year to another school prior to the start of the subsequent school year, the one (1) calendar year loss of varsity eligibility shall begin on the first date for fall practice in any sport.

- C. **Requirements:** Homeschool families are required to submit a copy of their ND Homeschool Statement of Intent that has been submitted to the Williston Public Schools District 7 office. WTCS must be listed as the coop school on the Statement of Intent.