



2020-2021 STUDENT HANDBOOK

We are glad you have chosen William Bradford Christian School (WBCS) to provide accredited Christian education for your family. We commit to do our very best to continue providing quality education without compromise for Christian families in Mayes County and the surrounding area.

**Pre-school (3 years old), Pre-Kindergarten (4 years old), Kindergarten (5 years old) by September 1st
Elementary – Junior High – High School**

Building Character Creating Futures Striving for Excellence

Campus Information

School Address

2320 North East First Street, Pryor, OK 74361

School Website

wbcslions.org

School Phone Numbers

918.825.7038 or fax 918.825.7037

E-Mail

info@wbcslions.org

Hours

Office: Monday – Friday: 8:00 A.M. – 3:45 P.M.

School: Monday - Friday: 8:15 A.M. – 3:25 P.M.

***William Bradford Christian School will provide a Christ centered learning environment that
is an extension of the home.***

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ABOUT WBCS

HISTORY OF WBCS

John and Brenda Alley established William Bradford Christian School (WBCS) in 1987 on the mission that WBCS would provide a Christ-centered learning environment that is an extension of the home. They established that the goal of WBCS would be educating, nurturing, and developing each student spiritually, academically, physically, and socially; preparing them to be Godly servant-leaders striving to fulfill the Lord's call on their life. The guiding principles of WBCS are faith, life, speech, love, and purity. Each is based on a scripture from the Bible. The vision of WBCS is God, Family, Patriotism, and Academics.

Our school board – comprised of three couples from the community - and the school administrator governs WBCS. The board meets at least once a month. WBCS is a member of the Oral Roberts University Education Fellowship and is accredited with the International Christian Accrediting Association (ICAA). The ICAA evaluates the school every five years to ensure that it meets the guidelines to remain accredited. We are also accredited with AdvancED. The Oklahoma State Department of Education recognizes our accreditation with ICAA.

WBCS was housed at Pryor Christian Center just south of Pryor for a number of years. Initially the school opened with grades K4-6th. Each year a new grade was added until we had grades K-4 through 12th. By 1992 we had an enrollment of 140. The school had to meet in two locations because we had outgrown our facilities. The elementary students met in Pryor Christian Center while the junior high and high school met in a building in downtown Pryor. During these developing years, a local banker donated 27 acres of land to the school with the stipulation that the school build on the land. In 2000, the school purchased several buildings from Tulsa Public Schools. These buildings were moved to the donated property and renovated. The outdoor basketball court was completed in the summer of 2015. Remodeling began in the summer of 2016 for the last of the three buildings to facilitate the preschool classroom.

In 2002 Mr. and Mrs. Alley stepped down from running the school to take some time away from teaching. During the transition time, Don Burgess and Patrick Mayer served as administrators. Amanda Rutherford was the administrator from 2007-2012. In 2007 we started offering K3 classes. From January 2013 to June 2013 Dale Lemons served as administrator. From July 2013 to May 2014 Rickey Walden served as the administrator. Currently Mr. Stamper is the administrator since January 2015. WBCS has 94 students enrolled and a staff of 18.

PHILOSOPHY STATEMENT

William Bradford Christian School partners with parents to provide a Christian education that leads students to the Cross of Jesus. Bradford believes that all knowledge should be filtered through the Word of God and that our job as educators is to teach students to measure everything they learn against the Truth of the Bible. We strive to foster a learning environment that is student driven; meeting the needs of individual students. We seek to help each student discover his/her personal talents and uncover his/her purpose for God.

VISION OF WBCS

The vision of William Bradford Christian School (WBCS) is to glorify God, strengthen the family, and promote patriotism while achieving high standards of academics.

- A. **GOD:** We believe that God inspired the Bible and it is the standard of truth. Therefore, the best possible education is a God-centered traditional education, which is WBCS's philosophy of education. God is glorified when any school allows prayer and teaches Biblical truth.
- B. **FAMILY:** We believe there should be a cooperative effort between the family and the school. It is the parent's scriptural obligation to "train up a child in the way he/she should go". For this reason, Bradford's role is to be an extension of the home. We promote the same moral values found in the Christian family.
- C. **PATRIOTISM:** We believe that a return to a strong, solid government begins with patriotism. We teach our students about their American heritage. The current problems facing our country are viewed from God's perspective. From this viewpoint students can see that "*righteousness exalteth a nation,*" Proverbs 14:34.
- D. **ACADEMICS:** We believe that academic excellence is a must for any school. WBCS has high standards of academics. At WBCS this is brought about by using the best available curriculum and relying on the Holy Spirit to give wisdom and understanding to our students and teachers.

MISSION

The mission of William Bradford Christian School is to provide a Christ-centered learning environment that is an extension of the home.

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, authoritative, and infallible Word of God. (Timothy 3:16)
2. We believe the Bible that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (1 John 5:4-6)
3. We believe in the deity of our Lord Jesus Christ, His Virgin Birth, His Sinless Life, His Miracles, His vicarious and atoning death through His bloodshed, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. (1 Corinthians 15:3, 1 Peter 2:21-24; John 3:16)
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. (Romans 3:21-30; Galatians 4:4-7)
5. We believe the redemptive work of Christ on the cross provides healing for body, mind, and spirit in answer to believing prayer. (Isaiah 53:3-5; 1 Peter 2:24; James 5:14-16)
6. We believe in the present ministry of the Holy Spirit who indwells believers and operates in all believers in the power of the gifts of the Spirit, manifesting them as He wills. (John 14:16; Acts 1:5,8; 1 Corinthians 12-14; Galatians 5:22)
7. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life and that they are lost unto the resurrection of damnation. (John 5:24, 28, 29)
8. We believe in the spiritual unity of believers in our Lord Jesus Christ, and seek community together, to “become more and more in every way like Christ who is the head of the body, the Church. (Ephesians 4:16)

SPIRITUAL FORMATION GOALS

We strive to guide students toward intentional spiritual growth and Christ-likeness. To achieve this we encourage our students to practice the following disciplines in their lives:

1. Abide in Christ: The act of placing oneself under the Holy Spirit and building a direct, personal relationship with Christ.
2. Live in the Word: The application of God’s Word into their lives, which leads to authentic living.
3. Pray in Faith: The participation in an ongoing conversation with God that includes thanksgiving, praise, confession, and intercession.
4. Fellowship with Believers: The interaction with other Believers in a Christ-like manner that emphasizes humility and forgiveness.
5. Witness to the World: The demonstration of faith in their lives that reaches out to the lost. This includes a working testimony and a participation in local missions.
6. Minister to Others: The contribution of their time and resources to serve others and to participate in the work of God’s Kingdom.

GUIDELINES

Faith - Hebrews 13:17 - Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be joy, not a burden, for that would be of no advantage to you.

Life - 2 Timothy 2:15 - Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.

Speech - Ephesians 4:29- Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, That it may benefit those who listen.

Love - Ephesians 4:32- Be kind and compassionate to one another, forgiving each other, just as in Christ, God forgave you.

Purity - Philippians 2:14&15- Do everything without complaining or arguing, so that you may become blameless and pure, children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe.

BIBLICAL INTEGRATION

The study of the Bible is recognized at WBCS as of fundamental importance. Biblical instruction, therefore, should not be confined or limited to traditional Bible class. We must integrate Biblical content and character into all other areas of student life. This integration reinforces to students the necessity of God's presence in their everyday lives.

ACCREDITATION

WBCS is a member of the Oral Roberts University Education Fellowship and is accredited with the International Christian Accrediting Association (ICAA) and AdvancED. The ICAA evaluates the school every five years to ensure that it meets the guidelines to remain accreditation. The Oklahoma State Department of Education recognizes our accreditation with ICAA.

SCHOOL COLORS AND MASCOT

Our school colors are white, black, and teal.

Our school mascot is the lion. "...the righteous are bold as a lion." Proverbs 28:1

SCHOOL PLEDGES

All students should memorize the pledges.

American Flag Pledge

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

Christian Flag Pledge

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.

Bible Pledge

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God.

WEATHER/SCHOOL CLOSINGS

Announcements will be made on the school answering machine, on FaceBook, RenWeb, and over KJRH TV (channel 2), KOTV TV (channel 6), KTUL TV (channel 8), and KOKI TV (channel 23) should WBCS be closed for bad weather conditions. William Bradford Christian School will be named specifically. Days cancelled due to weather may need to be made up at the end of the year. If weather becomes severe during the school day, there is a possibility of early dismissal. In this event, parents will be notified.

ADMISSIONS

ADMISSION PROCEDURES

Once a decision has been made to seek enrollment at WBCS, the following steps will be initiated:

1. Return completed Admission application with:
 - A. Financial Policies & Agreement
 - B. A copy of student's most recent report card or transcript (Grades 1-12)
 - C. A copy of student's most recent standardized test scores
 - D. \$25 Application Fee (NON-REFUNDABLE)
 - E. \$25 Entrance Exam (if applicable)
 - F. Scholarship Application (if applicable)
2. Interview with the Administrator and/or the School Board for students in 8th-12th grade.
3. Once review, interview, and/or testing has been completed the following will be determined:
 - A. Accepted
 - B. Accepted with conditions
 - C. WBCS is not able to meet needs of children
4. Notify parents of acceptance
5. After acceptance to WBCS the parent/guardian and student completes the following:
 - A. Copy of student's Immunization Record
 - B. Copy of Student's Birth Certificate
 - C. Copy of Student's Social Security Card
 - D. Statement of Cooperation
 - E. Authority to Transfer Education Records
 - F. Authorization for Emergency Care to Minor
 - G. Payment for Registration, Books, Tuition, and (Automatic Payment and voided check, optional)
 - H. Volunteer Application (If scholarship or discount is offered)
 - I. Vision Screening & Comprehensive Eye Exam Certification Form (K5, 1st, 3rd)
 - J. T-Shirt Form
 - K. Preparticipation Physical Education (if participating in sports)
6. Final grade placement will be determined by the school once all information is received.

TRANSFER STUDENTS

Students who are transferring from other schools will be expected to take an entrance examination. Should the student's accomplishments (as shown by the test) be on the grade level to which he/she has been promoted, then he/she will be admitted to that grade. However, should the student's accomplishments (as shown by test) be on a lower level, then he/she will be placed in the grade best suited for his/her achievement.

NONDISCRIMINATORY POLICY

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

POLICIES AND PROCEDURES

ACADEMICS

Grading Scale

Letter grades are given on the report card in all subjects for grades K5-6. Percentages are given on the report card in all subjects for grades 7-12. These are the letter grades with their numerical equivalents:

A	90-100	Excellent achievement
B	80-89	Above average achievement
C	70-79	Satisfactory achievement
D	60-69	Passing, below satisfactory level
F	59 and below	Insufficient achievement to pass
I		Incomplete-grade assigned because of excessive absence or failure to complete major assignments or tests. In either case it is the student's responsibility to give prompt attention to completing the work.
S		Satisfactory
N		Needs Improvement
W		Withdrawal from class

Physical Education Class Grading

Grades given in Physical Education classes will be based largely upon **participation**. If a student is unable to participate for any reason, they will be required to do a written assignment for that day covering a topic concerning health or physical fitness. It will be left to the discretion of the instructor as to when this assignment is due.

Report Cards

The report card reflects the student's academic progress and will be issued in the week following the end of each nine-week session. The school calendar indicates the dates for the grading periods. Access to My School Worx will be denied if there is an outstanding account balance. Grades can be viewed on My School Worx and year-ending report cards will be mailed approximately two weeks after the school year ends.

Extracurricular and Athletic Eligibility Policy

In order to establish a high level of academic standards in our extra-curricular and athletic programs, each student competing or participation in activities must:

1. Maintain an overall grade no lower than a "D" in each class during the season in which they are participating. Weekly grade checks will be maintained during the season. *Students who fall below the academic standard during a grade check shall be placed on probation that week, and will be declared ineligible for the following weeks until they bring their grades up to the acceptable level in all classes.*
2. Each student is required to attend school the day of the event in order to participate. Pre-arranged, extenuating circumstances may be approved by the Administration.
3. The ineligible period runs from Monday through Sunday, following the notice.
4. Students must receive at least one grade per week to allow them the opportunity to raise their grade.

Parent/Teacher Conferences

Conferences will be scheduled by parent, teacher, or Administrator.

Every parent is required to attend scheduled conferences for the benefit of his/her child and to obtain pertinent information concerning the school program.

Individualized Education Plan (IEP)

Bradford does not employ a special education certified teacher and is therefore unable to provide special education services to students who have been on an IEP in public school. If said students chose to enroll at Bradford, copies are made of their IEP accommodation page, which in turn is given to their teachers as an aid in educational planning for the student.

Elementary Retention

If there is an academic concern and retention may be necessary, a conference will be scheduled with the parents, teacher, and Administration. The general guidelines for retention are teacher recommendation based upon one or more of the following as follows :

Pre-K to 2nd Grade

- Personal observation
- Below grade level performance in academic subjects
- Below grade level on development
- Social/emotional immaturity

3rd to 8th Grade

- Failure of two or more academic subjects
- Grade levels of 1.5 points below the norm in standardized testing, in reading, or math
- Social/emotional immaturity
- Students with one final grade of “D” in major subject (English, math, science, social studies, Bible) will be passed on to the next grade on academic probation. In most cases, a recommendation will be made that the student receive tutoring during the summer. The probationary status will be in effect during the first nine weeks of school and will be removed if the student maintains a “C” average or better during the first nine weeks.

Bible

Bible study is recognized at WBCS as of fundamental importance and is a required subject. It augments the study of English, history, geography, and science. Without knowledge of Biblical truth, a student cannot be considered educated. The Bible gives direction for this life, and the only hope for the life to come. No other book can so enrich the minds and hearts of men as “The Book of Books.”

In addition to the moral and spiritual values, knowledge of the Bible is one of the greatest educational assets any man can have. As an important work of a school, no other course offered in the school affords such great opportunities for laying the foundation of Christian character.

High School Graduation Requirements

The first requirement for graduation is expressed in units and represents the minimum standard. A unit is equal to one academic year; a half unit is equal to one semester (exception - each semester of P.E., Music, and Bible class is equal to one-quarter unit).

The total number of units required for graduation from Bradford is 23 units. The second requirement for graduation is for a student to have attended Bradford their junior and senior years. (Exception will be made for students transferring from another accredited Christian school).

Required Courses

Language

Arts

(4 units)

Mathematics

Algebra I, Algebra II, Geometry, Calculus,
Advanced Math, Consumer Math

(3 units)

Science Lab

Physical Science, Biology, Chemistry, Physics

(3 units)

Social Studies

Oklahoma History, Geography, Government,
World History, U.S. History

(3 units)

Foreign Language or Computer Technology

Foreign or non-English language (two years of the same language) **OR**

Computer technology (two units in programming, hardware and business)

computer applications, such as word processing, databases, spreadsheets and graphics, will qualify; keyboarding or typing classes do **not** qualify) (1 foreign language and 1 computer course will **not** meet this requirement.)

(2 units)

Elective Academic

Units

*

Foreign Language III, Foreign Language IV, Science, Journalism, History, Speech, Computer Lit. I, Computer Lit. II, Computer Application I, Computer Application II, Music Appreciation, Guitar

Bible

(3 units)

(1 unit per year)

* All elective units are not necessarily offered every year. Many electives are required courses due to class size. Students who need more than (1) unit for graduation will not be permitted to participate in graduation exercises.

Concurrent Enrollment

Junior and Senior students may earn college credits while in high school. Junior students must have an ACT score of 21. Seniors must have an ACT score of 19. Students are responsible for registration, fees, books, and transportation. Because of the size of our school, schedules for concurrent classes must coordinate with the WBCS class schedule. A student may enroll in a maximum of six (6) semester credit hours per semester at a university.

A student must enroll in a combined number of high school and college courses equal to a workload of at least eighteen (18), but not more than (19) semester credit hours. For purposes of calculating workload, one (1) high school course will be equivalent to three (3) semester credit hours of college work. A student may enroll in a maximum of six (6) semester credit hours during a summer session or term at a college or university.

Seniors who are enrolled in only one 3-credit college course must be enrolled in no less than four periods in WBCS. All concurrently enrolled students must provide evidence they have been accepted and are enrolled in college courses. Only those courses taken for college credit will be accepted in meeting the six hour (eighteen semester credit hours) state attendance requirement.

Student who drop concurrently enrolled courses will be required to re-enroll in courses at WBCS. Students must submit a copy of their concurrent transcript immediately following completion of their course. No tuition discounts are allowed for concurrent enrollment. Students will be charged the full tuition amount.

Technological Career Training

Northeast Technological Center of Pryor offers vocational training to high school juniors and seniors. Students may earn 3 high school elective credits per school year if course requirements are met. Go to www.netech.edu

Oklahoma's Promise

Students who are eligible are encouraged to sign up for Oklahoma's Promise – an income-based college assistance program provided by the state. Please inform the office when you are accepted into the program.

Oklahoma's Promise students must have two years of the same foreign/non-English language OR two years of computer science/computer technology. One year of each will not count for Oklahoma's Promise.

Diplomas

Two diplomas are available- an *Academic Diploma* and a *Standard Diploma*

Academic Diploma

To receive an academic diploma, a student must have a GPA of 3.0 or better and have successfully completed, with no lower than a "C", in the following 10 units:

- | | |
|---------|---|
| English | (4 units) English I,II,III,IV |
| Math | (3 units) Algebra I, Algebra II, Geometry, or Advanced Math |
| Science | (3 units) Biology, Chemistry, Physical Science |

Standard Diploma

To receive a standard diploma, a student must have completed 23 units.

Valedictorian Requirements

The valedictorian of the senior class is the student with the highest grade point average (3.0 or above). The GPA will be calculated for seven (7) semesters rounded to the nearest ten thousandths (example 3.9954 become 4.0). The following additional requirements must also be met.

Must have attended Bradford junior and senior years

Must have 23 credits with no grade lower than a "C."

Salutatorian Requirement

Same as valedictorian but has the second highest grade point average (3.0 or above). The GPA will be calculated for seven (7) semesters rounded to the nearest ten thousandths (example 3.9954 become 4.0).

Awards

President's Award for Educational Excellence

Grade Point Average of 3.5 or higher. 85th Percentile in Math or English on standardized achievement tests, or recommendation from a teacher plus one other staff member to reflect outstanding achievement in one or more areas such as: English, Mathematics, Science, History, Geography, Art, Foreign Language, and involvement in community service or co-curricular activities such as tutoring other students and/or demonstrating creativity and achievement in the visual and performing arts.

President's Award for Educational Achievement

- Shows tremendous growth but does not meet the criterion for the Excellence Award.
- Demonstrates unusual commitment to learning despite various obstacles.
- Maintain a school record that would have the school's selection criteria for the Excellence Award, but illness, personal crisis, or special needs prevented the student from maintaining such high standards despite hard work.
- Achieve high scores or show outstanding growth, improvement commitment or intellectual development in particular subjects, such as Math, Science, etc.
- Demonstrate achievement in the arts such as music or theater.

Standardized Testing

PreACT

PreACT™, a 10th grade multiple-choice assessment that helps students prepare for the experience of taking the ACT® test and provides information regarding their future performance on the exam. Tenth grade students will take the PreACT Plan Test between September 6 to October 31.

ACT

Ninth to Twelfth grade students are encouraged to take the ACT. The ACT® is the leading US college admissions test, measuring what you learn in high school to determine your academic readiness for college. Go to www.act.org to register. If you are younger than 13 or cannot pay by credit card, you need to [register by mail](#) only. ACT Test dates are as follows:

Test Date	Registration Deadline	Late Registration Deadline
September 12, 2020	August 14, 2020	August 15-28, 2020
September 13, 2020	TBD	TBD
September 19, 2020	TBD	TBD
October 10, 2020	TBD	TBD
October 17, 2020	TBD	TBD
October 24, 2020	September 18, 2020	Sep. 19- Oct. 12, 2020
October 25, 2020	TBD	TBD
December 12, 2020	November 6, 2020	November 7-20, 2020
February 6, 2021	January 8, 2021	January 9-15, 2021
April 17, 2021	March 12, 2021	March 13-26, 2021
June 12, 2021	May 7, 2021	May 8-21, 2021
July 17, 2021	June 18, 2021	June 19-25, 2021

PSAT

Eleventh students will also have the option to participate in the PSAT EXAM. The PSAT is a National Merit Scholar qualifying test. The primary PSAT/NMSQT test date is October 19, 2016.

Terra Nova Complete Battery

An achievement test is administered annually in the spring semester for K5-12th grade students. It is very important that a student be present during this week of testing. *TerraNova, Third Edition* Complete Battery provides detailed diagnostic information. This series of assessments generates precise norm-referenced achievement scores, a full complement of criterion-referenced objective mastery scores, and performance-level information.

Homework

Since WBCS strives to obtain academic success for each student, our teachers will be giving homework to aid students to advance in their studies. Each student is required to complete his/her homework assignments. Homework is given for several reasons.

- It can allow reinforcement of skills learned in the classroom.
- It can help pupils to make more rapid progress in learning.
- It can allow students to use materials and other sources of information that are not always available in the classroom.

We do request parents' full cooperation in seeing that the assignments are completed. Repeated delinquent homework should result in failing a class and receiving no credit.

Students are to write down the class assignments each day in their student planner. Student's parents are requested to look over the class assignments, making sure their child has completed all his/her homework. Homework assignments are also available on My School Worx.

Make-Up Work

Students with an excused absence will have the same number of days to make up their work as days they were absent. Receiving assignments and make-up work is the student's responsibility to initiate. Homework assignments are posted on My School Worx. Unexcused absences may result in a zero for all work missed.

ATTENDANCE

School Hours

The school day will begin at 8:15 A.M. and end at 3:25 P.M. **Supervision of students DOES NOT BEGIN UNTIL 8:00 A.M. AND ENDS AT 3:45 P.M.**

Attendance

Prompt and regular attendance in all classes is the responsibility of every student and parent. It is the legal obligation of the school to see that the student and parents alike meet these responsibilities. Regular attendance is important to a student's success in school and establishes good work habits and self-discipline.

Parents are responsible to see that their child comes to school and remains at school. Regular attendance is important. Any student who is absent **twenty days** or more cannot pass the school year. High school students cannot miss more than **ten days** in a semester and pass the semester classes. If a child is absent without valid excuse for ten (10) or more days within a semester, the administrator shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county where the school is located for juvenile proceedings *pursuant to Title 10 of the Oklahoma Statutes. (70-10-106) Days out of school, excused or un-excused, are counted as absences.* **Tardiness to school or leaving early from school are considered absences.** Should a student not meet this requirement WBCS may deny promotion, graduation, or course credit.

Absences

In case of absence, the day the student returns, the parent should call or send a dated note to the teacher explaining the reason for the absence. There are no excused absences except for student illness, death in the immediate family, or doctor and dentist appointments. Unexcused absences for which no permission slip is granted will result in zeros in all classes.

Arranged Absence Request Form

Parents desiring to take students out of school for planned extended absences (college visits, family vacations, ministry trips, etc.) must present a written statement indicating the reason for and the anticipated length of absence. A *Student Planned Absence Form* may be obtained from the office and must be signed by parents and administration. Students will be expected to obtain their assignments from their teachers prior to the absence. Students will have the same number of days as the number of days absent to make up their work.

Tardiness

Students are expected to be seated in the room when class begins. *Students arriving late to class are a disturbance to the entire classroom.* Therefore, students **MUST** arrive on time. Students arriving at school after 8:15 A.M. must report to the office to receive an admit to class. **Absence from a class period for 15 minutes or more, will be counted as an absence. Three (3) tardies will be counted as one (1) absence.** The only excusable reasons for being tardy are following: car trouble, illness, weather, or road conditions (including accidents) that make travel dangerous or slow. A note or telephone call from the parent will be required.

Early Dismissal Policy/Procedures

Driving students

Students who drive will not be released early from school until the office has received and verified the written notification from parents/guardian. Written notification may be made by email to: info@wbcslions.org, or fax to 918-825-7037 or a hand written note from the parent or guardian and should include following information:

- Parent or guardian's name
- Student's name
- Student's grade
- Time parent wishes student to be released from school
- Reason for early dismissal
- Estimated time/date of return
- Once a student has signed out they must leave the property

BEFORE leaving school, the student must come to the office and sign out listing exact time of departure on the sign-out sheet. Upon returning to campus the same day, students are required to sign in at the office.

Non-driving students

Students who cannot drive must be signed out through the office by their parent or guardian. Students will not be released to anyone other than the parent without written permission from the parent or guardian. Students will not be allowed to leave with other students unless the driver is a sibling and the office has received the required information listed above from the parent giving permission for the student to leave with their sibling.

DISCIPLINE

To achieve the best possible learning environment for all students, school rules and discipline will apply:

- During the regular school day or while a student is going to and from school on school transportation
- During lunch periods in which a student is allowed to leave campus
- While a student is in attendance at any school-related activity, regardless of time or location

The responsibility for rearing children in the nurture and admonition of the Lord is given to the parents. At William Bradford Christian School we desire to partner with you in raising your children in the ways of the Lord.

In order to have a consistent policy that will not be misinterpreted, everyone must employ the same definition of the word "discipline." The parents are responsible for their child's actions and attitudes at school. WBCS expects the parents to actively support school personnel in developing proper attitudes toward other students, teachers, other personnel, and the school in general. Discipline refers to the necessary corrective measures that must be consistently employed in order to help a person become a mature, responsible adult.

Teachers or supervisory personnel shall speak with or discipline students on the school premises and field trips whenever behavior fails to glorify God. All teachers are expected to consult with the Administration for suggestions in handling discipline problems before they become acute.

A parent may administer corporal punishment when other correctives measures have failed to bring out proper behavior. It shall be administered according to this policy and when the Administration considers it the most appropriate measures to influence the child's conduct. Should a parent decline to administer corporal correction when requested by the school, other appropriate means of discipline must be implemented immediately. If the alternative disciplinary methods fail to bring about proper behavior, the parents may be asked to withdraw their child. Only the parent will administer corporal correction. A written statement will be placed in a discipline record stating the child's name, the date, the infraction, and any counseling done.

The Administration is required to involve the School Board under certain conditions:

- Any act of vandalism.
- Continued physical violence, threats, physical or emotional bullying on the part of a student. Students who bully other students will be disciplined, and if necessary, referred for professional counseling. Bullying for the purposes of this document means, 1) Any threat or intimidation by physical force or emotional means, and/or 2) Constant teasing or gossiping with intent to hurt another.
- Repeated unacceptable actions such as stealing, lying, foul language, or obscene gestures.
- Attitude problems that interfere with other students' right to learn.
- Threats to anyone in authority on the part of a student or parent.
- Problems with a class or student that interfere with the orderly operation of the school.
- Refusal on the part of the parent to cooperate with the school personnel.
- Any student being found bringing a weapon on school property. William Bradford Christian School supports a zero tolerance policy towards weapons of any kind brought to school or school events.
- Off campus behavior that becomes a problem on campus.

Handling of Discipline Problems

Correction must begin as soon as possible after the infraction is committed. The correction must be fair to all parties involved with opportunity given for comments. We believe that discipline is necessary for the proper development of each student. Each teacher is given the liberty of making and enforcing classroom regulations in the manner that he/she is in accordance with Christian principles.

Examples of typical corrective measures are student-teacher conference, one-hour detention after school, student-administrator conference, parent-teacher conference, and Saturday school. Students may be suspended or expelled for excessive accumulation of detentions, skipping school, or for failure to report to detention or Saturday school.

Should a student refuse to accept the discipline prescribed by the school, he or she is to be suspended from class until such as he or she will accept the discipline or until a hearing before the board. If a parent refuses to cooperate, a meeting with the School Board will be arranged. The child will be suspended until the School Board meets on the matter. At the School Board meeting a decision will be made as to whether the student will be withdrawn or allowed to return to school.

Everyone involved in discipline is encouraged to make clear to the student the truth that God loves each of us and that "while we are sinners Christ died for us." Personal convictions and judgments should not be the standard in the process of correction. Only Biblical truths, or school policy or procedure should be voiced to the student as the authority. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of WBCS, whether or not there is any definite breach of conduct, he/she may be requested to transfer.

WBCS expects full cooperation from both the student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer out. Attendance at WBCS is a privilege and not a right. Students forfeit this privilege if they do not confirm to the standards and ideals of work and life of WBCS.

Resolving Conflicts

WBCS believes strongly in and tries to practice the principles of resolving conflicts as set out in Matthew 18:15-17. In keeping with this principle, the established way of dealing with any conflict that arises is as follows:

1. Talk directly to the person with whom the conflict has arisen.
2. If that does not resolve the conflict, talk to the Administration.
3. If that does not resolve the conflict or if the conflict is with the Administration, appeal must be made to the School Board for a hearing.
 - A. This appeal must be in writing and should include pertinent information surrounding the conflict.

- B. The chairman will either place the appeal on the agenda for the next regular meeting of the School Board or will call a special meeting to hear the appeal.
- C. Ample notice (seventy-two (72) hours minimum) will be given to all parties involved.
- D. The School Board will prayerfully consider the issue raised and will arrive at an equitable solution.
- E. The decision of the School Board is final.
- F. Once a hearing is scheduled, it must be held.

Public Displays of Affection

Public displays of affection (holding hands, hugging, kissing, etc.) are not acceptable behaviors for school or school-related events.

Bullying

Bullying of any student(s) at WBCS will not be tolerated. Students who bully other students will be disciplined, and if necessary, referred for professional counseling. Bullying for the purpose of this document means:

- Any threat or intimidation by physical force or emotional means
- Repeated teasing or gossiping with intent to hurt another person

Cheating

Cheating/plagiarizing will not be tolerated at any grade level. Students found cheating/plagiarizing on any school material, homework, test, class project, etc., will receive a grade of zero. Parents will be contacted by the Administration. Additional consequences are at the discretion of the administration.

Suspension

Suspension may be used as a disciplinary action for problems deemed by the Administration to be of a more serious nature. Students who do not respond to other means of discipline may be suspended. Whether or not students are allowed to make up work missed due to a suspension is subject to the administration's discretion. In the event of suspension, all work should be gathered from RenWeb and will be due at the time of return to school.

Suspended students will not be allowed to participate in or attend any school-related function or extracurricular activity until reinstated by the administration.

Expulsion (Dismissal)

Students may be dismissed from school when they fail to respond to correction. Teachers will document all behavior problems that arise with a student. These records will assist the Administration when they meet parents regarding the possible dismissal of a student. When a student's attitude is not in accordance with the school's policies or principles, a parental conference will be called. Action that shows disrespect, dishonesty, rebellion, or other negative attitudes will be handled by the Administration as it sees fit. The school reserves the right to have full discretion in the discipline of all students and to dismiss any student who does not cooperate with the education process.

DRESS CODE

In 1 Samuel 16:7, we find that God does not look at man's outward appearance, but at the heart of man. How God views us is certainly the most important thing.

It is the belief of the school that parents should take responsibility in the appearance of their children. We also believe that students show their respect for the school by living within the guidelines expressed in their dress code. **Bradford staff members will maintain and enforce the dress code both at school and school-related functions, by notifying the Administrator or acting administrator in writing.**

Students should dress modestly with the school day in mind and reflect a Christian attitude in appearance. Modesty will be determined at administrator, or acting administrator's discretion. Our philosophy is one of being at a workplace instead of a place of leisure.

Daily Attire

K3 – 6th Grade Dress Code

1. Shorts must be no more than 3" above the middle of the knee. Athletic shorts and athletic pants are acceptable.
2. Tennis shoes or closed-toed shoes must be worn for P.E.

3. Hair must be of a natural color. Hair for boys and girls must be clean and groomed neatly. Boys' hair must be trimmed neatly on the sides, not below the collar, and not below the eyebrows.
4. Students may not wear midriffs, tank tops, open-backs, mini-skirts or sweatpants in the classroom or to school events. Sweaters and blouses should be a modest fit. Leggings are not to be worn as slacks/pants. They should only be worn under knee length skirts, dresses, or tunics.
5. Students may not wear clothing with rips, tears or holes to school.
6. Hats, caps or hoods on jackets must not be worn inside any building during school and school events.

7th – 12th Grade Dress Code

1. Shorts must be no more than 3" above the middle of the knee.
2. Tennis shoes or closed-toed shoes must be worn for P.E.
3. Hair must be of a natural color. Hair for boys and girls must be clean and well groomed. Boys' hair must be trimmed neatly on the sides, not below the collar, and not below the eyebrows. Young men are expected to be clean-shaven until their senior year when they may have a neatly trimmed mustache or goatee.
4. Students may not wear midriffs, tank tops, open-backs, mini-skirts, jogging shorts, athletic shorts or sweatpants in the classroom or to school events. Sweaters and blouses should be a modest fit. Leggings are not to be worn as slacks/pants. They should only be worn as an alternative to tights or hose under a dress. Nice athletic pants may be worn, but no cotton fabric or jogger type (cuffed at the ankle) pants.
5. Students may not wear clothing with rips, tears or holes to school.
6. Hats, caps or hoods on jackets must not be worn inside any building during school and school events.

Consequences:

- First Offense – verbal warning to student and report to parent
- Second Offense – parents notified to bring change of clothes
- Third Offense – student will be sent home

Chapel Attire

All students K4-12th grade, are required to dress up for chapel. Girls must wear a dress or skirt. Dresses and skirts are to be no more than 3" above the middle of the knee. Girls may wear dress slacks and blouses on days the temperature is below 40F. Boys must wear dress slacks (No gathered at the ankle pants) and a collared shirt. All shirt tails are to be tucked in. Belts are required (7th-12th) if slacks have belt loops. **T- shirts, shorts and hoodies are not acceptable chapel day attire.**

P.E. Dress – 4th-12th Grade

P.E. uniforms will be at the discretion of the P.E. teacher.

Field Trip Attire

All WBCS students attending a WBCS field trip must wear a Bradford T-shirt.

DROP-OFF, PICK-UP, AND PARKING

All students must be dropped off and picked up at the flagpole. Students, parents, and staff will observe a 10 mile-per-hour speed limit when driving on school property.

Morning drop off begins at 8 A.M. and ends at 8:15 A.M. After 8:15, the parent or guardian is to accompany the student to the office and sign in the student. Office personal will accompany the student to the classroom.

Afternoon pick up ends at 3:45 P.M. Any students not picked up by that time will be accompanied to the office to wait for their transportation. The student's teacher will make every effort to contact the parent/guardian. Habitual late pick-ups may result in an after school care charge.

Student Parking

Driving to school and parking on school property is a privilege extended to cooperative students.

1. Students may park only in the area designated as student parking.
2. Student drivers must have the following on file in the office:
 - A. A copy of his/her valid Oklahoma driver's license

- B. A copy of his/her car insurance showing at least liability coverage
 - C. A signed statement that the parent or guardian is willing to be responsible for the student driver's actions and will cooperate with the school in its efforts to ensure the safety of all students.
 - D. \$25 parking permit
3. Cars are not to be occupied during school hours, nor are students to sit in parked cars while waiting for school to begin or after school dismisses.
 4. Student drivers must sign out and follow established procedures for leaving should the need arise to leave early. **A permission slip must be signed by a parent and be on file in the school office.**

FIELD TRIPS

Field Trips are planned by the teacher to enhance the curriculum being taught. When field trips are planned, teachers will send home information with students regarding the trip. Please read and follow all of the teacher's instructions carefully. Some general guidelines for field trips are listed below:

1. All school policies concerning dress, behavior, and discipline apply.
2. The behavior of students during special outings should always reflect self-control and a high Christian standard.
3. Transportation will be provided by bus or in WBCS approved vehicles. All students must ride to and from the field trip in school vehicles unless a release form is signed by the parent and approved by the Administration. WBCS will charge each student \$3.00 per field trip for transportation costs.

Any adult attending a field trip as a chaperone must have an approved background check form on file. Cost for a background check is \$6 and expires after three years. **No adult (parents included) may attend a field trip without this approved form on file.**

Background check forms take a minimum of two weeks to process. Parents are encouraged to complete this form at the beginning of the school year to avoid missing field trips. NOTE: Background checks expire after three years, and a new one will be required.

Due to the educational nature and supervisory role of the parent, siblings may not attend field trips unless specifically invited by the teacher. Parents may need to provide their own transportation on field trips.

FINANCIAL

Application Fee

There is a \$25 non-refundable application for each new student.

Testing Fee

\$25.00 per student if necessary (fee to be paid with the pre-enrollment form).

Registration Fees

The registration fee is nonrefundable and non-transferable. This fee is charged only for the first two children in an immediate family. An application form packet must be submitted with the fees. This family plan does not include K3 through K5 children enrolled in the family plan.

- Preschool \$75 per student
- K5 - 12th Grade \$150 per student (maximum \$300)

Book Rental Fees

William Bradford Christian School seeks to make Christian education available for as many Christian families as possible. In order to do that we buy and use as many hard-backed textbooks as our curriculum suppliers produce. We do charge a one-time, per-year, book rental fee. Book Rental Fees are nonrefundable. Prices are subject to change. Books are issued on the first day of school. Book fees are due at registration. Prices will vary per grade level ranging from \$175-\$225 per student.

- High School (9th-12th) \$225
- Middle School (7th-8th) \$225
- Elementary (1st-6th) \$200
- Kindergarten \$175
- Preschool (3 and 4 years old) \$175

If any furnished textbooks are lost, student will be charged for the total price of replacement. Damaged books will be assessed accordingly. **Students are required to have book covers for protection of their furnished books.** Grocery sacks work best.

Supply Fees

Supply fees are required for students in preschool and kindergarten and are non-refundable. At the beginning of the school year a supply list will be issued for all students and posted on the school website at wbcslions.org. Supplies will be expected by the first day of school.

T-Shirt Fees

T-Shirts will be ordered at the beginning of the school year for students. Fees will depend on the size of the t-shirt. All students are required to wear a school t-shirt on all school field trips. Staff, parents, guardians, siblings, alumni, and others may order a t-shirt from the school office at the beginning of the school year.

Size	Price
Youth Size 2 to Adult Large	\$10
2X	\$11
3X	\$12
4X	\$13
5X	\$14

Tuition Rates

WBCS is endeavoring to keep tuition as affordable as possible. Tuition just does not cover the cost of the excellent education received at WBCS. For this reason, all parents are required to help at the Bake Sale, Bean Supper/Pie Auction, and Fireworks stands. Parents of scholarship students must participate in all school-held work days. The school receives no federal assistance. ***All accounts must be paid in full before William Bradford Christian School will release any William Bradford Christian School student records.*** Tuition payments are due on the 1st of each month. Payments received after the 10th of the month will be charged a late fee of \$20.00.

Tuition Rates for Pre-School

Academic & Enrichment Option (AM/PM) - Full day program preparing students academically and socially.

Pre-School Program	12 MONTH	10 MONTH	Paid in Full w/discount* (due August 1 st)
	(June 1 st – May 1 st)	(August 1 st – May 1 st)	
Must be 3 or 4 years old by Sept 1 st	\$210	\$250	\$2,250

Tuition and Rates for K-5 – 12th Grade Students

K5 must be 5 by September 1 st	12 MONTH June 1 st – May 1 st	10 MONTH Aug. 1 st – May 1 st	PAID IN FULL* Aug. 1 st
1 st Child	\$312.50	\$375	\$3,375
2 nd Child	\$479.15	\$575	\$5,175
3 rd Child	\$645.85	\$775	\$6,975
4 th Child	\$770.85	\$925	\$8,325
5 th Child	No Additional Charge	No Additional Charge	No Additional Charge

Reduced rate for multiple siblings does not include students enrolled in Pre-School Program.

OPTION 1 – 10 or 12 month payment schedule at full price with no volunteer work required (except for three major fundraising events).

OPTION 2 – 10 or 12 month payment schedule with reduced rate for 80 service hours, your tuition will be credited \$12.50 for service hours worked up to \$100 per month. If you work over 8 hours in one month, the credit will be on the next month.

OPTION 3 – Financial Assistance Program - Sallie Mae Loan or Private Scholarship Program

ALL DONATIONS AND GIFTS IN ADDITION TO TUITION ARE WELCOMED.

Bus Fees - When Available

Transportation – (10 Month Payment Schedule)

\$100 - Local – Within 10 miles (each additional sibling \$25)

\$125 - Out of Town – More than 10 miles (each additional sibling \$50)

Family plan rates for bus service include kindergarten, elementary, and high school students. No relatives other than brothers and sisters may be included.

Bus service charges are ten months and are paid in advance beginning August 1.

They should be included in the same check as tuition. Payment for both tuition and bus service for the first month must be made by August 1, in order to be eligible for transportation at the beginning of the school year. Students who want to add bus service in succeeding months may do so only as space and time allow. Students riding the bus one day or more of any month will owe the full month's service charge.

It is understood that the bus **cannot** wait at the morning stops for any student, as that would disrupt the time schedule, causing all the students on the bus to be tardy. Please notice the time that the bus generally runs each morning and have your child waiting out at the curb for the bus. Parents whose children misbehave on the bus may be asked to transport their own children.

It is the policy of WBCS that the bus changes are made on a permanent basis. Requests for changes on a one-day basis may not be approved. NOTE: The Transportation Supervisor reserves the right at any time to make any route changes that are in the best interest of WBCS.

If a child who usually rides the bus is to be picked up by a car that day, the parent must write a note and send it to the teacher, or call the office. A teacher should not be expected to take a child's word concerning a change in is/her schedule.

Bus scheduling is determined on a first-come, first-serve basis. Those who enroll during early enrollment in April are given priority over those who enroll after early enrollment.

Extended Day Care Fees - When Available

If feasible, an extended day care will be available. Some local day care providers may transport to our school.

Schedule	1 st Child Fee	Each Additional Child Fees
Morning only (7:00 AM to 8:15 AM)	\$23.00 per Week	\$11.00 per Week
Afternoon only (3:25 PM to 5:30 PM)	\$34.00 per Week	\$16.00 per Week
Morning and Afternoon	\$55.00 per Week	\$25.00 per Week

Past-Due Accounts

A \$20.00 late fee will be charged to your account after the 10th of each month if you have not paid the full tuition due. ***When an account is thirty (30) days past due, students will not be allowed to attend classes. (Arrangements for delinquent payments need to be made with the administration.) No post-dated checks will be accepted.***

Returned checks

There is a \$25.00 charge for all returned checks. After the second returned check only cash or money orders will be accepted.

Financial Assistance

Private WBCS Board Approved

Financial assistance is available to students enrolled in kindergarten through twelfth grade at Bradford Christian School. Student must be in good standing academically and behaviorally. Grantees must re-apply for financial aid each year. An award of financial aid in one year does not imply that financial aid will be awarded in succeeding years, nor does it imply that the amount of aid granted will be the same in succeeding years. Completion of the financial aid application is not a binding agreement that any assistance is available or will be granted. For BCS families, who may have unexpected needs arise after the May 15 deadline, the Financial aid application may

still be submitted. Any aid will be dependent on the availability of funds in the financial aid budget. Applications are available at www.wbcslions.org/admissions and in the office.

Folds of Honor - Children's Fund

Dependent of service member enrolled in grades K-12. Funds may be used for private school tuition, educational tutoring, an approved/accredited curriculum, and required books. Applicants must re-apply each year they wish to receive funding.

Service member (of any branch; active duty or reserves) must be one of the following: KIA, Killed in the line of duty, or suffered the loss of a limb; or military veteran (of any branch) who died of any cause while on active duty or after being classified as having a service-connected disability; or a veteran (of any branch) with a 90-100% service-connected disability, rated by the Veteran's Administration. ****We do not use the service member's compensation rate****

Award amount is based on "Unmet Need" which is calculated on the Financial Need page of the application – maximum award amount is \$5,000 per academic year.

SallieMae - K-12 Family Education Loan

Sallie Mae's K-12 Family Education Loan is an ideal solution for families who need additional flexibility in paying for private education beyond financial aid, personal savings, or traditional payment plans. Get the money you need for tuition, books, computers, musical instruments, sports, room and board, and extracurricular activities.

Since 1972, Sallie Mae® has helped more than 30 million students and families make the investment in higher education. Sallie Mae brings this same unwavering commitment and flexibility to families seeking a private primary and secondary education with our K-12 Family Education Loan. Families can borrow a minimum of \$1,000 up to the total cost of education and can extend payments up to 3 years with our flexible repayment terms — families choose the repayment term that best fits their needs. More information is available at wbcslions.org/admissions or salliemae.com.

No application fee or repayment fees - Pay off your loan at any time with no penalties. Disbursement fees range from 0.00% to 3.00%. Set up a free Upromise® account - Turn your everyday purchases into cash back that can help pay down your loan. 24/7 online account management - Easy online application—about 15 minutes is all you need.

Tuition Refunds

William Bradford Christian School allows pre-payment for the entire year's tuition. Should a student be withdrawn any time during the year, they will receive refund of the unused tuition. The exception being that any student attending one day of any given month will be charged for the entire month. In addition, August tuition is nonrefundable under any circumstances. All obligations, including financial, must be cleared before final withdrawal and school records are released.

Payment Options

There are two options for payment of tuition:

1. Monthly payment per Financial Agreement (Automatic payments are available-see the office to complete a form and attached a voided check.
2. Tuition paid in full by first day of school will receive a 10% discount on tuition only.

Tuition payments are payable to William Bradford Christian School. Payments may be automatic, dropped off at the school office, or mail payments to:

William Bradford Christian School
2320 N.E. 1st Street
Pryor, OK 74361

Student Withdrawal

A two (2) week notice must be given in writing to the school office. Tuition will be charged for two weeks after notification of withdrawal. All accounts must be paid in full. Anyone needing records for a transfer will need to pay a \$10.00 fee. It may take up to 60 days to have these records ready. If records are needed with 48 hours, there will be a fee of \$100.00.

When certified mail is sent to the home, there will be a \$5.00 charge applied to your account. Certified mail may be used for notices regarding attendance, discipline, and finances.

INTERNET USE

William Bradford Christian School is pleased to offer students' access to the Internet. Access, however, is a privilege, not a right. All students under the age of 18 must have on file an "Internet User Agreement and Parent Permission Form."

As much as possible, access to Internet information resources will be designed in ways that point students to those sites that have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others that have not been evaluated by staff, they will be provided guidelines and lists of resources particularly suited to the learning objectives.

Access to the Internet will enable students to explore thousands of informational resources. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students' access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But, ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, WBCS supports and respects each family's right to decide whether or not to grant permission to Internet access.

Because the computer network is a privilege and is provided for students who have an educational purpose, access to network services is given to students who have teacher permission and who agree to act in a considerate and responsible manner. Privilege entails responsibility.

Individual users of the school's computer networks are responsible for their own behavior and communications over these networks. It is presumed that users will comply with school standards and will honor the agreement that they have signed. However, if an individual violates any of these standards, that individual is solely responsible for any consequences that may arise.

Network storage areas may be treated like school lockers. Network administrators may review files and communications. Users should not expect files to be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them into appropriate materials; teachers of older students will have specific assignments. Outside of school, families bear the same responsibilities for such guidance just as they do with information sources such as television, telephones, movies, radio, and other potentially offensive media.

The following are some GENERAL examples of inappropriate use:

- Sending or displaying offensive messages or pictures
- Using and viewing obscene language
- Harassing, insulting, or attacking others
- Violating copyright laws
- Intentionally wasting network resources or bandwidth
- Employing the network for commercial purposes or personal reasons without permission from school personnel

The following are some SPECIFIC examples of inappropriate use:

- Downloading any software without permission
- Playing games on the computer or online (Yahoo, ESPN, etc.)
- Accessing the Internet in any way without internet privileges
- Logging in using someone else's account
- Giving out your password to another student
- Accessing/adding/removing any programs or files from a computer without permission
- Opening e-mail without permission
- Downloading any music or videos
- Intentionally changing computer settings
- Using or installing instant messaging programs (IM)
- Accessing or viewing pornographic material
- Damaging computers or computer accessories
- Entering into chat rooms

Violators will be referred to the Administration. The Administration will determine consequences.

LIBRARY

The philosophy of the library is to provide resources for the students to complement the learning that takes place in the classroom and to provide enrichment in their academic education. It is also to provide for the teacher's professional and personal needs.

Because of our Christian philosophy, our goal is to provide materials on issues from a Christian perspective that may not be available in a public library.

Circulation Policy:

1. Parents must complete a borrower's agreement for each child in school before any materials may be checked out of the library.
2. Books are checked out to the students for two weeks and may be renewed unless someone is on a waiting list.
3. A student may check out a second book if it is for the purpose of working on a special report for class.
4. A fine will be charged for lost or damaged books. The replacement fee for a lost or damaged book will be the cost to purchase a new book, plus a \$3.00 processing fee.
5. Reference books cannot be checked out.

LUNCH ROOM

All students will eat lunch in the lunchroom. Students are to bring his/her lunch to school each day. Pizza is usually sold one day a week. We have two vending machines – one stocked with drinks and one stocked with snacks. These vending machines will take change or bills. Occasionally, one of the high school classes will sell food during lunch. A note will be sent home to inform parents/guardians of when this will happen.

Please consider the ability of your student to open the containers in which you send their food. Your child should easily open all packaging. Microwaves are available in the lunch room for students to heat their lunches, if necessary. However, please consider that students can waste a considerable amount of their lunchtime waiting for a microwave. **All utensils, bowls, etc. must be packed with the child's lunch.**

MEDICAL

During enrollment, parents must complete two medical forms: a *Student Health Form* and an *Authorization For Emergency Care To Minor*. These forms are kept on permanent file.

Immunization Records

All students must present upon school entry, a certified immunization record indicating the date and type of immunization received. This record, preferably the *Oklahoma Official Immunization Record Card 218B*, **must** be signed by a licensed physician or an authorized public health representative. Students failing to complete the required immunization requirements will be subject to dismissal from school until the immunization requirements are met.

Illness (during school)

The teacher will send students who become ill during the school day to the office. Office personnel will contact parents. It is imperative that parents keep current employment and phone information updated in the office. Students with a fever of 100 or above, vomiting, diarrhea, or other contagious conditions must be picked up immediately.

Illness (returning to school)

Students with a fever of 100 or above, vomiting, diarrhea, or other contagious conditions must remain at home until such symptoms have subsided for at least 24 hours without medication.

Medication

If your child requires medication during the school day, you must provide written/signed authorization stating dates, time(s), and amount of medication to be given. Medications to be given for over 10 days require a *WBCS Medical Authorization Form* signed by the parent and doctor. All medications must be sent to the office in the original container/packaging labeled with the student's name, grade, and dosing directions. School personnel will dispense the medication.

Physical Education Participation

All students are expected to participate when enrolled in P.E. classes. When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitation and the period of time for which the limitation is valid. Parental requests for occasional exemption (sore throats, nausea, etc.) will be honored provided a signed note stating the reason is presented to their P.E. teacher/coach. When the exemption is for more than one (1) consecutive P.E. class, a doctor's note is required.

OFFICE

Deliveries for Students

Items delivered to the school for students (e.g. mail, parcels, flowers, balloons, and other items) will remain in the school office until the end of the day.

It is the responsibility of the students and their parents to ensure that they have all of their books, homework assignments, athletic gear, lunches, etc. that they will need for the day before arriving to school. Classes will not be interrupted to deliver "forgotten items" to a student.

Visitors

Visitors are welcome at WBCS. However, in order to ensure the safety of our students, *all visitors must sign in at the office.* Visitors are not permitted during standardized testing week or during quarterly or semester exams.

Parents are encouraged to visit the school and their child's classroom; out of courtesy to the teacher, please make arrangements in advance.

Volunteers

We welcome the involvement of our parents in the activities life of our school. At the time of registration, parents are asked to select at least three (3) areas in which they feel they would like to participate. You may be called from time to time to help in the areas you selected.

All parents wishing to help in the classroom, library, cafeteria, or on recess or field trips, must have a current approved *Volunteer Application and Background Check form* on file in the school office. Background Checks cost \$6 and may take a week to process. Parents are encouraged to complete this form at the beginning of the school year. NOTE: Background checks expire after 3 years and a new one will be required. All volunteers are subject to the terms of the WBCS Student Handbook. All volunteers must sign in and out in the school office.

GENERAL SCHOOL INFORMATION

Back Packs/Book Bags, Etc.

No personal items (books, bags, etc.) may be left in the hallway outside of the lockers or in the restrooms. Additionally, these bags/backpacks/book bags may not be taken to classrooms. All books and class supplies should be stored and retrieved from student's lockers on a frequent basis.

Bus Transportation

William Bradford Christian School is able to offer transportation to those areas of Mayes County where there is the greatest need, and it is financially feasible. While we do not promise door-to-door service, we do everything possible to come as close as we can to your home. **Transportation payments should be included with the tuition payment.**

Change of Information

Whenever there is a change of address, telephone number, email, emergency contacts, or medical/insurance policy information, please notify the school by phoning the office at 918-825-7038, or e-mailing to info@wbcsions.org

Chapel and Assemblies

Chapel for the elementary school and secondary school are held each Wednesday. Parents are welcomed and encouraged to attend. Quiet, orderly conduct and courtesy to all speakers and entertainers is expected. From time to time special chapel services or assemblies may be held on other days.

Communication

We communicate primarily with parents through e-mail as required by the school in RenWeb. It is important that you keep us informed of any contact changes.

WBCS makes use of FaceBook to communicate to parents and to the public. We welcome comments from fans on this site. Once posted, WBCS reserves the right to delete comments that contain vulgar language, personal attacks of any kind, are offensive, prejudiced or hurtful toward any person or entity, spam, includes sales/promotion of goods or services, or links to other sites, are off-topic, advocate illegal activity, infringe on copyrights or trademarks. Please note that comments expressed on the WBCS FaceBook page do not reflect the opinion or position of WBCS or the WBCS administration.

Emergency Procedures

Safety drills will be conducted at regular intervals for fire, tornado, earthquake and lockdown.

Food and Drinks

Students must have the teacher's permission to bring food or drink into the classroom.

Housekeeping

Each student is expected to do his/her part in keeping the classrooms, hallways, lockers, and campus clean. Please help us keep our buildings and grounds as a Christian example to the community. This can be accomplished if each of us will deposit our trash in the proper containers and pick up paper, rather than walking over it. Trash containers are located in each classroom and hallway.

Lockers

Lockers must be kept neat at all times. Food may not be kept in a locker for more than one day. No open liquid containers may be kept in a locker. Writing is not permitted on the inside or outside of the lockers. Pictures on the inside of lockers may only be secured with tape and must reflect Christian character and Biblical morality. Decorations are only allowed on the inside of the lockers. Students may only use the locker issued to them and may not open the locker of another student without specific permission. Any student who does not abide by these rules will forfeit their right to have a locker. WBCS Administration reserves the right to open and inspect any locker at any time that it feels is warranted. WBCS is not responsible for any lost or stolen items from lockers. No personal items (books, bags, etc.) will be allowed to be left in the hallway outside of the lockers.

Personal Items

Cell Phones, Electrical and Battery Operated Devices: Students are not permitted to call or text other students while they are at school. Any WBCS student who uses cell phone text messaging to harass, tease, or spread harmful or illegal statements or materials about other students, staff, or parents, or who uses text messaging to cheat, will be subject to disciplinary action that may include suspension from school. The same standards that apply to Internet usage apply to cell phones and other electronic devices. Grade school students must turn in their electronic devices to their teacher. Junior high and high school students who bring electrical and battery-operated devices to school must turn them in before the start of school. This includes: Cell phone, Ipods, MP3 players, gaming devices, etc. The devices may be picked up at the end of the school day. E-tablets may be used in the classroom for educational purposes at the discretion of the teacher.

School Pictures

Individual student pictures are taken early in the fall semester. This photograph is the one that is used for the school yearbook. All students are required to have a picture taken, but purchasing a photo package is optional. A make-up date is scheduled for later in the fall in case of absences.

My School Worx

Parents can access all of their children's grades and assignments via the internet at portal.myschoolworx.com. To be able to login at the site, the school must have a parent's e-mail address in the system. Teachers will update grades, lesson plans, and homework assignments on a weekly basis. Parents are able to e-mail teachers through this site. Parents can also view their tuition, as well as the school calendar and newsletters. If you receive a message that your My School Worx account has been disabled, it is likely due to an outstanding financial account balance. Please contact the office at 918-825-7038.

Sending Money to School

Money (cash, check or money order) should always be sent in a sealed envelope with the following information on the outside:

Child's name, amount and purpose, teacher's name.

Textbooks

Textbooks are the property of WBCS and are rented to the students. Regardless of ownership, students should not abuse textbooks or supplies. At the end of the year, or if a student leaves WBCS, the condition of books issued to them will be evaluated, and replacement costs of damaged books will be assessed. If a student loses or damages a textbook, a notice will be sent to the parents showing the cost of the book. Once payment for the lost or damaged textbook is received, a replacement textbook will be issued. Students will not receive grade reports if there is an outstanding balance for a lost or damaged book.