

# PARENT HANDBOOK

2025-2026



wheaton  
christian  
GRAMMAR SCHOOL

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August 2025

Dear WCGS Parents,

Welcome to a new school year at Wheaton Christian Grammar School! We count it a privilege to join with you in training and nurturing your children to know, love, and serve Jesus Christ.

This handbook is designed to give you important information about the policies and procedures at WCGS which directly affect you and your life here at the school. It is our hope that the information contained in these pages will help you understand how things operate, what our expectations of students and parents are, and whom to contact for help and information. If you have any questions, need additional information, or if something is unclear, please do not hesitate to contact us. **Because this handbook is revised annually, we trust that you will take the time to carefully read over these policies and guidelines, as some have changed.** Our handbooks are always available on our school website.

You will find a 5<sup>th</sup> Grade Addendum at the back of the handbook. These are policies that apply specifically to 5<sup>th</sup> grade students. Junior high students (grades 6-8) also receive a Junior High Student Handbook on the first day of school. Your support in following these guidelines will help us maintain an orderly and supportive atmosphere as we work together.

Finally, we would like to take this opportunity to caution school families to avoid the trap of over-commitment. There is no shortage of activities competing for our time and attention – many of them worthy! Good health, spiritual growth, and academic success require adequate rest, proper nutrition, and freedom from the stress of “overload.”

We look forward to a *great* year!

Sincerely,  
WCGS Administrative Team

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# PARENT HANDBOOK

## 2025-2026

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## **WHAT WE'RE ABOUT**

### **Mission Statement**

Wheaton Christian Grammar School exists, under the authority of God and His Word, to educate, train, and nurture children for godliness and excellence, equipping them to engage and transform their world for Jesus Christ.

### **Vision Statement**

Wheaton Christian Grammar School will be a biblically faithful and transformative K-8 educational institution available to those who desire a Christian education and support the school's mission and values.

### **WCGS Core Values**

- The fear of the Lord is the beginning of wisdom and knowledge.
- The Bible is the source of all truth, authoritative in all matters.
- Education is best achieved through a partnership between parents and educators.
- Effective education uses advances in curriculum, technology, and teaching methods.
- A strong foundation in academic, artistic, social, and spiritual disciplines is necessary for fulfillment of one's potential life.
- Every community benefits from individuals who have been taught to pursue excellence and to obey God's authority.

### **Declaration of Faith**

- We believe in the Scriptures of the Old and the New Testaments as verbally inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life.
- We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
- We believe that man was created in the image of God; that he sinned, and thereby incurred, not only physical death, but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature, and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed.
- We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the ground of His shed blood.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us as High Priest and Advocate.
- We believe in "that blessed hope," the personal, premillennial, and imminent return of our Lord and Savior, Jesus Christ.
- We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

### **Governance**

WCGS operates under the governance of its Board of Directors. The Board members are elected through a process that involves Board recommendations, review of candidates, interviews, and a vote. As Christians, each one of us is under the authority of God and His Word and is ultimately accountable to Him.

## Accreditation

WCGS was granted accreditation by the Association of Christian Schools International (ACSI) in 2008; by the North Central Association Commission on Accreditation and School Improvement (NCA CASI) in 2009; and is annually certified as a “Recognized Non-Public School” by the Illinois State Board of Education (ISBE). WCGS ensures general compliance with applicable sections of the Illinois School Code (105 ILCS 5), and relevant case law including Plyler v. Doe, 457 U.S. 202, 102 S.Ct. 2382 (1982), and 23 ILL. Admin. Code Part 425 10(c).

Accreditation renewal was granted in 2015 and 2020 by ACSI and Cognia (formerly AdvancED).

In 2025, WCGS was awarded Exemplary status by ACSI and our accreditation was renewed.

WCGS was also named a Member of Council with CESA (Council of Educational Standards and Accountability) in 2025.

## ANTI-HARASSMENT POLICY

The policy of Wheaton Christian Grammar School is to provide an academic environment that is free from intimidation, exploitation, and harassment, where all individuals treat each other with dignity and respect. For a complete copy of the WCGS Antiharassment Policy, please contact the school office.

## ATTENDANCE/ABSENCE

Regular attendance is required by state law and makes good educational sense.

### Arriving at School Late (Tardiness)

Being on time to school and ready to learn is important to students and teachers. Tardiness has a negative impact on students and on school culture. Not only does being on time instill an important life habit in students, it allows teachers to connect with students before the school day begins and to start instruction on time. Students who are late are missing time with friends and an opportunity to get organized for the day. Teachers begin the day with devotions and prayer, and tardy students often enter during this time. WCGS seeks to partner with parents to reduce the instances of tardiness.

Students are expected to be seated in their homeroom classroom seats by 8:50 a.m. **Any student failing to meet this basic requirement is considered tardy and must sign in at the office and be issued a “Tardy Pass” before proceeding to his/her classroom. Students arriving in classrooms after the bell without a “Tardy Pass” will be sent to the office to sign in and be issued their “Tardy Pass.”** In order to be ready and prepared for instruction, it is highly recommended that students be in their classrooms a minimum of three minutes (8:47 a.m.) prior to the beginning of first period.

Tardies are recorded and reported on report cards and permanent record cards.

**Tardiness due to professional appointments (medical, dental, ortho, physical therapy, etc.) will be considered “excused” if supported by a signed parent/doctor note. This policy will be STRICTLY ENFORCED.**

Students are allowed **four** unexcused tardies each quarter without penalty, to allow for unforeseen problems (late carpools, traffic accidents, etc.). Students in 5<sup>th</sup>-8<sup>th</sup> grades with more than **four** unexcused tardies in one quarter will serve a 30-minute detention following the **fifth** (and each subsequent) tardy in that quarter. **Detentions may not be deferred for participation in co-curricular activities.** At the discretion of coaches/activity directors, students may be permitted to participate in that day’s activity after the detention has been served. If a pattern

of tardiness is not deterred by the detention, further disciplinary action may be taken which may include student/parent meetings with the Principal and/or Head of School.

***Any student arriving after 10:30 a.m. or departing before 2:00 p.m. will be marked as ½ day absent and therefore ineligible to participate in any co-curricular activity that day (unless the absence was due to a professional appointment supported by a signed parent/doctor note).***

### **Leaving School Early or During the Day**

We understand that it is often difficult to obtain medical/dental/orthodontic and other appointments outside of school hours and are happy to work with parents when they need to take their children out of school during the day for unavoidable appointments. Please understand, however, that it is very difficult when teachers receive notes and emails from parents asking the teacher "to have the child in the office" at a particular time, ready for pick-up. Teachers are busy delivering instruction and interacting with students, not necessarily keeping their eye on the clock to dismiss a student at a particular time. **If you need to pick your child up during the day, please follow these procedures:**

1. **Prior to 9:30 a.m.**, notify THE OFFICE of the need to pick up your child **via the attendance email** ([attendance@wheatonchristian.org](mailto:attendance@wheatonchristian.org)) **OR attendance voicemail** (630-668-1385, option 3). You're welcome to ALSO inform the teacher by copying them on the email or sending a separate, hand-written note with your child.  
**After 9:30 a.m.**, you may still use the **attendance email** OR call and **speak with someone in the office**. Please be aware that the attendance voicemail is not monitored after 9:30 a.m., once the day's attendance has been recorded.
2. **Upon your arrival at school**, office personnel will call the classroom and ask for your child to be sent. Please allow at least 5 minutes for your child to complete their task, pack up, and come to the office. **IF YOU ARE RUNNING LATE**, please call the office a few minutes prior to your arrival at school and ask that your child be called to the office.
3. Please remember to **come into the office when picking up your child**. Although students are permitted to sign themselves out, **office personnel need to see you** before they will release your child.
4. If a student returns to school, he/she must sign in.

Students are also discouraged from leaving school early or arriving late due to private lessons. Parents should consult with the Principal before making any arrangements that will necessitate their student leaving school early or arriving late on a regular basis.

### **Unavoidable Absences**

If your child must be absent, please **notify the school no later than 9:00 a.m.** via:

- an email to [attendance@wheatonchristian.org](mailto:attendance@wheatonchristian.org)
- a phone message left on the attendance line, 630-668-1385, option 3

Both methods of absence reporting are available 24 hours a day, 7 days a week. WCGS is required by law to account for *every* enrolled student on *every* school day. If you have not informed us of your student's absence and the reason for that absence by 9:00 a.m., we will be calling *you*.

PLEASE DO NOT ASK YOUR CHILD TO BE EXCUSED FOR REASONS OTHER THAN SICKNESS OR EMERGENCY. Students who are sick should not be sent to school until fully recovered. Students who have been sick with a fever and/or vomiting should wait 24 hours before returning to school. Please help others stay healthy by observing these guidelines.

**Homework may be requested on the 2<sup>nd</sup> day of absence, when reporting your child's absence.** Please indicate what arrangements you would like made for the homework at that time. Homework will not be available for pickup until 3:00 p.m. This allows teachers time to prepare the necessary materials to be sent home. (Assignments for students in grades 5-8 are available online.)

When a student is absent due to illness, medical appointments, or death in the family, he will have the same number of days plus one extra day to make up missed assignments/homework. Unit tests and long-term assignments (if missed) must be made up as soon as possible, but always within a week of return to school.

It is the responsibility of the student to obtain his make-up assignments and complete them by the deadline. A student should arrange his time to care for this and see his teachers well before the deadline if he needs help on assignments. This may require his meeting with teachers after school. In the case of a younger child, it may be appropriate for the parent to be involved in this process.

### **Pre-Arranged Absences**

Wheaton Christian Grammar School seeks to provide ample time during the academic year for vacations. It is our expectation that parents will arrange vacations and other planned-for absences during scheduled school breaks.

If a parent chooses for a student to miss one or more full days of school, the following procedures should be followed:

1. A Pre-Arranged Absence Notification Form should be completed and **submitted to the office at least one week prior to the absence.** At that time, a maximum of two days' pre-assigned work *may be requested*. Older students are responsible for collecting the pre-assigned work and any materials necessary to complete the assignments, and to obtain all other missed work upon his/her return. Teachers may assist younger students. Students are encouraged to do pre-assigned work *prior to the absence*. (Complete and submit this form electronically through Family Portal – click *School Information* then *Web Forms* to access this easy-to-use form!)
2. Upon returning to school, the student will have the same number of days (as school days missed) plus one extra day to turn in all missed assignments/homework, up to a maximum of one week, after which the "Missing Assignment/Task" policy at that grade level will apply.
3. The student must arrange to come in before or after school to make up tests or lab work. Missed quizzes and tests are to be completed in consultation with each teacher by the end of the first week back at school.

Complete and submit this form online!

There is no substitute for daily attendance. **Grades may suffer as a result of a prolonged absence.**

Unless students are sick, they **must be in attendance during MAP Growth testing.** Please do not schedule vacations or appointments during these dates. Making up testing is very difficult and time-consuming. Unavoidable illnesses are understandable, and teachers will work with students to get all their testing done, however, planned absences that cause a student to miss one or more subtests during the dates of test administration will incur a \$25 charge (per day) to cover the cost of the proctor to administer the test to the student. This fee will be billed to your account.

## **Long-Term Absences**

Regular school attendance is a key component in the acquisition of a thorough and quality educational experience. We recognize, however, that parental job assignments or special interests and opportunities may sometimes result in an extended absence from school. To accommodate these special situations, the following guidelines are set forth:

- A long-term absence is considered three weeks or more, but not longer than one school quarter.
- Absences longer than one quarter will require that the student withdraw from school and subsequently apply for readmission.
- The administration must approve all extended absences and details related to the ongoing accommodations.
- The student's ongoing educational instruction during the long-term absence is the responsibility of the parents and may be accommodated by a private teacher, tutor, or the parent.
- Tuition will be charged during the time of extended absence.
- WCGS will provide the curriculum resources—textbooks, workbooks, and lesson plans—as needed.
- An additional fee will be charged if the classroom teacher provides materials (worksheets, quizzes, tests, etc.) that require “extra” time over and above the teacher's regular responsibilities.
- Expenses for mailings, etc. will be the responsibility of the parents.
- Grading will be the responsibility of the private teacher, tutor, or parent, and results should be provided to the classroom teacher in a timely manner. Grading for special long-term assignments (Country Reports, etc.) may be accomplished by the classroom teacher, according to arrangements made in advance of the absence.
- It is expected that the student returning to class after a long-term absence will assimilate into the ongoing grade-level curriculum.

## **APPEARANCE CODE**

The guidelines regarding personal appearance are intended to promote an atmosphere where students can comfortably focus on learning and positive growth. Clothing should not distract from the educational process. The primary goal is that the student's appearance should be modest, neat, clean, and safe. A student's appearance should also reflect the Christian value of encouraging the focus on the inner self, not the outer. In general, any student's dress or appearance, while not specifically outlined below, may be considered unacceptable if it does not conform to the spirit of these standards and other WCGS community standards. Provisions for the *Appearance Code* shall be enforced equally for all students.

## **Responsibility of Parents**

- Parents should work with and guide their children to make good choices in the area of appropriate clothing and good grooming. We expect appropriate clothing and appearance decisions be handled at home to insure compliance with WCGS standards.
- Because it is updated regularly to reflect current styles and trends, parents should review and familiarize themselves with the *Appearance Code* on an annual basis.
- Should your child's attire be deemed inappropriate, parents should expect to receive a call from the school and be prepared to bring a change of clothing.
- In order to set a good example for students and others who may be visiting our school, parents are respectfully requested to refrain from wearing abbreviated leisure and exercise

attire, plunging necklines, halter tops, or tight and revealing clothing of any kind when visiting the school, no matter how brief the visit may be.

## **Guidelines**

### ***General:***

- Clothes are to be clean and worn modestly and properly.
- Frayed or torn clothing is not acceptable for school wear.
- Oversized, baggy clothing or clothing that is too tight-fitting is not acceptable.
- All clothing should cover shoulder to mid-thigh, at a minimum.
- Underwear should not be visible.

### ***Upper Garments:***

- Boys are to wear collared shirts. Appropriate choices are polo-style shirts, dress/oxford shirts with collars, or turtleneck shirts/sweaters.
- Girls are to wear modest, dressy shirts (no “t-shirts”) with high necklines front and back which stay in place and have no writing or pictures. Tops must be of a material and style so that undergarments are not visible. Girls may also wear dresses that meet these same guidelines. Dresses must touch the knee when standing and be modest when sitting.
- With the exception of WCGS Spirit Wear (which can be worn daily), garments worn at school should have NO writing or pictures. Visible logos should be smaller than a credit card.
- All shirts/tops (boys’ and girls’) should have some sort of sleeve – long, short, or cap – and should be properly buttoned at all times. Cold-shoulder tops do not fit this criteria and should not be worn to school.

### ***Lower Garments:***

- Jeans (of any color), khakis, cargo pants, and dress pants are permitted, but must not be frayed or torn.
- Pants may not be constructed of knit fabric. They must have pockets and should not be constructed in an overall style that is too tight or body shape revealing. Under no circumstances are leggings considered pants.
- **Skirts, skorts, and dresses must touch the knee when standing** AND be modest when sitting. Skirts should not have slits that reach above mid-thigh. **Leggings** may be worn under skirts and dresses that meet Appearance Code guidelines (“touch the knee when standing”).
- Camouflage pants and shorts are not permitted.
- Shorts may be worn by students in grades K-5 during 1<sup>st</sup> and 4<sup>th</sup> quarters. Junior High students (grades 6-8) may wear shorts throughout the school year, with the exception of the Awards Assembly or any other day for which more formal attire is prescribed. All shorts must come to below mid-thigh.
- Athletic wear such as warm-up pants, yoga pants, sweatpants, sports shorts, and tennis skirts are not permitted.
- Unless worn as part of an approved athletic uniform or underneath other garments that meet Appearance Code guidelines, spandex shorts/tights are not permitted at any school function.

### ***Hair/Grooming/Accessories:***

- Hair should be neatly trimmed and combed.
- Hair should not be below the eyebrows in the front.
- Boys’ hair should be off the collar in the back.

- Extremes in hairstyles are not appropriate.
- Hats may not be worn indoors.
- Boys may not wear pierced jewelry; girls may wear pierced earrings (only).
- Boys and girls may wear rings, bracelets, and necklaces that are in good taste, moderate in number (one or two) and appearance, and non-distracting as determined by the school.
- Extreme accessories such as pocket chains are not permitted.
- Students may not wear jewelry during physical education classes or other athletic competition.
- Makeup may be worn in moderation by junior high girls only.

**Footwear:**

- **Grades K-5:** Closed shoes or closed-toe sandals are to be worn. Flip-flops, athletic sandals, or any other type of “open-toe” footwear are not permitted. Socks are to be worn at all times by students in K-5.
- **Grades 6-8:** Students may wear open-toe sandals without socks; however, flip-flops and athletic sandals are not permitted.

**Gym Clothes:** For gym classes, students in grades 5-8 will wear uniforms purchased from the school. Gym shoes and athletic socks must be worn. For outdoor gym classes, sweatshirts and/or sweatpants may be worn when suggested by the gym teacher. No clothes worn in gym class are to be worn in the classroom, or vice versa. Gym clothes should be laundered weekly and identified with the student’s name.

**Exceptions**

**General:**

- Teachers may instruct or give permission for students to dress outside of the *Appearance Code* as appropriate for certain field trips, special events, or theme days. In all of these cases, students will receive specific directions regarding what attire will be acceptable on that day.
- Special Dress Days—there will be occasions throughout the school year when alternative clothing may be worn. Examples include: Career Day, Jersey Day, etc. Students/families will be advised in advance what clothing is acceptable on these days.

**Chapel Days/Awards Assembly:**

It is our intent that students recognize that chapel days are unique, special days that we come together as a school to corporately worship God. Students are encouraged to dress up on these days. Boys in grades 6-8 are encouraged to wear shirts with ties. Girls are encouraged to wear pants, dresses or skirts that conform to our school appearance code. God ultimately cares more about our hearts than our clothes, but we do wish to signify that the day has a special meaning and purpose that is different from most school days. Similarly, students are asked to “dress up” for the annual Awards Assembly.

**School Spirit Wear:**

Spirit Wear can be worn daily by students, unless there is an assembly or another special event at school. Appearance Code guidelines for upper garments are relaxed to allow students to show their school spirit by wearing WCGS apparel, including t-shirts. To order Spirit Wear online, visit the school website, then select the Parents Tab and the School Spirit tab. Purchasing Spirit Wear is a fundraiser that is handled by the Auxiliary, with proceeds going toward many different areas that benefit WCGS. Please note that the general guidelines regarding student attire, such as modesty and cleanliness, are always in effect. Students should

not wear athletic jerseys, uniforms, or sleeveless shirts/tops. Appearance Code guidelines for **lower garments, hair/grooming/accessories, and footwear** remain in effect daily.

***Representing WCGS Off-Campus:***

Students may be off campus during or outside school hours for a variety of reasons, including field trips, service/outreach activities, fine arts activities, athletic contests, etc. Unless specifically instructed otherwise, the WCGS standards of behavior and appearance are in effect at any and all school-sponsored or school-related events.

**Enforcement**

***Grades K-4:***

The classroom teacher will contact the parent requesting greater attention be given to adherence to the school's Appearance Code. Repeated violations will be handled by school administration and may require a change of clothing to be brought from home.

***Grades 5-8:***

The teacher will address the violation with the student and the student will go to the office to call parents for a change of clothing. Should circumstances prohibit a change of clothing being brought from home, students will be provided with appropriate garments from the WCGS office "wardrobe" to wear for the day. Parents' support for the natural process of consequential decisions by students is greatly appreciated and helpful in the maturation process.

Our goal at WCGS is not to inconvenience parents at home or at work during the school day, therefore parents should make themselves familiar with the *Appearance Code* and ensure that their child is appropriately dressed before leaving home each day. Parents' support for the natural process of consequential decisions by students is greatly appreciated and helpful in the maturation process.

**AWARDS**

Near the end of the school year, awards assemblies are held for students in grades 1-5 and 6-8. Various awards are given in the areas of academics, music, art, and service. Recognition is given for those on the Junior High Honor Rolls, and the American Legion Awards, Administrators' Award(s), Service Award, Spartan Award, Todd Beamer Memorial Award and Scholarship, and Wheaton Academy Scholarship are presented. Parents are welcome to attend.

**BACKGROUND CHECKS**

The safety and security of your children while at WCGS is a priority for us. All parents and other family members (grandparents, aunts/uncles, etc.) who plan to volunteer in any capacity at the school must have a criminal history background check. Volunteering includes roles such as serving hot lunch, listening to memory verses, chaperoning on field trips, and helping with classroom activities or parties. We work with the Illinois State Police to process the background checks. WCGS underwrites the cost of this one-time screening. To have a background check, parents must complete a simple online form. The form is located under Web Forms in Family Portal.

**BEHAVIORAL EXPECTATIONS/STANDARDS OF CONDUCT**

The staff at WCGS are held to high standards in the areas of professionalism, integrity, and spiritual development. All staff must support the statement of faith, philosophy of education, and policies of WCGS. They are given clear guidelines on their curriculum, relationship expectations with students, parents, and other staff members, as well as requirements in the

areas of professional development. All staff undergo training on an annual basis in the areas of mandated reporting, sexual harassment, and compliance training in their areas of expertise. If you would like to see a copy of our Standards of Conduct for WCGS employees, please contact the office.

Just as staff are held to high standards, students are expected to behave in a manner that promotes God's glory, a good learning environment, physical well-being, and personal growth in grace. Students' attitudes are of prime importance. Many problems arise not from what is done but from how it is done. Because WCGS is a Christian school, we expect students to evidence biblical attitudes, respect our Christian beliefs, and abide by our community standards.

In order to provide a consistent framework across the school of what our expectations are for student conduct, the following guidelines have been developed for WCGS students. The list is by no means exhaustive. It does, however, represent some of the characteristics and behaviors that we desire and expect to see demonstrated in the lives of our students.

- Look at someone when they are talking to you or you are talking to them.
- Don't walk away when someone is talking to you or you are talking to them.
- Don't interrupt when someone is talking to you.
- Don't interrupt a conversation between other people; wait until they have finished before speaking.
- Don't walk between conversing people.
- Don't argue with an adult.
- Use proper language:
  - say "thank you" when you are given something;
  - say "please" when asking for something; and
  - say "excuse me" when you bump into someone or need to pass someone in close confines.
- During discussions, be respectful of other students' comments, opinions, and ideas.
- When you cough, sneeze, or burp, turn your head away from others and cover your mouth. Afterwards, say, "Excuse me."
- When walking in the hallways, talk in quiet voices so as not to disturb other classes.
- When entering a classroom, do so quietly so as not to disturb those who may already be working.
- Treat all property (school's, others') as you would want others to treat your belongings.
- Clean up after yourself; if you spill something, clean it up or ask for help in doing so.

The teaching and modeling of these guidelines are part of our mission to train and nurture children for godliness and excellence. We recognize, however, the difference between "behavior" and "heart." Transformation of the heart is an enduring process in which one is radically reformed and does not revert back to one's previous condition. Only God brings about lasting transformation in a person's life (Romans 12:2, 2 Corinthians 3:18). While we cannot transform the heart or even know what the heart is actually thinking or feeling, we can control, or at least regulate, the outward manifestation of that. In other words, we can and will expect that our students conduct themselves in a manner that shows respect for both adults and peers, and for our Christian beliefs.

In addition, students are expected to observe the following rules while at school:

- Gum is not allowed to be chewed on school property or at any school activity, including field trips, unless approved by the administration. While not encouraged, candy may be eaten at lunch.

- Students may bring water to drink in their classrooms, but no other beverages should be brought into classrooms (unless approved for a special occasion). Glass water bottles are not permitted.
- Toys (including “figit” toys) should not be brought into the classroom (unless approved for a special occasion).

Parents, as our partners in this mission to raise up a generation that will glorify God, we need your prayers and your support. Please review these expectations with your children and help us by reinforcing these guidelines at home.

## **BULLYING**

### **Philosophy**

We at Wheaton Christian Grammar School believe that students should have an educational environment that is free from humiliation, oppression, and abuse. Every person who is a part of WCGS has the responsibility to support and care for each other and to behave in a non-threatening fashion. As a school community, we expect all incidences of bullying to be reported. Bullying will not be tolerated and will be addressed in accordance with our discipline policy.

### **Definition**

Bullying is any persistent, willful, and deliberate action done by an individual or a group to hurt, distress, upset, frighten, or threaten another person(s). It is usually not an isolated incident of argument or aggression between students. Bullying can be:

- Physical: pushing, kicking, hitting, pinching, or any use of violence
- Verbal: name calling, sarcasm, spreading rumors, malicious gossip or teasing, either written, oral, or via the Internet (cyberbullying)
- Emotional: deliberate excluding, tormenting (hiding books, threatening gestures, extorting money), racial taunts, graffiti
- Sexual: unwanted physical contact or abusive and/or suggestive comments

WCGS considers any inappropriate interaction between its students, whether on or off campus or via the Internet, to be a school issue, and may be addressed by administration in the same manner as any on-campus incident.

### **Responsibility of Students**

- Refuse to be involved in any bullying situation.
- Take some form of preventative action if present when bullying occurs.
- Report the incident or suspected incident to a teacher to help break down the code of secrecy.

### **Responsibility of Parents**

- Watch for signs of unusual behavior or distress in their child, such as not wishing to attend school, missing equipment, damaged clothes, or bruising.
- Monitor their child’s cell phone and social media activity.
- Advise their child to tell a staff member about any incidents of bullying. If possible, parents should allow him/her to report and deal with the problem. If the child will not report the incident, parents should inform the school.

## **CHAPELS/ASSEMBLIES**

Chapels will be held on a monthly basis. Students are encouraged to “dress up” for Chapel Days (see Appearance Code for details). We use outside speakers as well as school parents and

faculty/staff. A spirit of reverence should be maintained in all chapel services. Attentive, courteous conduct that is honoring to the Lord should be observed at all assemblies. Other special interest chapels and assemblies are planned for various grade levels and sometimes for the entire student body. Parents are always welcome to attend. Unless otherwise advised, chapels are held in the Commons on the second Wednesday of each month:

9:00 Grades K-2

9:45 Grades 3-5

10:46 Grades 6-8

## **CHRISTIAN COMMUNITY AND STANDARDS**

WCGS is a Christian community that exercises and expresses our Christian beliefs and Christian mission through community standards established by the WCGS Board of Directors or administration and published in its policies and statements, as well as in handbooks for faculty, parents and students. Although participants in our Christian community (including students, parents, guardians, volunteers and guests) do not officially represent WCGS, they do contribute to our community, to the experiences of other participants and to the accomplishment of WCGS's mission. Accordingly, the WCGS Christian Community Policy clarifies that WCGS expects all community participants, including students, parents and guardians, to respect our Christian beliefs and abide by the Christian community standards applicable to them. In addition, because students and their parents and/or guardians contribute in a meaningful and unique way to our Christian community, the Christian Community Policy requires that at least one parent and/or guardian or each student (1) affirm our Declaration of Faith, and (2) respect and live in accordance with the Christian beliefs delineated in our Statement on Marriage, Gender and Sexuality. The WCGS Policy Regarding Our Christian Community and Standards (referred to in this handbook as the Christian Community Policy), Declaration of Faith, and Statement on Marriage, Gender and Sexuality are all available in the Resource Documents section of our Parents Web.

## **CHRISTIAN PHILOSOPHY OF EDUCATION**

Wheaton Christian Grammar School teaches students that the Lord Jesus Christ is to be preeminent in every area of their lives, including their education. We acknowledge that every aspect of academic study and each school activity is based upon this biblical truth. "For by him all things were created: things in heaven and on earth...all things were created by him and for him...he is before all things, and in him all things hold together...so that in everything he might have supremacy" (Colossians 1:16-18). Jesus is to be at the center of all learning and living.

We affirm that the triune God is sovereign and the creator of all things. Man is the direct creation of God and made in His image. Man is to live his life as a response to his Creator and Savior, knowing Him and living in harmony with Him. God has revealed Himself to us in His Son Jesus Christ and in the Holy Scriptures. We can by His grace know and communicate His truth, generation after generation.

While most of the world divides truth between sacred and secular, Christian education acknowledges that God's truth is of universal scope. The Christian world view is that God has revealed Himself through both natural and written revelation. In Christian education, all subjects are taught as part of the total truth of God. Thus Christian education is the process of seeing things through the perspective of God's Word. We encourage our students to become all that they were created by God to be – in mind, in body, in spirit – for the glory of God. An education that includes the spiritual nature must be provided so that a child will be fully developed. Only then will the child know the true purpose of living.

Wheaton Christian Grammar School embraces the Bible's teaching that God has given the family the responsibility of educating or "bringing up" children. Parents have the primary responsibility to prayerfully study and teach the Word of God to their children. "Teach them to your children, talking about them when you walk along the road, when you lie down and when you get up" (Deuteronomy 11:19). The values, goals, discipline, and atmosphere of the home and the school need to be in harmony with one another. The partnership shared between parents and teachers is essential to an integrated and meaningful education.

Our school is committed to Christ-centered education and the teaching of God's truth, whether it is scientific, historical, philosophical, or spiritual. Our faculty is committed to providing a high-quality program of academics and co-curricular opportunities. Our students are challenged individually to excel in every facet of learning. It is our desire that we clearly honor God in all our pursuits. It is our hope that our students follow Christ, forthrightly proclaim Him, and recognize and use their gifts as members of the body of Christ.

## **DAILY SCHEDULE**

1. With the exception of children going to Extended Care, students should arrive no earlier than 8:30 a.m. without written permission and approval of the administration.
2. When weather permits, students should remain outside until 8:40 a.m.
3. During inclement weather, students may wait in the entrances prior to 8:40 a.m.
4. Students begin classes at 8:50 a.m. and need to be seated by this time.
5. Dismissal for the end of the school day is 3:25 p.m. (Dismissal for AM Kindergarten is 12:00 p.m.)
6. Unless supervised by a teacher, students should be out of the building and on their way home by 3:40 p.m. Students on the school grounds after 3:40 p.m. must be under the supervision of parents. Students left unsupervised on the playground past 3:45 p.m. will be placed in Extended Care and the family charged accordingly.

## **DISCIPLINE**

### **Philosophy**

As Christian parents and educators, we discipline our children because we love them and it is our scriptural mandate. "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it" (Hebrews 12:11). The ultimate goal for each student is self-discipline. Therefore, we train our students to be accountable for their words and actions.

Rules and standards of conduct expected from students at WCGS are necessary to help promote a safe school environment that pleases God and reflects our commitment to apply Scripture to everyday situations. The student application signed by each parent says, "We support the authority in the school to discipline our child as necessary. We further agree that we will cooperate and discipline our child in the home as needed." It is understood that the school and home cooperate as partners in the implementation of disciplinary measures. With this in mind, the teachers and administrators will carefully evaluate each incidence of student misconduct and will take the disciplinary action it deems necessary for the good of the student and the school.

"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work" (2 Timothy 3:16,17). In keeping with this scriptural mandate, there are three aspects to discipline:

instruction, admonition, and correction. The majority of disciplinary actions will be handled within the framework of the classroom through personal conference, detention, and communication with parents. Suspension or expulsion for any of the serious offenses as defined below will be determined in consultation between the teacher and administration. Other offenses may be referred to the administration for further review and/or action.

### **Policy and Procedures**

According to the nature of the offense, one or more of the following will be utilized:

1. Personal conference. The teacher will speak to the child on a one-to-one basis in the spirit of Proverbs 22:6. This will be done in a manner so as not to embarrass or single out the child. However, there are times when a child may need to be addressed in front of the entire class. Parents will be notified of student misconduct. When necessary, a conference will be arranged between the student, his teacher, his parents, and an administrator. The goal of the conference will be to work through the details and cooperatively implement a plan of action.
2. Detention. Misconduct, tardiness, lack of obedience and/or respect of authority, unfinished homework, etc., will warrant a detention. This list is not all-inclusive. The detention will be 30 minutes in length and will be held after school (3:30-4:00 p.m.) at a date agreed upon by the teacher and parent. Parents will always be notified at least one day in advance and will be responsible for picking up their children promptly at 4:00 p.m.
3. Probation. Periods of probationary status may result when a student is suspended and when deemed necessary by the administration as a result of other serious disciplinary situations. Probation periods may range from one academic quarter to the entire school year. While on probation a student may be ineligible for participation in athletics or other performing groups, at the discretion of the administration. At the end of the probationary period, the student may be considered for expulsion or requested to be withdrawn if the behavior or academic performance has not been satisfactorily remedied.
4. Suspension. Certain behaviors and actions or repetition of a serious offense may require that a student be suspended from school for a period of 1 to 5 days. This will be implemented at the discretion of the administration. Parents will be invited to meet with an administrator before the student is sent home. The chair of the Academic Committee will be advised of the action. The student will be readmitted after a follow-up conference with an administrator. Students are required to make up all work that is missed due to the suspension.
5. Expulsion. A child will be expelled from the school only by a majority vote of the Board on the recommendation of the Academic Committee after consultation with the administration, the child's teachers, the child himself, and his parents. In some situations, the administration may request that parents withdraw their child from Wheaton Christian Grammar School. Such a request may occur when the student's conduct would otherwise warrant expulsion. If the parents or legal guardians refuse to withdraw their student upon request of the Board, the student will be expelled.

### **Definition of Serious Offenses**

Each student at Wheaton Christian Grammar School is expected to honor God in their daily work, conduct, and relationships with students, teachers, and administration. Respect, obedience, and common courtesy are considered normal and expected behavior. When inappropriate behavior occurs, reconciliation will be sought in a biblical manner. Inappropriate behavior may be defined as willful disobedience, defiance of authority and/or disrespect shown to other people, students, parents, and/or staff members.

Wheaton Christian Grammar School has zero tolerance for certain behaviors. These include but are not limited to:

1. Willful disrespect to any other student or school authority.
2. Willful destruction or defacement of school property.
3. Slander, mockery, disrespectful talk toward others, taking God's name in vain, profanity, vulgar or offensive speech or conduct.
4. Any form of dishonesty, including but not limited to lying, cheating, forgery, or plagiarism.
5. Theft.
6. Verbal abuse, threatening language, intimidation, or placing in danger (pushing, shoving, fighting, or hitting) the health and/or safety of others.
7. Possession, use, or distribution of a weapon (gun, knife, etc.).
8. Possession or distribution of pornographic images or literature, or provision to another student of access to a pornographic website.
9. Use, sale, possession, or distribution of tobacco products, alcohol, or drugs.
10. Any other behavior in action or words that is willfully antagonistic to the basic goals and objectives of the school and has an adverse effect on other students.

Discipline for any of the above actions will be swift and decisive. The first line of response will be to confirm that the student actually committed the offense. The second response will be to connect the appropriate consequence with the gravity or frequency of the offense. For every serious offense committed, parents will be notified the same day, or the day it is brought to the administration's attention. It is expected that parents will promptly participate in the necessary dialogue regarding the situation and in the necessary instruction, admonition, and correction of the student.

## **EMERGENCY CLOSING OF SCHOOL**

In the event that school is closed:

- an **email** will be sent (via FACTS) to all families as quickly as possible;
- the automated greeting on the **school phone** will reflect open or closed status;
- a notification will be placed on the **school website** ([www.wheatonchristian.org](http://www.wheatonchristian.org)); and
- the school status will be available at [www.emergencyclosings.com](http://www.emergencyclosings.com).

## **EXTENDED CARE**

For the convenience and peace of mind of parents, WCGS makes available on-site before-school and after-school care from 7:45-8:40 a.m. and 3:30-5:00 p.m. on regular school days. Further information about the program and fees may be found in the Extended Care Handbook and Registration Form. Both are available in the school office and on the website.

## **FINANCES**

### **Financial Assistance**

A special endowment has been established and funded to help provide financial assistance in situations where a hardship (death of a parent, loss of job, disability, etc.) may require a family to consider withdrawing their children from the school. Families to whom this may apply should contact the business office to discuss their situation.

### **Financial Aid Fund**

Financial Aid applications may be found on the school website and are also available in the office. Every year, a significant amount is budgeted to provide financial aid for the school year. Early application is encouraged.

## **Fees and Expenses**

Tuition covers the costs associated with most field trips and classroom activities. Optional activities such as after-school clubs, athletics, junior high musical, and Extended Care will be billed according to participation. Other items that may be billed to accounts include (but are not limited to) instrumental music supplies and gym uniforms.

The WCGS Auxiliary may request money for teacher gifts and student lunch or party expenses.

## **GRADING SYSTEM**

Report cards are issued four times during the school year. Grades are displayed in Family Portal for parents to view “live” as teachers input student scores (grades 3-8 only) each week. At the mid-point of each quarter, all parents receive a Mid-Quarter Progress Report.

### **Kindergarten - 2nd Grade Grading Scale**

E = Excellent	= Excels in grade level expectations
G = Good	= Meets grade level expectations
P = Progressing	= Working towards grade level expectations
N = Needs Improvement	= Minimal development toward grade level expectations

### **3rd – 8th Grade Grading Scale**

Grade	Percentage
A	95-100
A-	90-94
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D+	68-69
D	63-67
D-	60-62
F	below 59

### **Special Classes Grading Scale**

These classes receive either a performance score or a grade on the report card as follows:

- K – 3rd Grade: performance score of 4, 3, 2, or 1
- 4th – 8th Grade: graded according to the 3rd -8th Grade grading scale

Special classes include:

- Art (Digital, Studio)
- Band
- Choir
- General Music
- Multi-Media Literacy
- Orchestra
- Physical Education
- Spanish

## **HEALTH**

### **Forms**

The following health-related forms are available on the WCGS website:

- Illinois Health Certificate/School Physical Form (also valid for sports physical)
- School Dental Exam Form
- Vision Exam
- Over-the-Counter Medication Administration Authorization (OMAA)
- School Medication Administration Authorization (SMAA)
- Asthma Action Plan
- Allergy Emergency Action Plan & Treatment Authorization
- Diabetes Medical Management Plan (DMMP)
- Concussion Sign-Off Form

### **Medical Exam and Immunization Requirements 2025-2026**

According to Illinois School Code (Sec. 27-8.1), all Illinois schools, whether public or private, are mandated to provide annual compliance reports regarding proof of required immunizations, school physicals, dental exams and eye exams of enrolled students. All of the most recent state-required forms and required immunizations are available on our WCGS and from your healthcare professional.

Student health records are handled in accordance with all applicable laws and statutes. Forms can be mailed, dropped off at the front office or FAXED (630.668.2475) to WCGS. We discourage email for security reasons.

#### **GRADE K**

- Health Certificate/School Physical due by August 1, 2025\*
- Immunizations due with Health Certificate\*
- Vision Exam due October 14, 2025 or earlier
- Dental Exam due May 12, 2026 or earlier

#### **GRADE 2**

- Dental Exam due by May 12, 2026 or earlier

#### **GRADE 6**

- Health Certificate/School Physical due by August 1, 2025\*
- Immunizations due with Health Certificate\*
- Dental Exam due May 12, 2026 or earlier

\*Exclusion from school will apply to students until proper documentation is received by the School Nurse.

### ***Signatures***

The Health Certificate/School Physical Form should be **completed and signed** by a physician licensed to practice medicine in all of its branches (M.D. or D.O.) or an advanced practice nurse (APN/Nurse Practitioner) or a Physician Assistant (PA) in Illinois or from the state/country in which the student is transferring from. A parent/legal guardian is required to complete and sign the “parent portion” of the Illinois Health Certificate/School Physical Form, located on the reverse side of the form.

### ***Sports participants (grades 5-8 only)***

**Registration** through Family Portal (separate from enrollment) is required in advance of each sports season. Families of students eligible to participate in that season’s interscholastic sports

will receive an email from the School Nurse with registration instructions and deadlines. In compliance with IESA/IHSA regulations, students may not attend a tryout or first practice unless they have registered and have submitted a current **Health Certificate/School Physical form** (valid for sports participation), a **Concussion Sign-off form** (valid for the entire school year) and a **WCGS Athletics Travel Permission form** (valid for the entire school year). All coaches strictly enforce this policy. Required forms are available on our WCGS website (*Parents > Medical Requirements/Nurses' Updates*).

IMPORTANT NOTE: The date of the physical exam must be current and **cover the entire duration of the sport's season, from tryouts through the very last game**. The Health Certificate/School Physical Form is valid for 395 days from the date of the exam. Check with the School Nurse if you are unsure if your student's physical exam on file is current.

### ***Local (In-State) Transfer Students***

If your student is entering Kindergarten, transferring into 6th grade, or intends to play sports at WCGS, you must submit an **Illinois Health Certificate/School Physical Form** along with documentation of required immunizations by the due dates indicated above. All other students must have records transferred from their former school within 30 days of enrollment at WCGS, or must provide a new Illinois Health Certificate/School Physical Form.

### ***Out-of-State Transfer Students***

All out-of-state transfer students or those transferring into the United States from another country are required to provide a new **Illinois Health Certificate/School Physical Form** and **Vision Exam** form from a licensed healthcare provider within 30 days of enrollment at WCGS. **THIS FORM DOES NOT NEED TO BE COMPLETED BY AN ILLINOIS HEALTHCARE PROVIDER.** The Illinois forms can be completed by a physician licensed to practice medicine in all of its branches (M.D. or O.D.) or an advanced practice nurse (APN/Nurse Practitioner) or a Physician Assistant in the state or country from which the student is transferring.

A Dental Exam form is also required for Kindergarten, 2nd and 6th grade out-of-state transfers.

### **Concussions**

The impact of a concussion diagnosis is both a medical and academic concern. Current medical research indicates the most important factor in recovery at any age is to provide cognitive and physical rest. Cognitive stimulation can be identified as: reading, studying, video games, computer use, texting, television, driving and any loud or bright environments. Physical activity will be regulated and/or not permitted while a student is recovering from a concussion. Physical activity is defined as anything that may increase the heart rate and trigger symptoms.

Each diagnosis and symptom experience is unique to the individual. Do not compare students with concussions as each will progress through the recovery process differently. Also, it is important to recognize that a student's age will have an impact on recovery. A younger student will most likely have a prolonged recovery compared to an older student. The experience of symptoms at varied lengths of time, intervals and severity will be taken into account when customizing a plan. Individualized plans will be developed within the framework of a phased recovery system to achieve favorable outcomes both medically and academically. Any extra-curricular activity and field trip participation will be taken into consideration when prioritizing activities of a student's learning plan. The emphasis will be on reducing overall demand to maximize recovery and decrease cognitive and physical symptoms.

The healthcare provider will establish appropriate levels of cognitive and physical activity based on the student's symptoms throughout the recovery. The Concussion Oversight Team will

provide an interdisciplinary and collaborative approach when applying the protocol phases and discern the student's progression between phases. The full cooperation of all members of the Concussion Oversight Team, student, parent/guardian, and healthcare provider are necessary to achieve the greatest outcomes in school performance and health of the student.

### **Age Guidelines**

**Kindergarten and Elementary School grades 1-5:** Symptoms tend to be complaints of physical problems or behavioral responses to cognitive overload.

**Junior High grades 6-8:** This age group tends to minimize symptoms in order to maintain peer relationships or because they are sensitive about being different than others. The expectations of organization, academic performance, time management of assignments and executive functioning (like goal setting), is at a higher level. Many students have more than one extra-curricular activity.

### ***Concussion Document for Sports Participation***

The Youth Sports Safety Act, which became legislation on August 3, 2015, states that every student athlete and parent/guardian are required to complete a **Concussion Sign-off Form** PRIOR TO SPORTS PARTICIPATION. This document ensures that every student athlete and parent understand the signs/symptoms of a concussion. The student must read this information so they are aware of the importance of telling their coach, teacher or parent/guardian if they have any symptoms of concussion after a head injury. Signatures of BOTH the student and the parent/guardian are required on this form. One appropriately signed form is valid for an entire school year, for all three sports seasons. It is to be kept on file in the Nurse's office. This document is available through the enrollment process and can be found on the WCGS website (*Connections < Medical Requirements*).

### ***Concussion Protocol After a Concussion Diagnosis***

In response to the Youth Sports Safety Act, which became legislation on August 3, 2015, we have developed a **Return to Learn (RTL)** and **Return to Play (RTP)** protocol for any student diagnosed with a concussion. The student may have incurred the injury on or off school campus.

The impact of a concussion diagnosis is both a medical and academic concern. Current medical research indicates that the most important factor in recovery at any age is to provide cognitive and physical rest. Cognitive stimulation can be identified as: reading, studying, video games, computer use, texting, television, driving and any loud or bright environments. Physical activity will be regulated and/or not permitted while a student is recovering from a concussion. Physical activity is defined as anything that may increase the heart rate and trigger symptoms.

A **Concussion Oversight Team (COT)** will identify a point person and this point person is interwoven into the medical management plan of the student. It is a request of Wheaton Christian Grammar School that a parent complete a **Release of Medical Information (ROMI)** from the physician's office permitting the physician to speak with school staff about specific medical care and guidance as the RTL and RTP plans are implemented. The healthcare provider will establish appropriate levels of cognitive and physical activity based on the student's symptoms throughout the recovery. The COT will provide an interdisciplinary and collaborative approach when applying the protocol phases and discern the student's progression between phases. The full cooperation of all members of the COT, student, parent/guardian, and healthcare provider are necessary to achieve the greatest outcomes in school performance and health of the student. A well-integrated plan and proactive team approach to symptom management leads to better outcomes for the student.

Once a concussion diagnosis is made, parental engagement, close communication and attendance of periodic conferences will ensure successful implementation of the protocol. Upon meeting with the COT, the following topics will be addressed:

- Youth Sports Safety Act
- Parental Agreement documentation to be obtained
- Assessment of knowledge/awareness of concussions among family, student and staff involved
- Educational resources available to family, student and staff regarding concussions symptoms, management and implementation of protocol
- Roles and responsibilities of family, student and staff within RTL and RTP protocol
- Discussion of necessary medical support, monitoring and medical clearance throughout process
- Evaluation of the impact of RTL and RTP in the student's recovery

For a complete copy of the RTL and RTP protocol, please contact the Nurse's office during school hours. For more specific information on concussions, you may visit our WCGS website link to the CDC's HEADS UP program.

### **School Sponsored Events Outside of School Hours**

Wheaton Christian Grammar School does not send epinephrine, asthma rescue medications, diabetic medications or any other medications necessary for a student's health and well-being to school sponsored events that take place **outside of school hours** (including, but not limited to, athletic competitions, scholastic tournaments, and extracurricular activities), *unless it is an overnight field trip*. Students may self-carry epinephrine and asthma medications as authorized in their Student Medication Administration Authorization (SMAA) form.

If a student has a life-threatening allergy, diabetes, asthma, or any condition requiring medication, a parent/guardian of that student is **strongly recommended to attend** such events and to provide and administer epinephrine, asthma rescue medications, diabetic medication, or any other medications necessary for the student's health and well-being. If a parent does not attend an event **outside of school hours**,

- WCGS will not provide the parent's student with any epinephrine, asthma medication or any other medication required for a student's health condition.
- The parent expressly acknowledges the same and knowingly and willingly assumes all medical and health risks to the parent's student related to the parent's non-attendance.

Although WCGS often arranges for volunteers to transport students to or from school-sponsored events that take place **outside of school hours**, WCGS cannot guarantee that transportation vehicles will be an allergen-free environment or that volunteers are willing and capable to administer emergency medications. Consequently, if a student has a life-threatening allergy, diabetes, asthma or any life-threatening medical condition WCGS **strongly recommends parent/guardian to transport** their own child to and from these events. If a parent does not transport their own child,

- WCGS will not provide the parent's student with any epinephrine, asthma medication, or any other medication required for a student's health condition.
- The parent expressly acknowledges the same and knowingly and willingly assumes all medical and health risks related to the transportation of the student.

## **Allergies (Life-Threatening)**

WCGS has developed a set of guidelines to assist faculty and staff in balancing the safety of students who have been diagnosed with life-threatening allergies with the rights of other students. Because the most common of these life-threatening allergies are based on food items commonly found in the classroom, we desire to attempt to reduce the risk of accidental exposure to these foods by working with students, parents, teachers and physicians to provide a safe educational environment for food-allergic students.

It is the responsibility of the parent/guardian of children with life-threatening allergies to notify the school of their child's allergies and to complete and submit to the school office an **ALLERGY EMERGENCY ACTION PLAN AND TREATMENT AUTHORIZATION** form along with all required rescue medications. A new form must be submitted at the beginning of each school year.

All parents and students are asked to respect any modifications made in the classrooms to ensure the safety of fellow students. Further details regarding this policy may be obtained from the school office.

## **Medication**

**\*\* New medication-related forms are required each school year. \*\***

All medication must be kept in the office. Do not send any medication in lunches, pockets, or school bags. No student may have any medication on his/her person or in a storage area assigned to him/her except as noted below for asthmatic students.

### ***Prescription Medications***

No prescription medications are dispensed at WCGS without the written directions and signature of the prescribing physician and the signature of the parent/guardian on the **SCHOOL MEDICATION ADMINISTRATION AUTHORIZATION (SMAA)** form obtained from the school. The fully completed SMAA form must be on record BEFORE any dose will be administered. The prescribed medication must be in its ORIGINAL pharmaceutical container and include the student's name, identification of the medication, dosage, frequency, and method of administration. The school retains the right to require further instruction with regards to administering any medication.

If the School Nurse is not available to administer the medication, the WCGS staff assumes no responsibility for the proper administration of such medication and specifically disclaims any adverse effects after such administration.

If a student who requires a dose of a prescription medication during the school day is off campus for a day field trip, the parent/guardian must provide a separate, single dose of the medication in a prescription-labeled bottle to the Nurse's Office. Ideally, this single dose should be provided to the Nurse's Office at the beginning of the school year.

The School Nurse will inform parents/guardians by email when it is time to restock their student's medication at school.

### ***Over-the-Counter Medications***

OTC medications such as acetaminophen (Tylenol), ibuprofen (Advil/Motrin), allergy medications, eye drops, cold medications and antacids **WILL** be administered by the school nurse or designated staff upon obtaining parent/guardian verbal authorization. To provide the School Nurse or designated staff member the authorization to administer specific OTC medications to the student during the school day WITHOUT contacting the parent/guardian in advance of every dose, an **Over-the-Counter Medication Administration Authorization Form (OMAA)** may be signed and submitted to the School Nurse. If this form is on file, the nurse will

notify the authorizing parent/guardian of medication given via email, documenting the symptoms, dosage and time it was given. The dosage administered will be calculated according to the medication manufacturer's administration guidelines.\* This document is in effect for the entire school year, OR for the length of time indicated by the signing parent/guardian. **Please note: the only OTC medications that are kept in stock in the nurse's office are adult and children's acetaminophen, ibuprofen, diphenhydramine (Benadryl), and antacids (Tums).** If a student requires a dose of any other OTC medication that is not kept in the nurse's stock, including dye-free or liquid, the parent/guardian must provide the office with the needed medication in its ORIGINAL pharmaceutical container, labeled with the student's name. *\*Physician signature is required on OTC medications if dosage requested is not within the manufacturer's recommended guidelines.*

### ***Asthma Inhalers***

If a student has been diagnosed with asthma and requires an inhaler at school, the student's parent/guardian must provide the school with a fully completed **SMAA** form as well as an **ASTHMA ACTION PLAN**, fully completed by a licensed healthcare provider.

Asthmatic students may carry an inhaler with them if the school has a current SMAA form signed by the parent with SPECIFIC INDICATION THAT THE STUDENT MAY "SELF-CARRY AND SELF-ADMINISTER." In these cases, it is strongly recommended that an additional inhaler for the student be held in the school office in case the student experiences a respiratory emergency and does not have it on his/her person. Parents are to take full responsibility for the risks and consequences associated with not providing the office with additional prescribed rescue medications.

### ***Allergy Emergency Medications***

(See "Allergies" section.)

### ***Diabetes Medication***

If a student has been diagnosed with diabetes, the student's parent/guardian must provide the school with a complete **Diabetes Medical Management Plan (DMMP)** and all prescribed diabetic medications. The healthcare provider's DMMP will be accepted or one is available on the school website. The DMMP shall be signed by the healthcare provider and include the prescription and the methods of insulin administration, requirements for diet (including carbohydrate-to-insulin ratio), glucose testing, and treatment instructions for hyperglycemia, hypoglycemia, and the prescription for glucagon, if prescribed for treating hypoglycemia. It shall also include all emergency contact numbers. The student's parent/guardian shall be responsible for informing the school in a timely manner of any changes to the DMMP and their emergency contact numbers.

The school will not be responsible to administer any medication until at least three (3) doses of that medication have been given at home under parental observation.

### **Medical Excuse from P.E. Class**

Any request for a student to be excused from P.E. will only be accepted for medical reasons or injuries and must go through the Nurse's Office.

A licensed healthcare provider's note is required if a student needs to be excused from P.E. due to a medical reason (illness, injury, or other medical conditions).

Students with doctor's notes that extend beyond two weeks are encouraged to be specific and state what the student is allowed to do when the injury or illness eventually allows partial participation in P.E.

Students who do not participate in P.E. will not be permitted to participate in after-school athletics (practices or games). Students will be expected to attend their practices and games as a spectator.

All missed assignments are required to be completed to make up the missed points for that day's activities. This includes daily assignments, fitness assessments, and unit activities.

## **HOMEWORK**

The education of the child is a joint effort between home and school. With this in mind, **we ask that a child's homework/schoolwork be a priority.** We realize that there are many opportunities outside of the normal school day that require/vie for a child's time. It is our observation that children who are overcommitted do not fare as well in their studies. Please work with your children to develop a good habit/discipline of finding a healthy balance, as well as giving schoolwork its rightful due.

Values of homework include:

- Providing review and practice for skills
- Teaching independence and encouraging self-discovery
- Development of time management and organizational skills
- Logical consequences (may raise or lower grade)
- Fostering of good work habits which will last a lifetime

Homework is a reinforcement of daily work. The teacher may allow the student time in class to begin assigned work. In some cases, work will need to be taken home and finished. Students will need to spend time at home studying for tests, working on projects, reading out loud, memorizing Scripture, etc. Because each student is an individual and has needs that vary, some students will spend more time doing homework than others. When students have more than one teacher, the teachers will endeavor to coordinate the homework schedule. The following should serve as a guideline for the average time spent each night on homework:

Kindergarten	10 minutes
1 <sup>st</sup> and 2 <sup>nd</sup>	20 minutes
3 <sup>rd</sup> and 4 <sup>th</sup>	30-40 minutes
5 <sup>th</sup> and 6 <sup>th</sup>	50-60 minutes
7 <sup>th</sup> and 8 <sup>th</sup>	1 to 1 1/2 hours (i.e., 15-20 min. per subject)
	** students taking advanced or high school level courses (Spanish, Algebra, or Geometry) may have up to 2 hours of homework.

Students will be expected to complete and turn in all homework assigned by the teacher. It is unacceptable to not complete a homework assignment.

## **LUNCH**

WCGS students eat their lunches in the Commons based on their grade level. Parents are asked to clearly mark their child's name and class on the exterior of lunch bags – this may be written on the bag in permanent marker or on a tag that is attached to the bag. Students are expected to remain seated while eating and talk to those nearby in a low, conversational tone.

### **Lunch/Recess Times**

<b>Grades</b>	<b>Lunch time</b>	<b>Recess time</b>
Kindergarten	12:15-12:35 p.m.	12:40-1:00 p.m.
First Grade	12:14-12:36 p.m.	12:40-1:00 p.m.

Grades 2-3	12:14-12:36 p.m.	11:48 a.m.-12:08 p.m.
Grades 4-5	12:39-1:01 p.m.	12:12-12:35 p.m.
6, 7, 8	11:48 a.m.-12:10 p.m. ( <i>Regular Schedule</i> )	
	11:49 a.m.-12:10 p.m. ( <i>Chapel Schedule</i> )	

At lunch recess, the playground is overseen by parent supervisors. No child will leave the school premises without the permission of a parent, homeroom teacher, or the playground supervisor.

**Hot Lunch Program – Auxiliary**

Parents have the opportunity to order hot lunch for their students three days a week (typically service is Monday, Tuesday, and Wednesday.) Parents are given this opportunity to pre-order each quarter and directions will be communicated through the Monday Auxiliary Announcements. There is no "day of" ordering or cash purchasing of lunches. The Hot Lunch Program is organized and managed by the Auxiliary. This is the Auxiliary's largest fundraiser and provides monetary resources for many areas that benefit the school and WCGS faculty and staff.

**Out for Lunch**

A child who is being taken out to lunch must bring a note from a parent (preferably in advance), sign out in the office before leaving the school premises, and sign in upon return. When taking a child out to lunch, parents should take care, whenever possible, to adhere to their child’s lunch schedule.

**Dropping Off Lunches**

Parents dropping off forgotten or purchased lunches after the start of the school day should leave them in the office. The child’s teacher will be informed that a lunch/snack has been dropped off in the office. The student will be sent down to retrieve their lunch/snack from the shelf in the office.

Please be sure that all lunch bags or purchased lunch items are clearly marked with the student’s name and class.

**PARENT ACTIVITIES**

The WCGS Auxiliary organizes a wide range of spiritual, social, service and fundraising activities in which parents are encouraged to participate. Attendance at school business meetings and the Annual Scholarship Gala is also encouraged. Most events and activities are listed on the school calendar and on the school website, [www.wheatonchristian.org](http://www.wheatonchristian.org). Auxiliary volunteering information is also listed under the Parents Tab of the school website. Reminders or changes will be sent via email and/or noted in the Thursday Notes or Monday Auxiliary Announcements.

**RELATIONSHIP GUIDELINES**

Teamwork, flexibility, and communication are all essential to the harmony of any school. The importance of good communication among faculty, administration, parents, students, and the Board cannot be overemphasized. Each individual must strive to develop and maintain open communication. If interpersonal problems arise, the biblical response is for the parties directly involved to discuss their differences and resolve the problem (see Matthew 18:15-17). If it is impossible for the parties to resolve a problem themselves, they should seek help from an administrator. Avoid discussing the situation with people not directly involved as this generally amplifies and elevates the problem.

In order to effectively minister one to another, we follow Christ’s example by sharing our time, attention, and resources with others. It is necessary, however, to guard against and recognize

unhealthy relationships such as spending too much time together, physical displays of inappropriate affection, situations to be avoided for temptation's sake, and situations to be avoided for appearance sake. Therefore, we have the following guidelines in order to promote a positive, loving, and nurturing climate while protecting teachers and students both in and out of school.

### **Confidentiality**

If a student reveals information to a teacher/counselor/staff member that, in that individual's opinion and discretion, raises concerns for the safety or emotional stability of the student, that information will be revealed to appropriate officials and the student's parents.

### **Meetings**

It is sometimes appropriate and valuable for teachers to meet one-on-one with students. Meetings of this nature will be held in locations that are open and visible. Should the meeting take place away from school, it should be in a public setting with parental approval.

### **Physical Touch**

A caring and nurturing environment includes the appropriate use of physical touch. While being sensitive to the discomfort of some students with physical touch, care and concern for a child are sometimes best communicated by teachers through one-armed side hugs, hands on shoulders, or by encouraging a child to sit next to them.

### **Coaching and Co-Curricular Activities**

All adults involved in coaching teams and supervision of co-curricular activities will be screened by the administration and undergo a fingerprint-based criminal history background check. Care will be taken to ensure that more than one adult is present in locker rooms or other secluded settings with students.

### **Transportation**

Parent authorization will be sought before transporting students to activities or home. In cases where this is not possible, the teacher will alert another adult and/or leave a message for the parent.

## **SAFETY**

Please obey all traffic rules while driving, walking, or riding bicycles to and from school. Each teacher will carefully review the instructions and procedures for fire, earthquake, tornado, lockdown, bus evacuation, and other emergency drills. These drills are held periodically during the school year.

### **Bicycles/Rollerblades/Skateboards**

Bicycles are to be locked in the bicycle racks and left there. Bicycles may be walked on the sidewalk but never ridden on school grounds. Children below third grade may not ride bicycles to school unless specific arrangements are made with the administration. Skateboards, rollerblades, or shoes with wheels are not to be used on school property.

### **Playgrounds**

To ensure safety on the playground, we will tolerate no roughness or improper play on playground equipment. No sticks, toy guns, knives, hard baseballs, or bats are to be brought to school. Snowballs may not be thrown on school property. **Students need to remember the importance of treating one another with kindness, courtesy, and respect.** They are expected to have fun and play within the rules. The students should do their part to see that the

playground is kept clear of litter and help bring in playground equipment. Adult playground supervisors are on duty during lunch recess.

## **SCHOOL/HOME PARTNERSHIP**

The key to any successful partnership is communication. Communication works two ways—WCGS will make every effort to communicate openly with parents and ask that parents do the same. Please keep teachers informed of any concerns you may have and any unique situations of which they should be aware. A variety of methods are available to facilitate this communication:

### **Newsletters**

A great deal of information about what's going on at school is communicated through classroom newsletters which are emailed or sent home with your children. The Thursday Notes, emailed to families weekly, is the WCGS all-school newsletter. It contains important and often time-sensitive information for families. Back issues of the Thursday Notes can be found in Family Portal. Each Monday parents are also emailed the Auxiliary Announcements. These announcements include everything pertaining to school volunteer opportunities, special events happening at school for students and families, Hot Lunch and other fundraising information, ways for parents to plug in with other parents, and much more. Be sure to look for and read these publications thoroughly.

### **Classroom Blogs**

Some teachers maintain a classroom blog site and post forms, newsletters, pictures, and other useful information for access by parents and students.

### **Family Portal/LMS**

FACTS is an Internet-based school management software suite that WCGS uses to manage most aspects of school operations. Family Portal interfaces to our FACTS databases, providing parents with a user-friendly method of accessing information and performing tasks. Through Family Portal, families can access school information and forms, obtain and pay account balances, and re-enroll for the next school year!

Teachers in grades 5-8 use the Family Portal and Learning Management System (LMS) to provide academic information for parents and students. **Homework will be posted to the LMS by 4:00 p.m. on the day it is assigned.** *Please note that the LMS is a separate login from the Family Portal, as each student has his/her own login information.* It is important to understand that the student's assignment notebook is the primary method by which students organize their schoolwork. The LMS is a backup to the assignment notebook and should primarily be used for students needing to make up missed assignments and/or homework due to absence. Instructions on the use of the Family Portal system are available on our school website and from the school office. **Grades will be updated on a weekly basis through the Family Portal.**

WCGS faculty/staff use FACTS to email alerts, newsletters, and most other information regarding school/classroom events and activities. While paper copies of some forms are available in the office, email is the primary method of communication between school and home. WCGS assumes that email sent to families will be received in a timely manner.

### **School Correspondence**

Important announcements or information for parents from the administration are *occasionally* sent to homes through the mail or by student mail carriers (the youngest student in the family).

## **School Website**

We would encourage you to check our website, [www.wheatonchristian.org](http://www.wheatonchristian.org), for information about what's going on at school. For the convenience of school families, numerous forms are available on the school website under the *Parents* tab.

## **Social Media**

Since so many of our parents use Facebook, Instagram, Twitter, Pinterest, and LinkedIn, we've chosen to be there, too! We encourage parents to stay connected to us through any and all of those communication channels.

- Our [Facebook](#) and [Instagram](#) friends are often the first to see event photos and learn of last-minute schedule changes for games and events.
- [LinkedIn](#) is a great way for alumni, current parents, or business partners to stay connected with us.

If you have anything that you want to post please send it to the Marketing Specialist, and it will be posted in alignment with the WCGS social media plan.

Best of all, your participation helps expand our reach to get the word out about WCGS. That saves advertising dollars and ultimately reduces operating costs!

## **Messages for Students**

Emergency messages for students can be left by calling the school office. Reasonable effort will be made to pass on messages to students in a timely manner. Please call as early as possible because it is often difficult to reach classrooms later in the day. Phone calls from parents are not put through to the classroom during the school day. According to school rules, student cell phones must be kept turned off and stored in lockers during school hours. While it is reasonable for students to check their phones for messages after dismissal, please help your children stay focused on classroom learning and activities by routing daytime messages through the school office.

## **Scheduled Events**

Events such as Back to School Night provide opportunities for parents to receive information about the school and their child's classroom. The Board of Directors may also schedule Town Hall Meetings in order to communicate and discuss important topics with school parents.

## **Parent-Teacher Conferences**

Parent-teacher conferences are held on both a formal and informal basis throughout the year. One individual conference will be planned after the first quarter and an opportunity for a follow-up conference will be made available after 2<sup>nd</sup> quarter. Special conferences should be held frequently when children are having difficulties, or whenever parents feel the need to discuss any concerns or issues with teachers. These may be requested by the parent or by the teacher.

## **Ad-hoc Meetings**

Teachers are usually available to meet with parents Monday through Thursday from 3:30-4:00 p.m. in their classrooms. Parents are always welcome to "drop in" for a chat.

## **Email\***

All faculty and staff at WCGS have an email address, formatted as follows: first initial last name @wheatonchristian.org. Thus, the email for Barney Rubble would be [brubble@wheatonchristian.org](mailto:brubble@wheatonchristian.org). Email provides a convenient and confidential avenue of

communication between parents and teachers or administration. Teachers check their email several times a day.

### **Voicemail\***

Voicemail is available 24 hours a day for all faculty, staff, and coaches. Every effort will be made to return calls promptly.

*\*Please respect the fact that teachers have families, friends, and commitments outside of school. Teachers may choose to respond to parent calls or emails outside of their contracted school hours (8:00 a.m. – 4:00 p.m.); however, they are under no obligation to do so.*

### **SCHOOL PHOTOS**

Individual student photos are taken shortly after the school year begins and may be purchased by parents. All students receive a class picture.

### **SCHOOL PUBLICATIONS**

While most school news is sent via email, printed items are occasionally sent home to parents via their student(s). Please see that your child understands the importance of getting these items to you promptly. Children should be instructed not to open mail that is addressed to parents. We also mail a quarterly publication called **The CHALKBOARD**. The annual **yearbook** is distributed in late May.

### **SECURITY**

#### **Building Access**

WCGS endeavors to provide a safe and secure environment for students, faculty, and staff. The security of your children depends upon the consistent enforcement of procedures put into place for their protection. Access by non-students to the school building from 8:00 a.m. to 4:00 p.m. on schooldays is restricted to those displaying appropriate identification. Visitor badges may be obtained by signing in at the main entrance of the school and should be worn and clearly visible at all times. Parents, please do not ask teachers, staff, or students to just “let you in” through the main entrance or any other entrance. Doing so compromises building security and places the individual in an awkward position. All teachers and staff have been instructed to refer any parents and visitors to the main office. When leaving the building, please be sure to sign out and return your visitor badge. It is imperative that we know who is in the building so that they may be accounted for in the event of an emergency situation.

#### **Classroom Interruptions**

Please be sensitive to not enter classrooms during instructional time unless previous arrangements have been made with the teacher. Lunches, musical instruments, and any other items being dropped off for your child should be left in the office.

#### **Lockers**

Each student in grades 1-8 is assigned a locker for storage of outerwear, backpacks, and other personal items. **Lockers are not locked.**

Students may “accessorize” the interior of their lockers in a manner that is consistent with the values of the school but are expected to keep their lockers clean and free of accumulation.

Stickers and sticky tape ARE NOT to be used inside lockers. Magnets, sticky tack, and “Command Strips” are permitted. Lockers are subject to periodic inspection.

Students may not decorate/accessorize the exterior of lockers. Participation in teams or other groups may be displayed by a magnetic decoration that is made available to every member of the team/group. Classroom teachers may choose to place magnetic decorations on their students' lockers to celebrate birthdays or other appropriate occasions/accomplishments.

### **Gym Lockers**

Students in grades 5-8 are each issued a gym locker for storage of PE clothes and athletic gear. Gym lockers are located in the boys' and girls' dressing rooms adjacent to the gym. Students are encouraged to take PE clothing home for laundering each week.

### **Personal Property**

Students should not bring valuables to school. Parents should be aware that **lockers are not locked**. WCGS assumes no responsibility for items left in lockers. Electronic games, magazines, and laser pens are not to be brought to school or to school functions unless the teacher has given permission for a special occasion. The same applies to cards, games and other toys. Any student violating this policy will have the item taken away and retained by the teacher until a parent comes to claim it.

In the interests of safety and promoting an atmosphere of community at WCGS, the use of personal, portable music players (cell phones, music players, earbuds, etc.) is **prohibited at any time** on school campus or at school-sponsored off-campus events (e.g. field trips, concerts, etc.) unless the teacher or event supervisor has given specific permission to the contrary. Any student violating this policy will be issued a detention and have the device taken away and retained by the principal until the student and a parent comes to claim it.

### **Weapons (real, replica, or toy)**

To reduce the potential for false alarm or misunderstanding, no weapon, *or anything resembling a weapon*, should be brought onto the school campus. This means that knives, swords, guns, or other weapons (real or play) may not be brought to school as part of a project or used as props for an oral presentation.

Requests for any exception to this policy must be approved by administration prior to the object(s) being brought onto school campus.

## **SPIRITUAL AND CHARACTER DEVELOPMENT**

WCGS is committed to discipling students so they will hear the Gospel of Jesus Christ, respond to Him in faith as Savior and Lord, and begin a life path of integrity, conviction, and compassion based upon the Word of God.

WCGS understands that parents have primary responsibility for developing spiritual disciplines and character traits in their children. WCGS desires to support and collaborate with parents in this process, with the realization that this is a lifetime journey, and is ultimately dependent upon the transforming work of the Holy Spirit to breathe true spiritual life into a child's heart. WCGS will focus on both cultivating a sensitive heart and equipping the mind. (Prov. 22:6, Prov. 4:23, Col. 3:16, Phil. 2:5)

Spiritual maturity starts by hearing the gospel of Jesus Christ, responding by faith and then cultivated by a focus on Jesus Christ and our role as image bearers of Christlikeness. WCGS will ground spiritual formation and character development in the life and teachings of Jesus Christ.

At every grade level, faculty will proclaim the gospel of Jesus Christ, and His offer of salvation by grace through faith. (Luke 2:52, Eph. 5:1-2, John 15:5, Matt. 13:23)

WCGS emphasizes 3 ESOs (Expected Student Outcomes) that provide a framework for our “Portrait of a WCGS Graduate.” These three components are Christ-centered, Critical Thinker, and Community Builder.

**Christ-centered** (2 Timothy 2:22)

- Prayer privately and in community (1 Thessalonians 5:16-18, Ephesians 6:18, Philippians 4:6)
- Reading Scripture Regularly to understand the story of God at work in the world and one’s own life (Deuteronomy 17:19)
- Scripture Memorization of key truths from the Word of God (Psalm 119:11)
- Service to others and sharing the love of Jesus through action (Ephesians 6:7, Mark 10:45)
- Evangelism to share our faith with others (Matthew 28:19-20)
- Worship to praise the Lord in community and hear from the Word of God (Psalm 7:17, 30:4, 147:1)

**Critical Thinker** (1 John 5:20)

- Effective Communicator (2 Timothy 2:15, Romans 12:2)
- Critical Thinker (Proverbs 14:15, 1 Thessalonians 5:21)
- Responsible Digital Disciple (Luke 10:27, Proverbs 4:23)
- Appreciator of Cultures, Diversity (Mark 16:15, Philippians 2:10-11)
- Justice and Mercy Seeker (Micah 6:8)
- Pure in Mind, Body, and Soul (1 Thessalonians 5:23, Philippians 4:8)
- Apologist for God and His Word (1 John 5:13-14, 1 Peter 1:3-6, 2 Corinthians 4:16-18)
- Creative Collaborator (1 Corinthians 12:14, Hebrews 10:24-25, 1 Peter 4:8-10)
- Perseverer (James 1:2-3, Hebrews 10:36)
- Discerner (Proverbs 3:5-6, Philippians 1:9-10, 1 Corinthians 2:14-15, 1 John 4:1)

**Community Builder** (Ephesians 2:20)

- Respect for Self and Others as made in God’s image (Romans 12:1-2, 1 Peter 2:17, 1 Corinthians 10:24, 1 John 3:1, Ephesians 2:10, Matthew 19:19)
- Integrity/Honesty – being upright, wholesome, trustworthy (Proverbs 10:9, 12:22, Colossians 3:9-10, Ephesians 4:25)
- Self-Control/Self-Mastery – allowing the Holy Spirit to control (Galatians 5:22-23, 1 Corinthians 9:24-27, Proverbs 25:28, 2 Peter 1:5-8)
- Compassion/Kindness – forgiving, with a servant heart, putting others’ needs first, concerned for the spiritually lost (Colossians 3:12, Ephesians 4:32, Romans 12:10, Mark 6:34, 1 Peter 3:8, Philippians 2:3-8)
- Gratitude/Contentment in all situations for God’s provision (Ephesians 5:20, 1 Thessalonians 5:16-18, 1 Timothy 6:6)
- Responsive to Authority with respect – willing to listen to godly counsel (Ephesians 6:1-3, Proverbs 12:15, 19:10, Romans 13:1-2, John 14:15)
- Heart for the Lost – a desire to share the love of Christ with others (Luke 19:10, John 3:16)

These disciplines and traits are incorporated into each grade level with consideration of age-appropriate lessons and activities. WCGS expects each student to prepare, and own, their development goals as they mature over time. WCGS encourages individual reflection of year-

over-year growth; not a peer comparison. WCGS expects faculty, staff and the Board of Directors to lead by example and set their own goals related to spiritual growth.

It is our fervent prayer that WCGS will be a growing community of faculty, staff, board members, parents, and students who are rooted in Jesus Christ as Lord and Savior. (Col. 2:6-7)

## **STANDARD OF WRITTEN WORK**

### **Neatness**

- All assignments must be completed neatly. All written assignments such as reports and research papers in the upper grades should be written in cursive or typed. Math assignments should be completed in pencil.
- An assignment that is not completed neatly will be returned to the student to be redone.
- Each teacher will make a major emphasis on neatness at the beginning of the school year and enforce it throughout the year.

### **Format**

The student's name, teacher's name, class, assignment, and date should be listed in the upper left-hand corner of the page.

Fred Flintstone  
Lindstedt, Period 3  
p. 27 Ques. 1-8  
February 6, 2024

### **Grammar, Spelling, and Punctuation**

- Correct usage in these areas is expected in all written work.
- The grade will be lowered if there are errors.
- A paper may be required to be rewritten if the errors are excessive.

## **STUDENT CONTESTS AND ACTIVITIES**

Students at Wheaton Christian Grammar School compete in various intra-school and inter-school scholastic competitions. These may include ACSI sponsored events such as the Spelling and Geography Bees, Math Olympics, Speech Meet, as well as the Illinois Grade School Music Association contests and Scholastic Chess Tournaments.

WCGS provides a wide range of co-curricular activities to augment its classroom instruction and activities. Students of all ages are encouraged to discover and develop their gifts and talents in the areas of fine arts, athletics, and academics. God is glorified as students learn to express their love for him as commanded in Mark 12:30: "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength."

### **Art**

Each student is involved in various art media including clay, three-dimensional projects, drawing, painting, and fabric work. Much of this work is displayed at the WCGS Fine Arts Festival each May and selected pieces are submitted to the ACSI Art Festival.

### **Athletics \*More accurate information about athletics will be communicated separately.**

WCGS has a well-rounded, competitive athletic program. Most JV and Varsity team sports practice or play after school at least four times per week. Teams that include 5<sup>th</sup> grade students typically practice or play after school or in the early evening three or four times per week.

Season	Sport	Team (s)	Grade Levels	Team size limits
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<i>Fall</i>	Boys' Soccer	JV and Varsity	6 <sup>th</sup> – 8 <sup>th</sup>	Yes
	Girls' Volleyball	JV and Varsity	7 <sup>th</sup> and 8 <sup>th</sup>	Yes
	Coed Cross Country	One team	5 <sup>th</sup> – 8 <sup>th</sup>	No
<i>Early Winter</i>	Boys' Basketball	JV and Varsity	7 <sup>th</sup> and 8 <sup>th</sup>	Yes
	6 <sup>th</sup> Grade Boys' Basketball	One team	6 <sup>th</sup>	No
	5 <sup>th</sup> Grade Boys' Basketball	One team	5 <sup>th</sup>	No
<i>Late Winter</i>	Girls' Basketball	JV and Varsity	7 <sup>th</sup> and 8 <sup>th</sup>	Yes
	6 <sup>th</sup> Grade Girls' Basketball	One team	6 <sup>th</sup>	No
	5 <sup>th</sup> Grade Girls' Basketball	One team	5 <sup>th</sup>	No
<i>Early Spring</i>	Boys' Volleyball	JV and Varsity	7 <sup>th</sup> and 8 <sup>th</sup>	Yes
<i>Late Spring</i>	Coed Track and Field	One team	5 <sup>th</sup> – 8 <sup>th</sup>	No
	Girls' Soccer	Varsity	6 <sup>th</sup> – 8 <sup>th</sup>	Yes

\*For JV and Varsity sports noted as 7<sup>th</sup> and 8<sup>th</sup> grades only, there may be opportunity to add 6<sup>th</sup> graders to the roster if there are openings. A separate tryout for 6<sup>th</sup> graders will be arranged to fill open roster spots as needed.

\*\*JV and Varsity teams are “mixed grade teams” at each level. Team placement is determined by coaches during tryouts.

Students above fourth grade may attend games, unaccompanied by an adult, if they follow the Spectator Guidelines posted in the gym.

To ensure student safety, parents are asked to pick up students (athletes and spectators) from any athletic activity no later than 15 minutes after the activity is scheduled to end. (See 5<sup>th</sup> Grade Addendum for further information regarding children’s participation in the athletic program.)

*Any student not able to fully participate in physical education classes may not be permitted to participate in inter-school sports.*

## **Music**

Music is very important at Wheaton Christian Grammar School. We have a dynamic vocal and instrumental music program. Various ensembles perform both within and outside the school during the school year.

The instrumental music program provides students in grades 4-8 with the opportunity to participate in Beginning Band, Beginning Orchestra, Intermediate Band, Intermediate Orchestra, Concert Band, Concert Orchestra, Symphonic Band, or Symphonic Orchestra as appropriate. Junior high students are also afforded the opportunity to participate in Junior High Praise Team (7-8), Jazz Ensemble (6-8), 6th Grade Choir, and Concert Choir (7-8).

Concert attire is worn for most performances by all performing groups. Further details will be provided to students by their ensemble director(s).

Along with ensemble rehearsals, students in the instrumental music program may also attend a weekly lesson or “sectional” which occurs during the school day. Soon after school opens each year, an orientation meeting is held for first-time instrumental music students and their parents to receive information about the instrumental music program and instrument rental. The instrumental music teachers maintain a list of local private music teachers.

## **STUDENT WORK/PHOTOGRAPHY RELEASE**

WCGS has an obligation to protect students and staff, and to balance this with the need for open communications when using the Internet. We want to encourage the appropriate sharing of student created materials to represent the gifts God has given our students and the learning opportunities represented in our educational programming. WCGS makes every attempt to appropriately support, celebrate, and share excellent work done by students in our community, which could include marketing opportunities. It is the policy of WCGS that a student's artwork, writing, or multi-media may be published on the Internet (including social media), for educational purposes with parental permission.

Upon initial enrollment and subsequent annual reenrollment of students, parents are given the opportunity to decline publication of their child's work or photograph, as described below.

### **WCGS Student Work Release**

I understand that my child's work may be published on the Internet. I understand that WCGS will not identify students by name in school publications, on its website, or in social media without express permission of the child's parents. I further understand that if I do not wish my child's work to appear in any media, I must personally notify the Registrar at [dcairncross@wheatonchristian.org](mailto:dcairncross@wheatonchristian.org) each school year.

### **WCGS Photography/Video Release**

I understand that my child's photos or videos of my child, both in large and small groups, may be taken or appear in any media. I understand that WCGS will not identify students by name in school publications, on its website, or in social media without express permission of the child's parents. I further understand that if I do not wish my child to appear in WCGS photos or videos in any media, I must personally notify the Registrar at [dcairncross@wheatonchristian.org](mailto:dcairncross@wheatonchristian.org) each school year.

I will respect the privacy of minors by not "tagging" or identifying students other than my own in a comment or posts, pictures, and videos on WCGS's social media that relate to any school activity or event. WCGS has the right to delete any comment to protect the identity of minors and will monitor all activity on its social media posts.

## **TECHNOLOGY USE BY STUDENTS**

### **Acceptable Use Policy**

Wheaton Christian Grammar School computers and networks exist and are maintained to further the mission of the school. We are blessed and able to provide excellent computer equipment, computer services, and Internet access to our students and staff for educational purposes. The use of these resources is a privilege, not a right arising from membership in the school community.

WCGS is committed to providing educational resources while limiting access to inappropriate material. This includes using multiple content filters to block inappropriate sites/materials, supervising students when they are using the Internet, and training students in what is appropriate and inappropriate on the Internet as well as how to navigate the Internet effectively.

As a school, we respect the privacy of our students. We may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the

student's social network account violates the school's disciplinary policy; and, the school may require the student to share content in the course of such an investigation.

WCGS makes an effort to block inappropriate material; however, the Internet user will be held responsible for his/her actions. Students engaged in activities that violate the WCGS Acceptable Use Policy, whether in or out of school, may be subject to state laws and school discipline. Unacceptable use may result in suspension or revoking of those privileges. Some examples of unacceptable use are:

1. accessing, modifying or reading another person's files, email, or online accounts without their permission;
2. using a teacher's or staff member's computer and/or storage devices without the consent and supervision of the teacher or staff member;
3. accessing the Internet during the school day, whether it be through the WCGS network or not, with a personal device without the consent and supervision of a teacher or staff member;
4. using the Internet for any illegal activity;
5. accessing or attempting to access or posting on unauthorized or unacceptable sites (including pornographic websites), apps and resources;
6. posting rude or inappropriate messages or pictures;
7. engaging in cyberbullying;
8. sexting;
9. downloading material and/or software programs without permission;
10. installing software without permission;
11. circumventing filters/censor software (attempting to bypass filters);
12. changing the appearance of computer desktop, icons, screensavers, backgrounds, etc. or changing hardware setup/settings;
13. breaking or damaging any WCGS technology equipment or
14. degrading or disrupting the equipment or system performance.

Considering the provisions mentioned previously, WCGS 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 the student incurs if they request a product or service for a fee.
3. any consequences of disruption in service that may result in a lack of resources. Though an effort will be made to ensure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students.
4. privacy of computer use. The administration, faculty, and staff reserve the right to investigate possible misuses and/or to monitor any email that comes through WCGS computers. Any and all use of technology at WCGS is not private and is subject to scrutiny by faculty/staff.

*"...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." Philippians 4:8*

Willful destruction or defacement of school property is considered a serious offense (see Discipline: Definition of Serious Offenses). This includes all technology equipment used by students on a daily basis. Students will be fined the replacement or repair cost of equipment that they intentionally break, damage, or alter. This includes, but is not limited to:

- Removal of keys from laptop keyboards, \$75
- Breaking or damaging headphones/microphones, \$30

- Changing the appearance of computer desktop, icons, screensavers, backgrounds, etc. or turning off the wireless switch on laptops, \$5

### **Student Access to Third Party "Under 13" Website Services**

Technology is a great resource used to support and deepen learning. As we prepare our students to be effective servants of Christ in contemporary society, we try to incorporate digital tools into learning experiences for content creation, communication, collaboration, and information management. When offering these online services to children under 13, WCGS recognizes that COPPA (Child Online Privacy Protection Act) is a regulation that requires parental consents for the online collection of information about users younger than 13. Some examples of these websites that WCGS staff use for instruction are: Tinkercad ([www.tinkercad.org](http://www.tinkercad.org)), Code ([www.code.org](http://www.code.org)), and Animoto ([www.animoto.com](http://www.animoto.com)). It is important that parents and students understand and help ensure that our technology is used in a responsible, ethical, and legal manner. WCGS requires all students to have parental permission on file annually prior to utilizing these website services.

### **Personally-Owned Device Policy**

Students are NOT to bring personal computing devices (tablets, laptops, etc.) to school. Requests for any exception to this policy must be approved by the principal prior to the device being brought onto school campus.

### **Printing of Student Work**

Due to the high cost of printing supplies and the ever-changing issues of software compatibility, *unless specific permission has been granted by the teacher*, all printing of student work should be done at home.

## **TELEPHONE USAGE**

### **Office Phone**

The office phone may be used by students for **urgent or school-related calls** to home/parents. Students desiring to make after-school social plans are encouraged to consult with their parents in person at pick-up time. Parents are encouraged to teach their children how to make phone calls and leave informative messages.

### **Cell Phones and Smartwatches**

Students' personal cell phones and smartwatches **must be kept turned off and in lockers during school hours**. A smartwatch can be defined as a wearable computer in the form of a watch, often with a touchscreen interface. Simple pedometers may be worn, but smartwatches that can receive text messages or other alerts, or have apps associated with them, may not be worn. **Students should remain off cell phones and smartwatches at all times while inside the building**. Before and after school use of these devices should be confined to transportation and other logistical arrangements between students and their families or car pools. If students need to reach a member of their family during the school day, they can request permission to use the student phone in the main office. Any violation of these expectations may result in having the student's phone or smartwatch taken away and retained by the Principal until the student and a parent come to claim it. Repeated offenses of this rule will be met with increasingly severe consequences. This policy applies to field trips unless otherwise communicated by the teacher.

## **TEXTBOOKS**

Students are expected to take special care of all school property, including books. Good stewardship begins with an awareness that all we have is God's provision.

As books are issued to each student (grades 4-8), they should be covered with non-fabric book covers and remain covered throughout the school year. Brown paper grocery bags make excellent, long-lasting book covers. WCGS book covers are available for purchase at the First Day Welcome on the first day of school and in the school office thereafter. Fines will be charged for excessive wear and tear.

## **TRANSPORTATION**

As we conduct ourselves on roadways and driveways in and around our community and school, we should always be mindful that **our children, other parents, and members of the community are watching.**

### **Bus**

WCGS does not provide bus service for students, however, buses may be used for field trips on occasion.

### **Car Pools**

Sharing driving duties can reduce the volume of cars dropping off and picking up children, provide opportunities for families and children to develop new relationships, help conserve non-renewable resources, and give you, the parent, more time to do other things! Car pool information is available in the school office.

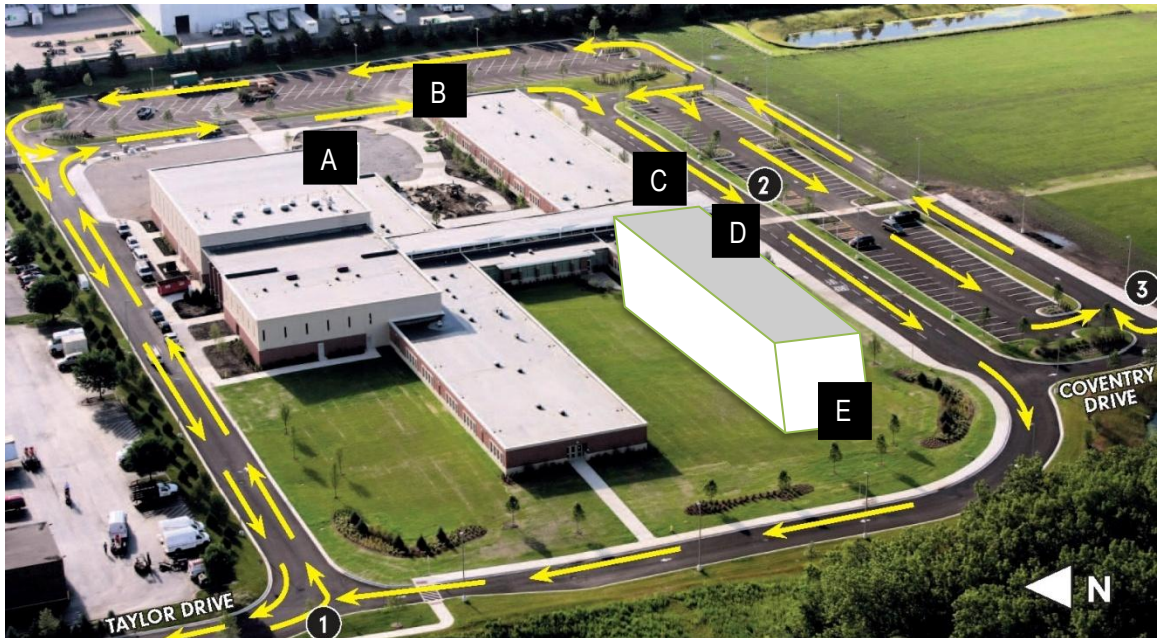
### **Field Trips**

Before accompanying a group on a field trip, each child must have a permission slip signed by a parent or guardian. Most field trips will be covered by the *WCGS Field Trip Master Form* signed at the beginning of the year. If parents are driving their vehicles, the school does carry added insurance *to supplement the insurance carried by parents* and teachers to transport children to school-sponsored activities. All parents are required to furnish proof of a valid driver's license and vehicle insurance at the beginning of the school year.

Students should travel to and from destinations with their assigned driver, and no unscheduled stops should be made. Students must wear seatbelts and no child under the age of 12 should sit in the front seat. All children under the age of 8 years old must be in a parent-provided booster seat in order to ride in a private vehicle. If no seat has been provided, the child may not participate in the field trip.

Drivers are asked to refrain from allowing students in their vehicles to watch TV/Videos/DVDs while transporting students to and from a school activity or event. While on a field trip, students remain under the authority of the teacher. When one group or child is permitted special privileges, this has the potential to cause trouble in the group. Further information regarding field trip transportation and the role of the field trip chaperone is provided by homeroom teachers at Back to School Night and immediately prior to outings.

## Regular Traffic Flow & Parking



- 1 You may enter campus from the north, via St. Charles Road, to Taylor Drive. At the north entrance of campus, turn left and circulate along the north edge of the building.
- 2 Front campus parking area is one-way moving west. The lane closest to the fields is one-way moving east.
- 3 You may also enter campus from the south, via Coventry Drive. By village ordinance, Coventry Drive is to be used **solely for entrance** to our campus. All exiting traffic **must** use Taylor Drive.

Suggested student drop-off/pick-up:

- A Grades 4 – 5 enter and exit
- B Grades K – 1 enter and exit
- C Grades 2 – 3 enter and exit (main entrance).
- D E Grades 6 – 8 enter and exit

Be a good neighbor, drive no more than 25 MPH on Taylor Dr. and Coventry Dr., and watch for cyclists crossing the Great Western Trail (north end of Taylor Drive). Please drive no more than 10 MPH on campus, and remember, **cell phone use is prohibited** while driving on campus. Please **pull forward** when there is any space between you and the vehicle in front of you. If you need to be on your cell phone, please park in one of the spaces in our lots. Otherwise, if you are in the moving lanes of traffic, we need you to be focused and alert to any change with the vehicles in front of you. Please **follow the guidance of our traffic supervisors**. They are doing their best to maintain the flow of traffic and provide a safe crossing zone for students and families.

## Before-School and After-School Traffic Pattern

To help you carefully and efficiently drop off and pick up your children, we have a different traffic pattern from **8:30 – 8:50am and 3:15 – 3:35pm** daily. Please see the diagram and instructions below.



- You may still enter our campus from either the north (via Taylor Dr.) or south (via Coventry Dr.).
- However, from **8:30 – 8:50am and 3:15 – 3:35pm ONLY**, both lanes on the north (back of campus) side of our building will function as one-way traffic heading east coming from Taylor Drive, as is noted by the 2 red arrows on the map.
- If you plan to drop off or pick up your child along the curb near one of our crosswalks, remain in the **right** lane. If you plan to park, or need to get to the front of the building, remain in the **left** lane.
- In addition to our 3 crosswalk supervisors, we have staff members and/or signage at 2 other locations, shown by the yellow stars on the map. Please be aware of these 2 locations and watch for guidance from them.
- Please be careful if you are approaching the school from the north on Taylor Drive. Although you do not normally have to stop at this location (star #1), we will be holding traffic at times to get cars off our campus.
- **From 8:30 – 8:50am and 3:15 – 3:35pm, traffic will not be exiting using the north lane on the north side of our building.** All traffic will exit from the driveway on the west side of the building (near the Jr. High).

## **VOLUNTEERING @ WCGS**

Your child's experience at WCGS will be enriched by your involvement at school, and it's also a great way to connect with other parents. Whether as a prayer partner, a classroom helper, a driver for field trips, or a hot lunch server, you'll find a warm welcome from faculty, staff, and administration. As stated in our School's Educational Philosophy, "The values, goals, discipline and atmosphere of the home, church and school in partnership with one another will provide an environment where students will be nurtured toward Christ-likeness in every way (Luke 2:52)." You can find out about volunteer opportunities at the First Day Welcome, your child's Class Tea, the school e-newsletter (Thursday Notes) and the Monday Auxiliary Announcements. You can also visit the "Get Involved/Auxiliary" tab under the Parents section of the school website.

In response to liability insurance requirements for schools, beginning with the 2017-18 school year we will conduct a criminal history background check for each individual expressing the intent to volunteer at school in any capacity. This background check is required one time only – it is not an annual requirement.

## **5TH GRADE ADDENDUM**

### **Academic Honesty**

WCGS places a high value on academic honesty. As Christians we are called to lives that are characterized by holiness (1 Peter 1:14-16). One of the characteristics of a holy life is truthfulness and honesty. In the school context this applies to academic work as well as relationships with adults and peers.

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity and must resist peer pressure to violate WCGS standards. Whenever students have a question about this procedure or any procedure, they should ask their teachers and/or advisors.

Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

Examples of academic dishonesty may include, but not be limited to, the following:

- Communicating with another student during a test or quiz;
- Working cooperatively on an assignment specifically assigned as independent work;
- Copying from another student's test, quiz, or assignment;
- Allowing a student to copy from one's test, quiz, or assignment;
- Using unauthorized notes or devices during a test or quiz;
- Obtaining a copy of and/or information about a test or quiz without the knowledge and consent of the teacher (i.e. sharing information about a test or quiz with a student who has not yet taken it);
- Submitting falsified information for grading purposes;
- Submitting an assignment, paper, or project which is not the student's original work, including the use of AI (Artificial Intelligence);
- Changing answers and seeking credit on an assignment or test after the work has been graded and returned;
- Using electronic devices in violation of guidelines established by the teacher;
- Misusing school computer systems which are used for student, staff, or administrative purposes; and
- Any other violation intended to obtain credit for work which is not one's own.

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writings. This definition includes computer programs, drawings, artwork, and all other types of work which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without documentation), and indirect (paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but not be limited to, the following:

- Failing to cite with quotation marks the written words or symbols of another author;
- Failing to cite the author and sources of materials used in a composition;
- Failing to cite research materials in a bibliography;
- Failing to name a person quoted in an oral report;
- Failing to cite another whose works are paraphrased or summarized;
- Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, or other projects, including the use of AI (Artificial Intelligence); and

- Copying or paraphrasing ideas from study aids without documentation.

The following procedures and consequences for academic dishonesty and/or plagiarism are to be implemented by all 5<sup>th</sup> grade teachers:

1. The teacher shall report any incident of academic dishonesty or plagiarism to the student, principal, and parents.
2. The student will be required to re-do the assignment/assessment, with a possible reduction in grade based on the teacher’s discretion.
3. Any additional offenses will be dealt with on an individual basis with increasing severity.

### **Artificial Intelligence Policy**

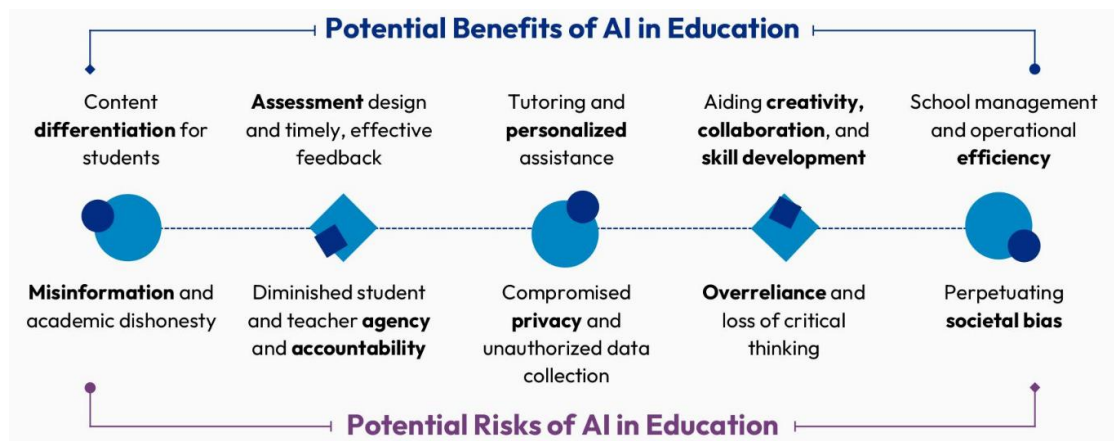
#### ARTIFICIAL INTELLIGENCE POSITION STATEMENT

At Wheaton Christian Grammar School, we give students the necessary skills to use technology to be successful in the digital world and to be ambassadors for Christ as they communicate, collaborate, and interact in a variety of mediums. As Christ followers, the question of AI usage in our school truly falls under the category of being discerning as Christians. Not only are we called to be discerning in how we implement curriculum and provide educational experiences for students, but we are called to be discerning about the resources we use. We need this discernment in how students might try to incorporate it, but also in how teachers access information online and curate resources. Colossians 2:8 cautions us to “See to it that no one takes you captive through hollow and deceptive philosophy, which depends on human tradition and the elemental spiritual forces of this world rather than on Christ.”

Due to the emerging nature of Artificial Intelligence, use by faculty, staff or students needs to be within these guidelines as delineated below. These guidelines seek to support that mission and ensure we equip students to be prepared as Digital Disciples for the increasingly digital world in which we live.

#### DEFINITION OF ARTIFICIAL INTELLIGENCE IN EDUCATION

Artificial intelligence, or AI, is defined as computers being able to perform tasks that humans typically do. Generative AI (gen AI) is artificial intelligence that responds to a user’s prompt or request with generated original content, such as audio, images, software code, text or video. Common examples of generative AI tools are ChatGPT, Microsoft Copilot, Google Gemini, and Grammarly. The current trend in education is to use generative AI for help in completion of administrative tasks, creation of teaching tools, differentiation in assignments and assessments, as well as other areas. The following chart delineates the potential benefits and drawbacks of the use of AI in schools.



## USE BY STUDENTS

Students will learn through digital literacy lessons about artificial intelligence in learning how it works and how its inception has created ethical and intellectual concerns within technology. As of the writing of this policy, many AI platforms do not align with COPPA or FERPA. Due to the inherent concern of safety, authenticity, source, bias and accuracy that the use of AI presents, any use of AI in the classroom must be thoroughly researched by the classroom teacher and presented to the administration for approval for use before implementation with students

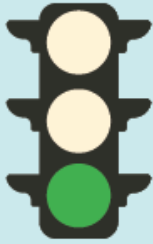

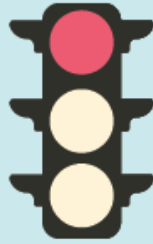

## ARTIFICIAL INTELLIGENCE CHECKLIST

At Wheaton Christian Grammar School, a case of potential plagiarism using AI-generated writing will be eligible to move forward in the disciplinary process if they exhibit three or more of the following:

1. The paper fails two online plagiarism checkers for AI like Grammarly
  - Explanation: The assignment must be identified as AI by both of these checkers.
2. The paper has no version history or checkpoints
  - Explanation: The student cannot demonstrate the progress and evolution of their writing over the assignment. This is especially important for long-term assignments. Very few edits or a rapid appearance of large chunks of text will not be considered a proper version history.
3. The student cannot orally defend or explain their writing's topic, argument, or diction.
  - Explanation: The student cannot summarize their essay's argument or exhibit a reasonable comprehension of the contents of the essay. This is not meant to be a trial but should be an informal dialogue about the essay. If the student cannot discuss the essay's contents in appropriate depth, then it may be a sign that they were not involved in the process of writing it.
4. The writing sample does not favorably compare to a writing sample of the student's previous work.
  - Explanation: Based on a comparison by the teacher(s) to other work written by the student, the writing sample does not contain the student's 'voice' or share a similar writing style or level of depth.
5. The writing sample contains multiple characteristics consistent with AI-generated writing.
  - Explanation: In the opinion of the teacher(s), the writing sample contains some or all of the following characteristics.
    - a. Excellent grammar and syntax including high use of punctuation
    - b. Unusual or overly complicated sentence construction
    - c. Monotonous and impersonal tone and style
    - d. Consistent use of filler words and/or subordinating conjunctions
    - e. Usage of notation or vocabulary not typically used in class

WCGS Students are not allowed to submit work generated, in part or in whole, by ChatGPT or other Artificial Intelligence assistants without the expressed written permission of the teacher and approval by the Administration. Using such tools will be considered a violation of WCGS's academic honesty policy and suspected use will be reported to the Administration.

Please refer to the chart below for specific guidelines on the use of AI.

<p>You may use AI in these conditions.</p>  <p><b>GO</b></p>	<p>These uses <b>MAY</b> be appropriate under some conditions, but are not automatically acceptable.</p>  <p><b>CAUTION</b></p>	<p>You may not use AI in these situations at all.</p>  <p><b>STOP</b></p>
<ul style="list-style-type: none"> <li>Your teacher has given explicit, written permission that you may use AI.</li> <li>...AND you follow all their instructions about using and integrating AI.</li> </ul>	<ul style="list-style-type: none"> <li>Chatting with AI as a resource about the topic, including copy-pasting the essay prompt.</li> <li>Asking AI to edit or review your own writing or data.</li> <li>Asking AI to summarize a data set, reading, or case.</li> <li>Using code or artwork generated by AI, either partially or fully.</li> <li>Asking AI to translate or reword a passage.</li> </ul>	<ul style="list-style-type: none"> <li>Submitting work written partially or fully by AI.</li> <li>Submitting work <b>influenced or informed by AI</b> when your teacher has not given explicit, written permission for AI use in the assignment.</li> <li>Solving homework problems or questions using AI without understanding how it arrived at the answer.</li> </ul>
<p><b>WHAT SHOULD I DO?</b></p>  <p>You may use AI. Save your chat logs and plan to submit them. Be sure to cite the AI properly in your Works Cited page.</p>	<p>Speak to your teacher and clarify to what extent AI can be used. Save your AI chat logs and plan to submit and cite them.</p>	<p>Do not use AI without the teacher's written permission.</p>

### Missing Assignment/Task

If a student does not come to class with a formative assignment completed:

- The student will receive an "M" in the gradebook that day.
- Parents will receive an email informing them of the missing assignment.
- The student has 24 hours to turn in the completed assignment, at which time the grade can be revised from a zero up to an 85%.

If the student does NOT turn in the completed work within 24 hours of it being late:

- The student will earn a maximum of 75% in the gradebook for the missing assignment.
- The teacher will issue the student a detention and the parent will receive an email with the detention details.
- The student will be expected to complete the homework assignment during the detention.

If the student neglects to report to the detention, it will be communicated to the principal and a more severe consequence will be warranted.

## **Test Retakes**

*(This policy applies to all students in grades 5-8.)*

Test retakes may be offered to any student as a form of differentiation, allowing the student to show the teacher what they know, understand and can do (KUD). Providing a retake on a test or assignment offers the students an opportunity to show development in their learning. The test/quiz is scored and returned to the students as early as the day after a test/quiz and as late as 3 school days after the test/quiz. If a student scored less than 73%, a retake may be offered. The two scores are averaged and the combined score would not be greater than 73%. The following guidelines should be implemented for retakes:

If the teacher agrees to allow a student to retake a test the student agrees to participate in a 3-day “turn-around” process involving the following:

### **Day 1:**

- The original test is signed by his/her parent, agreeing to the retake process.
- Correct test answers and sufficient re-directions are given to the student so he/she can correct his/her mistakes.

**Day 2:** The teacher equips the student to adequately prepare for the retake by going over test questions and answers so that the student can study the material.

**Day 3:** The retest is given.

- An alternate form of the test shall be given that provides an assessment of the same skills, concepts, or knowledge being mastered but is not the exact same test as previously administered.
- When assigning the final score, the teacher will average the two scores; the second score shall NOT replace the first score; and the final averaged score cannot be greater than 73%.

## **Co-Curricular Activities**

WCGS provides a wide range of co-curricular activities to augment its classroom instruction and activities. Students of all ages are encouraged to discover and develop their gifts and talents in the areas of fine arts, athletics, and academics. God is glorified as students learn to express their love for him as commanded in Mark 12:30: “Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.”

### ***General***

Coaches and directors of co-curricular activities endeavor to keep students and their families well-informed by distributing practice/rehearsal/game/performance schedules and details, usually via email. The school website is also a good source for this important information; however, *schedules do change*—sometimes at the last minute! The Family Portal email system will be used to inform families of last-minute changes to before- and after-school activities. Please ensure your family’s contact information is kept current so that these advisories will be received in a timely manner.

**Students should be picked up within fifteen minutes of the conclusion of school, games, practices, or other activities.**

### ***Priorities***

Students and parents should carefully consider the number of co-curricular activities in which a student should participate. Homework/school should be a priority. We realize that there are many opportunities outside of the normal school day that require/vie for young people’s time

such as athletics, music lessons, youth groups, and volunteer work, to name a few. It is our observation that students who are overcommitted do not fare as well in their studies. As they prepare for high school, now is the time for young people to develop a good habit/discipline of finding a healthy balance in their lives, as well as giving schoolwork its rightful due.

### ***Sports Physicals and Concussion Document***

Each student who plans to participate in an interscholastic sport (grades 5-8) must have a current physical and Concussion Sign-off Form on file. Details regarding these requirements can be found in the Health section of this Handbook.

### ***Co-Curricular Eligibility***

In order to participate in any co-curricular activity (athletic practice or game, fine arts practice or performance), a student must not be absent for any part of the day of the activity. Any student arriving after 10:30 a.m. or departing before 2:00 p.m. will be marked ½ day absent, and therefore ineligible to participate in any co-curricular activity that day. The only exception is in the case of a pre-arranged absence, such as a dental appointment, or as the result of direct, personal consultation (not by note), between a parent and teacher, or coach.

Grades for all students who participate in co-curricular activities will be reviewed every three weeks by the administration and coaches. To be eligible for games/performances, a student must be passing in all classes (no "F's"). A student's average for all grades must be at least a "C." Ineligibility begins the day after the grade report is issued and will last until the average is raised to a "C" average of all grades. *Participation in practice sessions during the ineligible period is at the discretion of the coach or teacher.*

If a student has missing work or outstanding make-up work when grades are issued and reviewed, he will be ineligible unless work is completed on time, i.e., the number of days absent plus one. Ineligible students will have their grades checked at the end of each week. Once the average of all subjects is "C" and no work is outstanding, a student may again participate in activities.

Any teacher may report to the principal problems of discipline, lack of courtesy, scholarship, etc. Together they will decide on the student's eligibility.

### ***User Fees***

To help offset the costs of interscholastic sports, a \$135 fee will be charged for each sports team the student is a member of.

### **Fine Arts**

#### ***Instrumental Music***

Intermediate Band and Intermediate Orchestra are performing groups for 5<sup>th</sup> grade students who have instrumental playing experience. Students are admitted by audition and are expected to make a commitment to the group for one year. These groups rehearse twice a week in lieu of the 5<sup>th</sup> grade General Music class. Along with ensemble rehearsals, students in the instrumental music program may also attend a weekly lesson or "sectional" which occurs during the school day.

#### ***Fine Arts Grading***

All fine arts groups are credit classes, and as such students belonging to these groups are expected to participate in all rehearsals and concerts. Quarterly grades for these classes are based on participation, improvement in skills, attendance, cooperation, and positive attitude. If

a student misses any class due to a rehearsal or sectional, he/she is responsible to turn in all class assignments on time and obtain homework assignments.

### **Gym Clothes**

Beginning in 5<sup>th</sup> grade, students wear uniforms purchased from the school. Gym uniforms are issued to students by the PE teachers at the beginning of the school year and billed to the family's account. Gym shoes and athletic socks must be worn. For outdoor gym classes, sweatshirts and/or sweatpants may be worn when suggested by the gym teacher. No clothes worn in gym class are to be worn in the classroom, or vice versa. Gym clothes should be laundered weekly and identified with the student's name.

### **Outdoor Education**

One of the major highlights of 5<sup>th</sup> grade is Outdoor Education. Students experience the wonder of God's creation and practice skills of observation at Camp Timber-lee in southern Wisconsin. Outdoor Education is an integral, graded component of the 5<sup>th</sup> grade curriculum – essentially a 3-day lab! All students are expected to participate in this trip which typically takes place in early May.



wheaton christian  
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ATTENDANCE REPORTING (24 hours/day):

[attendance@wheatonchristian.org](mailto:attendance@wheatonchristian.org)

or

(630) 668-1385, opt. 3