

Western Michigan Christian School

Student & Parent Handbook
2021 - 2022



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Western Michigan Christian
STUDENT & PARENT HANDBOOK
2021-2022
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Fall 2021

Dear Warrior Nation;

Greetings in the wonderful name of Jesus Christ, our risen Lord and Saviour. It is my hope and prayer that you have enjoyed a wonderful summer with family and friends. The hallways of WMC are a busy place as we prepare for you to return for the academic year of 2021-22. We are committed to live out the mission statement of WMC - **“WMC will educate with excellence, integrate faith with knowledge and equip students to work and serve Christ in their communities.”**

I am excited to welcome you back to study at WMC. We are making every effort to provide you with the best in educational opportunities and excellence in safety protocols. Please review these policies and principles that will guide us for the upcoming academic year.

Again, thanks for your partnership for the cause of Christ and Christian education. Please join with us in prayer for a great year as we “Rise Up” to the cause and call of Christian education. “Go Green - Go White.”

In the Lord’s Service,

A handwritten signature in black ink, appearing to read "Samuel Greer Jr.", written in a cursive style.

Samuel Greer Jr.
Principal

WESTERN MICHIGAN CHRISTIAN 2021-2022 ACADEMIC AND EVENTS CALENDAR

Page 1 Academic and All-School events

Page 2 and 3 Fine Arts and Athletics

Aug.	12	"Smart Start" 7 th -12 th 1-5pm
	16-17	TfT Teachers' Meetings
	16	New staff Orientation (12-1pm)
	18-19	Professional Development - Teachers
	19	New Parent Orientation-new MS/HS Parents
	23	1st Day of School/Service for MS/HS students—8:00-3PM
	23-27	First Academic Week of School & Hot Lunch Starts
Sept.	3	No School - Labor Day Weekend
	6	No School - Labor Day Weekend
	7	Resume Full School Days
	8	Late Start 10am—Staff Professional Development Mtg.
	7-22	MS Coupon book sale.
	14	Back to School Night for Parents @ 6:00pm
	14	FAFSA Meeting for Sr. Parents @ 6:00pm
	16	WMCS Golf Outing
	17-18	Warrior Weekend
	22	Late Start 10am—Staff Professional Development Mtg.
	22	"See You at the Pole" Prayer Time for Our World
Oct.	1	Vision Screening
	13	Late Start 10am--Staff Professional Development Mtg.
	14	Picture retakes/makeup date
	11-13	CSI Accreditation Meetings at WMC
	19	MS/HS Parent-Teacher Conferences -- 4:00-8:00pm
	20	MS/HS Parent-Teacher Conferences -- 1:00-5:00pm
	20	Half Day of School -11:26am dismissal
	20	HS Fall Dance—Auxiliary Gym 9:00-11pm
	21,22	CEA Professional Development (no school)
	27	Late Start 10am—Staff Professional Development Mtg.
	27-28	Fall Spiritual Emphasis Days
Nov.	10	Late Start 10am—Staff Professional Development Mtg.
	19	HS Flag Football Competitions
	24	Late Start 10am—Staff Professional Development Mtg.
	25-28	Thanksgiving Vacation (no school)
	30	"Project Grace" Events
Dec.	1-13	"Project Grace" Events
	8	Late Start 10am—Staff Professional Development Mtg.
	11	HS Christmas Banquet 9 th thru 12 th grade
	14	Project Grace Shopping
	14	Christmas Collage
	15	Project Grace - Delivery of Gifts
	TBD	Christmas Chapel
	20-22	MS/HS Exams
	22	Christmas Vacation-Begins at Noon

2022

Jan.	4	School resumes Winterim begins
	6	S1 Grades Due
	14	Last day of Winterim.
	17	Martin Luther King Day (no school)
	18	S2 Begins
	26	Late Start 10am—Staff Professional Development Mtg.
	17-21	Homecoming Week: Games, Theme Days and Dance
Feb.	4	Sixth Grade Visiting Day for MCS students
	9	Late Start 10am—Staff Professional Development Day
	17-18	TFT Training for Teaching Staff
	17-21	Mid-Winter Break – no school
	23	Late Start 10am—Staff Professional Development Day
March	9	Late Start 10am—Staff Professional Development Day
	16	MS/HS Conferences 4:00-8:00
	17	MS/HS Conferences 1:00-5:00
	17	Half Day of School -11:26am dismissal
	23	Late Start 10am—Staff Professional Development Day
	TBD	WMC Event/Dinner (SL)
April	1	No School - First Day of Spring Break
	1-10	Spring Break
	11	School resumes
	12	PSAT/SAT for 8 th , 9 th , 10 th , & 11 th Graders
	12	Career Day for 7 th and 12 th graders
	13	Late Start 10am—Staff Professional Development Day
	15	Sr. Service Projects Due
	TBD	Senior Day—Personal Day or Trip to Chicago
	TBD	Financial Reality Fair for 8 th graders
	22	Junior/Senior Prom
	27	Late Start 10am—Staff Professional Development Day
May	2	Senior "Decision Day"
	2-13	AP Testing Weeks for Seniors & Juniors
	TBD	WMC Community Mtg. 7:00pm (Board at 6:00pm)
	11	Late Start 10am—Staff Professional Development Mtg.
	TBD	"Ride w/ Pride"
	13	Grandparents' Day & Chapel-school out@11:30AM
	13	Seniors' Last Day/Two weeks to work on Senior Projects
	17	Senior Awards Assembly—7 PM Big Room
	TBD	8 th Grade Class Trip to Cedar Point/7 th Grade Class Trip
	26	Chapel - Presentation of Sr. Service Projects
	27	10AM Late Start Due to Graduation Practice
	27	HS Graduation Day in WMC's gym at 7:30PM
	30	Memorial Day (no school)
	31	MS/HS Final Exams 8:30 & 10:30
June	1-2	MS/HS Final Exams 8:30 & 10:30
	2	Last Academic Day Semester 2
	3	Teacher Work Day

WESTERN MICHIGAN CHRISTIAN
2021-2022 FINE ARTS CALENDAR

Sept.	17,18	Warrior weekend Pep Band
Oct.	TBD	MSU Choral Leadership Day
	TBD	MS/HS Fall Choral Concert - 7 PM
Nov.	TBD	Musical/Theater Solo & Ensemble
	TBD	Collage Audition Day
	TBD	HS Fall Play—Big Room
Dec.	4	MS Band Solo & Ensemble Festival - Coopersville
	4	Jingle Bell Parade
	TBD	MS Christmas Band & Choir Concert at WMC's Big Room
	14	Christmas Collage at the Frauenthal—7:00pm
Jan.	5	MS/HS Honors Band
	TBD	Music Department Tour
	TBD	Solo & Ensemble Dessert Recital in WMC's Big Room 7pm
Feb	5	HS District Band Solo & Ensemble (Oakridge HS)
	TBD	CMU Jazz Weekend
	TBD	MS/HS District Vocal Solo & Ensemble @ Reeths Puffer HS
	TBD	HS and MS Band Festival (Grand Haven HS)
March	4-5	HS Musical -- Orchard View Performing Arts Ctr.
	TBD	MS/HS District Choral Festival—Grand Haven HS
	19	HS Band State Solo and Ensemble
	TBD	HS SHOWCASE at The Frauenthal Theater 7-10 PM
April	23	MS Band Solo and Ensemble
	TBD	MS/HS Choir Pops Concert—7pm
	TBD	HS State Vocal Solo & Ensemble in Big Rapids
May	10	Spring Band Concert
	TBD	“Jazzin’ Around” --Jazz Band to GHCS, NECS, MCS, FCS
	TBD	State Choral Festival
	TBD	Guest Artist Concert
	TBD	MS/HS Spring Choral Concert at 7PM
	27	Graduation
	30	Band - Memorial Day Parade

WESTERN MICHIGAN CHRISTIAN 2021-2022 ATHLETIC CALENDAR

Aug.	9	HS Football practice begins
	11	HS Boys soccer, cross country, golf and tennis begin practice
	11	HS Girls swimming and volleyball begin practice
Sep.	17,18	Warrior Weekend
Oct.	6-9	HS Boys Tennis & Girls Golf Regionals
	13-15	HS Boys Soccer Districts
	18-23	HS Boys Soccer Districts
	14-16	HS Boys Tennis & Girls Golf Finals
	26-30	HS Boys Soccer Regionals
	29,30	HS Cross Country Regionals
	29,30	HS Football Districts (or Nov. 5, 6)
Nov.	3	HS Boys Soccer Semi-Finals
	6	HS Soccer & Cross Country Finals
	1-6	HS Girls Volleyball Districts
	8	HS Girls Basketball & Competitive Cheer Begins
	9,11	HS Girls Volleyball Regionals
	12,13	HS Football Regionals
	15	HS Boys Basketball & Bowling Practice Begins
	16	HS Girls Volleyball Quarterfinals
	18-20	HS Volleyball & Swimming Finals & Football Semi-Finals
	22	HS Boys Swimming Begins
	26,27	HS Football State Finals
Jan.	TBD	HS Basketball - Homecoming
Feb.	18-19	HS Competitive Cheer Districts
	25,26	HS Bowling & Competitive Cheer Regionals
	28	HS Girls Basketball District Games
March	2,4	HS Girls Basketball District Games
	4,5	Bowling & Competitive Cheer Finals
	7, 9, 11	HS Boys Basketball District Game
	14	HS Baseball, Boys Golf, Girls Soccer, Softball practice begins
	14	HS Girls Tennis, Track and Field practices begin
	8,10	HS Girls Basketball Regionals
	14,16	HS Boys Basketball Regionals
	15,19	HS Girls Basketball Qtr./Semi/Finals
	22,26	HS Boys Basketball Qtr./Semi/Finals
May	19,20,21	HS Girls Tennis Regionals
	19,20,21	HS Track Regionals
	25-27	HS Girls Soccer Districts (May 31-June 4)
	26	MS Track & Field Meet
	30	HS Boys Golf Regionals
	31	HS Baseball/softball districts
June	3,4	HS Baseball/Softball Districts
	2-4	HS Girls Tennis & Track Finals
	7-11	HS Girls Soccer Regionals
	8-11	HS Baseball & Softball Regionals
	9-10	HS Boys Golf Finals
	14-18	HS Baseball & Softball & Girls Soccer Qtr./Semi/ Finals

Mission Statement

“Western Michigan Christian School’s mission is to educate with excellence, integrate faith with knowledge, and equip students to work and serve Christ in their communities.”

PRINCIPAL: Samuel Greer, Jr
ATHLETIC DIRECTOR: Kurt Gruppen

Western Michigan Christian Teaching Staff

2021–2022

Kevin Aardema	HS Mathematics
Kyle Abel	HS Math/Bible
Chelsea Applebach	MS Math
Kathryn Becksvoort	MS/HS Choral Music
Richard Brook	HS Spanish
Nick DeBone	MS/HS Band
Daniel Garland	Educational Support Services
Penny Grinage-Guy	Computer Applications
Kurt Gruppen	PE & MS / HS Athletic Director
Claudia Hallberg	Spanish Immersion
Mark Hill	MS Science
Juli Holmes	Title 1 Tutor
Sarah Koetsier	HS Mathematics
Scott Liggett	HS Social Studies
Summer Lile	HS Science
Robert Loffler	Spanish Immersion
David Miedema	HS Social Studies
Christian Mohrhardt	HS Social Studies
Megan Negrete	MS/HS Art
Cheryl Newsted	MS Social Studies
Steven Osburn	MS/HS Industrial Arts
Matthew Smith	HS Bible / Business
Robin Tyink	HS English
Briana Udema	MS/HS Physical Education
Kylie VanDyke	HS English, HS Spanish
Kelly VanDenBerg	HS Math
Kelly Wierenga	HS Science

Western Michigan Christian Support Staff 2021-2022

Jodi Deur	Director of Finance
Samuel Greer	Principal
Heather Hall	Food Service Coordinator
Penny Grinage-Guy	Technology Coordinator
Kurt Gruppen	MS/HS Athletic Director
Chris Hain	Building and Grounds Manager
Abbie Kooima	Administrative Assistant to the Athletic Director
Rebecca Horne	Administrative Assistant
Gina Van Bruggen	Administrative Assistant
Kyle Kempster	International Program Liaison / Marketing
Haley Langejans	Accommodations Coordinator
Scott Liggett	Director of Advancement and Alumni Relations
Candy Marek	Director of Educational Support Services
Josh Scholma	Director of Career Services/Academic Advising
Debbie Pekel	Director of Enrollment

STUDENT LIFE

The expectation behind the Student Life guidelines and procedures is to equip our students to work and serve Christ in their communities.

Human Dignity

Because each is an image-bearer of God, it is important that we value each student and staff member at WMC.

WMC intends to provide its teachers and students with an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, sexual orientation or disability is not permitted. Instead, we expect all persons to treat others with respect because they are made to reflect God himself. These are the features of the policy:

- 1) All students and all school employees are expected to respect the dignity of others.
- 2) Any person who believes he or she has been subjected to harassment should tell the person to stop. If they do not stop, report it to an appropriate superior. Students may report to a teacher, counselor, or administrator. Teachers should report an offense to any administrator. Each report will be given serious consideration and investigated thoroughly.
- 3) Reports of harassment and subsequent investigations will be handled discreetly in order to avoid embarrassment to the person making the report or a person who may be unjustly accused.
- 4) Any person who is determined to have violated this policy will be subject to corrective action, including the possibility of termination (for staff) or expulsion (for students).
- 5) Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning environment.
- 6) Any other form of ridicule of others based on race, physical characteristics, ability or family background is also unacceptable.

Because human beings are created in the image of God their Creator, we also affirm that all humans, male and female, homosexual and heterosexual, have inestimable value and must be treated with dignity and respect.

As a community that seeks to be an authentic biblical community, Western Michigan Christian School is committed to addressing all issues of human sexuality with grace and truth.

In TRUTH we affirm:

- A. The Creator's intent for human sexuality finds its fulfillment between a man and a woman within the bond of the marriage covenant. To experience the fullness of God's loving intent in human sexuality, sexual experience is intended to be celebrated between a man and a woman within that covenant union. (Genesis 2:22-24; Proverbs 5:18-19; Matthew 19:4-6; Mark 10:6-9; I Corinthians 7:1-16.)
- B. Our commitment to communicate and uphold God's standards for human sexuality with grace, mercy, and equity. (Philippians 2:1-5; Ephesians 5:1,2)

With GRACE we commit to:

- A. Exercising patient understanding of and compassion for all students with issues of sexuality and practices contrary to God's created order.
- B. Ensuring an environment that is free from discrimination.
 1. No student, heterosexual or homosexual, will be forced to admit their sexual orientation.
 2. No student will be expelled or excluded on the basis of their same gender attraction.

- C. Insisting upon an atmosphere that is a safe learning environment for all students.
--Physical assault, harassment (snide remarks, jokes, innuendo, slogans, disparaging terms), or bullying on the basis of one's sexual orientation will not be tolerated.
- D. Providing students whose sexuality does not align with God's perfect intent with:
 1. A humble, compassionate, understanding venue in which to engage in authentic dialogue regarding human sexuality.
 2. School counselors who will offer biblical guidance, resources, and options for referral for counseling.
 3. An assurance that the dignity of all students and families will be guarded.
- E. Acknowledging our own human frailty and dependence upon Christ for His humility, grace, and wisdom in our considerations of human sexuality, seeking always to love one another as He has loved us.
*WMC acknowledges with gratitude the influence of CSI upon the writing of this document.

Athletics and Eligibility:

Athletics, both intra-mural and interscholastic, are an important part of the school's total program. We offer a wide range of opportunities and encourage students to participate. There are many opportunities to try new sports, develop new friendships, and surprise yourself with what you can do.

If you would like to get all the latest WMC high school sports updates as they occur, please email the athletic department to be added to the emails. If you want your email removed from this list, please email mrgruppen@wmchs.net

All schedules for all sports can be found at WMCWarriors.com High school students now participate in the "Pay-to-Play" policy. Information can be obtained from the AD.

9th – 12th Grade: Need physicals on file at WMC to participate in any HS sport

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Soccer – boys	Basketball – both	Baseball – boys
Tennis – boys	Competitive Cheer - girls	Track – both
Volleyball – girls	Bowling – both	Golf – boys
Cross Country – both	Swimming (coop: M. Shores)- boys	LaCrosse (coop: M. Shores) - both
Golf-Girls		Tennis – girls
Football (coop: Musk Catholic)		Soccer – girls
Swimming (coop: M. Shores) – girls		Softball – girls (OV)

7th – 8th Grades: Need physicals on file at WMC to participate in any MS sport

<u>Fall</u>	<u>Winter</u>	<u>Winter II</u>	<u>Spring</u>
Soccer – boys	Basketball – boys	Basketball - girls	Soccer – girls
Volleyball – girls	Swimming/Diving – girls	Swimming/Diving – boys	Track – both
Cross Country – both			Baseball – boys
Co-op Football -- boys			

Eligibility for interscholastic sports is determined by the Michigan High School Athletic Association and WMC. Students must meet all eligibility requirements in order to compete. Failure to abide by the athletic code, school rules, or academic standards can result in probation or suspension from participation.

Lockers

Lockers are school property and are assigned to students for their use during the school year. You are responsible for the locker and should not trade or move to another locker. From time to time messages may be left on the door of the locker, so it is important that you use your assigned locker.

Inappropriate pictures or messages are not allowed. No graffiti on the outside or inside of the lockers at any time. Lockers are to be kept neat and clean, closed when not in use, and empty at the end of the school year. Please do not put stickers on the inside or outside of the door. Damage to your locker becomes your responsibility.

Students should not leave valuables such as jewelry, electronic devices, or money in a locker. WMC is not responsible for lost or stolen property. If it is valuable and you care about it, leave it at home. The Fire Marshal requires that bags not be left on the floor or hanging from locker doors. Large backpacks or athletic bags may be placed on the racks in the lower level by the choir room.

Lost and Found

Frequently, personal items of clothing or books are misplaced, lost, or found. If you are missing anything, please check on the racks across from Rm 157. Items will be kept for a short time, and then they are donated to *DIBS! On Resale*.

Assemblies

Each year we schedule several assemblies. All students are expected to develop and practice Christian conduct during assemblies. It is the student's responsibility to attend, to be polite and courteous to each other, attentive, respectful, and courteous to our guests. Snacks or drinks should not be brought into assemblies.

Expectant Parents

According to the Bible, premarital sexual relations are wrong; however, God forgives confessed sin. This policy encourages Western Michigan Christian to care for students who are expectant parents. We believe it is our responsibility to consider continued attendance of these students on an individual basis, with decisions made on the basis of Christian concern for the welfare of each student and family involved and for the welfare of the student body. This policy applies equally to male and female students. The policy is:

1. When the principal becomes aware of a pregnancy, he will make contact with the student and the student's parents or guardians.
2. The principal will initiate the interview and make an attendance recommendation to the Executive Committee of the Board.
3. The final decision will be made jointly by both the principal and the Committee.
4. The principal, with assistance from professional family counselors, will attempt to determine if the student acknowledges that what he or she has done is wrong, acknowledges that forgiveness is a fact, understands the change of community status he or she has entered, and is prepared to assume Christian responsibility for the unborn child.
5. Continued attendance requires that the student resides with parents or in a home approved by the parent or guardian.
6. Participation in school-sponsored public performance and extracurricular activities will be suspended for both parents for a specified period of time
7. A doctor's permission of attendance is required if the female student is taking a course that may be harmful to the mother or unborn child.

Work Permits

The State of Michigan requires that students who are employed during the school year have a valid work permit. These permits are issued through the high school or counseling offices.

ATTENDANCE

Attendance is vital to maintain the integrity of our educational programs at WMC. In order for students to receive the maximum benefit from this learning experience, they must practice regular attendance. Since there is a direct correlation between good attendance and school success, the Board and staff cannot overstate its importance.

The Board has established an attendance policy that includes excused and unexcused absences. For an absence to be excused, it must fit one of the following criteria and should be handled in the following manner:

1. Student illness at home - **parent calls the school by 8:30AM on the day of absence and advises why the student is absent. Call WMC at 231-799-9644 or email the office at office@wmchs.net.**
2. Student becomes ill or injured during the school day and leaves - **parent calls the school within 24 hours.**
3. Student goes to a doctor appointment, funeral, or leaves for other emergencies - **parent notifies the school within 24 hours.**
4. Parent-requested absences for a family trip, college visit, or some other important events - **Student must complete the parent requested absence form and return it to the office prior to the absence.**
5. All WMC related activities (i.e.: senior trip, field trips, etc.) are excused.

According to our attendance policy, no other absence can be excused. Parents should take note of the criteria for excused absences and avoid asking for special exceptions. Ten days of missed school = no grade but a credit. Fourteen days of missed school = no credit or grade given. All students must sign out in the office when leaving, and sign back in upon the same day return. (pg 15)

Excused Absences

Please note that a parent must contact school at the time or within 48 hours of the absence. Parents can only excuse their own children for absences. The student may turn in late work or make up the test/quiz that was given while he/she was gone. If the student misses one day, he/she gets one day to turn work in or make up a test/quiz. If the student misses two days, then two days are allowed to complete work. All work must be completed in each class by the end of the marking period unless a teacher has a different policy. It is the responsibility of the student to make arrangements for all make-up work. Work missed by unexcused absences may not be made up except at the discretion of the teacher.

*If the absence is **planned**, the student will be responsible for the work done in the class(es) missed.

Unexcused Absences

An unexcused absence is any absence without notification by parent within 48 hours or skipping school. Remember, there is no such thing as a "Skip Day". The consequence is that work required on that day may not be turned in late and tests/quizzes missed may not be made up at a later time, except at the discretion of the teacher.

Note:

- Please try to schedule appointments, college visits, etc. on "off days" or after school hours.
- A student must be present for all afternoon classes (4th, 5th, and 6th) in order to participate in any extracurricular activities that day. Unavoidable appointments, with prior parent approval, will excuse the absence.
- Please be aware that there are different attendance requirements for senior exam exemption in the second semester.
- Students who arrive 10 minutes late for class will be considered absent.

Proper communication between the school and parents is very important in maintaining regular attendance. If the office has not received a call by 9:00 AM for an absence, we will try to contact the home within 24 hours. We will attempt to contact you with every

unexcused absence. Please make our job easier by contacting us when you know of an absence. Parents may view their student's attendance record on Powerschool. This is accessible through the Powerschool Parent App.

Chronic Absence/Tardies

Because chronic absences and late arrivals can be detrimental to the academic, social, and spiritual development of the student, the following guidelines are in place to help teachers and parents recognize when a potentially serious problem exists. If a student arrives late to school, they must report to the school office.

Steps for absences per semester

- At five parents are sent an email.
- At six parents are sent a letter in the mail.
- At seven parents are called to discuss how further absences or late arrivals can be avoided.
- When a student has reached over 10 absences in any particular class they will not receive a grade but will receive credit in that class and will have to retake it for a grade..
- Please reread the statement from page 15.

A student is tardy when they are not in their assigned classroom when the bell rings. Student tardies can be excused if they have written or electronic permission from the office of the principal. Disciplinary action regarding excessive tardies is as follows:

1. The third time a student receives an unexcused tardy they are to serve detention. This is issued by their teacher. If a student misses a detention, the student is given a warning with an opportunity to make up the detention. If this make up detention is not served, the student will receive an in-school suspension.
2. The fourth unexcused tardy for the student will receive a detention and sent to the Dean of Students.

Vacation Policy

WMC believes that all students should be in attendance every day school is in session. When a student misses classes for any reason, he/she may find it difficult to keep pace with the rest of the class.

Whenever a student misses classes because parents have given permission for reasons other than illness, it becomes the responsibility of the parents and student to see to it that the work missed is made up. Parents should notify the teacher(s) prior to the absence using the Parent Requested Absence Form as shown below:

PARENT REQUESTED ABSENCE (first three lines must be completed before having the teacher's sign)

Student Name: _____ Today's date: _____

Reason for absence: _____

Date(s) of absence: _____ Parent signature: _____

Class	Teacher comments	Teacher signature
Period 1		
Period 2		
Period 3		
Period 4		
Period 5		
Period 6		
Period 7		

Return to the office when completed.

*Class assignments are due the day you return from your requested absence.

STUDENT STANDARDS and EXPECTATIONS

An important WMC outcome is that our students internalize a set of Christian values and a lifestyle consistent with what they are learning from their parents, their church, and their teachers. As WMC students they are expected to conduct themselves in a way that reflects their love for their Lord and love for others.

Cars and Driving

Once students arrive at school, they should not hang around their cars, sit in their cars, or leave campus in their cars. If a student must leave for a doctor's appointment or an off-campus class, they need to check in and out in the office.

Parking Permits: are required and can be purchased in the office for \$5.00

Cell Phones and Their Use

Student cell phones must be in a classroom cell phone caddy. If the phone is not in the cell phone caddy, and is visible or used during class disciplinary action is as follows:

1. First Offense: Admin or office holds phone for the day
2. 2nd Offense: Parent communication and device will be held until parent picks it up from the office.
3. 3rd Offense: Student brings device to the office at the beginning of the day for 2 weeks. Parent/Guardian meeting and behavior contract.
4. Use of Smart watches will be handled at teacher discretion and subject to the phone policy.

Social Media Use

Any student who "posts" inappropriate pictures and/or comments using social media via the Internet and/or sends them to others (this includes pictures) is suspect to school discipline and possible law enforcement consequences. The Internet policy includes any social networking sites; i.e. Snapchat, Facebook, Instagram, Twitter, etc.

Citizenship

Western Michigan Christian students represent our school and our God wherever they are. Student conduct which is not consistent with the standards of the Christian community may warrant school involvement and disciplinary action, even though such conduct may have been outside the regular school day or away from the school premises. In instances where students have committed crimes against society, the school reserves the right to impose school penalties including probation, expulsion, suspension, or suspension from school functions.

Discipline and Behavior

Our goal is to develop an atmosphere that is orderly without being rigid, and generally conducive to the instructional business at hand. The school building is the property of the Christian school community. It is expensive to maintain and repair when misused. Graffiti on the walls, desks, floors, or any school property, is beyond the boundaries of appropriate behavior. Any student who destroys property will be required to help clean the building or area, pay for any damages, and may be given additional corrective action. Situations involving destructive pranks and unlawful entry into the school building may be turned over to the police for investigation and prosecution.

Student conduct and behavior in the classroom is expected to be geared toward learning. No student's behavior should keep other students from learning. Any student dismissed from a class **MUST** report to the office. Dismissal from any class may result in at least one detention and readmission to the class will depend on the circumstances.

Student behavior in the halls, bathrooms, cafeteria, or parking lot is also expected to be positive. Students who violate this code will be referred to the office for corrective actions to be determined by an administrator.

Gossip, cynicism, or negative comments or actions have no place at WMC. In fact, harassment and bullying of any kind have no place in the Christian community. Any student who feels he/she is being harassed or bullied should notify a trusted staff person. All of us are created to be individuals and must learn to accept and appreciate others for the way they are. Threats or negative comments about students or staff will not be tolerated.

Detentions

Students earn a detention through inappropriate behavior. Detentions are held at the teacher's discretion and at a time convenient to the teacher. Detentions will last 30 minutes, and the student must use the time constructively. Missing a detention will result in an additional detention or an in-school suspension. No electronic devices will be allowed during detention.

DRESS AND APPEARANCE

We understand that everything we do, including our dress, brings honor or dishonor to our God. We also embrace our identity as a Christian school and how we dress impacts our witness for Christ to the world (1 Peter 2:12). Therefore, we need to dress in a way that honors Christ. Our dress code encourages students to dress in a modest and Christian manner. We ask for both student and parent support in the compliance of our dress code.

Students may not:

- Wear any clothing with messages, symbols, or pictures promoting non-Christian principles, or representing alcohol, tobacco, drugs, violence, etc.
- Have any facial jewelry, with the exception of earrings and small nose studs.
- Wear earbuds, airpods or headphones in class or chapel. Teacher discretion may be used in class based upon class activity.
- Wear hats, caps, visors, hoods, or any other form of unapproved head covering during school hours.
- Wear tops that show cleavage or midriff while sitting, standing, or walking (tops may be sleeveless, but no tank-tops. Shoulders must be covered by at least two inches and no bra straps showing).
- A guideline for shorts: they must not be shorter than fingertip length.

Students must:

- Wear undergarments under their clothes. No underwear or straps should be visible or traceable. Waistlines of pants must be worn at the waist.
- Wear clothing that is neat and clean.
- Wear hard-soled shoes or sandals at all times.
- Dresses and skirts must reach mid-thigh and shorts, spandex or leggings must be worn underneath.

The reasoning behind these rules is not to limit students' personal expression, but to enforce an appropriate setting. Our purpose is to create an atmosphere where students are able to express themselves, but are also held accountable for the way they represent Christ through their clothing choices. Appropriate dress is one facet in our commitment to provide the highest quality of education. It is the responsibility of both the parents and student to select outfits that follow these guidelines.

Enforcement:

- First Offense: Student is sent to office, receives a dress code warning, changes into appropriate clothing.
- Second Offense: Student is sent to office, changes into appropriate clothing, parents are contacted.
- Third Offense: Student is sent to office, changes into appropriate clothing, parents are contacted a second time, student must serve a detention.
- Fourth Offense: Student is sent to office, changes into appropriate clothing, parents are contacted a second time, student must serve a detention, and a family meeting is scheduled.

Honesty

The goal of WMC is to teach and promote integrity in student work and trust within the academic classroom. Any type of academic cheating is considered a serious violation of this trust and will be treated as such. Plagiarism, copying homework, copying test answers, or assisting someone else in doing so are some examples of cheating. Plagiarism is the use of the words or ideas of someone else without proper acknowledgment. Cheating on schoolwork will result in a zero for that assignment. The administration will be informed and also the parents. A second incident of cheating will result in a more severe consequence. Our academic Christian community is based on faith, trust, and honesty. All students are expected to be bound by these principles.

Personal Displays of Affection

Healthy and appropriate displays of affection are acceptable in the high school setting. However, inappropriate personal displays of affection can make others uncomfortable and are not allowed at WMC. Appropriate behaviors include hand holding and casual hugs, while an example of an inappropriate behavior would be kissing in the hallways.

Staff Areas

The faculty lounge, staff restrooms, and staff work rooms are reserved for staff members only. Students should not be in these areas unless they are specifically given permission. Students are not to use the copy machine or telephone unless they are assigned and trained to do so.

Substance Abuse

WMC is a drug-free, alcohol-free tobacco and vapor-free environment for our students. Neither students nor staff should have to tolerate school members who engage in any of these behaviors while at school. We are very concerned that even an occasional use of any controlled substance has the potential to become an addictive habit that could seriously detract from one becoming all that God has intended him/her to be. We will maintain a drug-free campus.

We reserve the right to request that any student or employee undergo immediate drug/alcohol screening by a school-approved laboratory. If the student or employee refuses to be tested, he/she will be suspended immediately pending further investigation. These tests would be ordered if the administration felt there was just cause. If the test is negative, the school bears the cost. If the test is positive, the person tested bears the cost. If the student agrees to drug counseling and documents his/her attendance in a drug education program, he/she may remain a student at Western Michigan Christian. If the student does not agree to this, he/she could be expelled.

Students who are found under the influence or in possession, selling, or distributing drugs/alcohol, tobacco, or vaping paraphernalia to other students face immediate suspension and probable expulsion. Readmission will hinge on his/her pursuit of counseling. Students who have a problem may report this to the administration without penalty provided they become involved in drug counseling and education program that meets the approval of the school. The expense for participation in a drug-counseling program is the responsibility of the student or parent.

SCHOOL DAY

The school day is organized to provide academic challenges and opportunities for spiritual growth on a regular basis.

Building is open daily at 7:30 AM

High School and Middle School classes begin at 8:00 AM

Lunch times are between 11:20 AM to 1:00 PM

Classes end at 4:00 PM

Building Closes at 4:00 PM

Any student in the building after 3:30 PM must be with a staff member or in a designated area.

Devotions and Prayer Times

The entire student body and staff participate in daily devotions at WMC during first hour. Teachers also pray with students before going to lunch and leaving for the school day.

Chapel

Our students meet twice a week on Tuesday and Thursday for chapel and worship. Students are expected to be in chapel and ready to worship together. No food or drink is to be brought into chapel.

Lunch

Students can bring their own lunch or eat hot lunch. If you want hot lunch, you must pay the Lunch Coordinator in advance or mail or bring payment to the office and order during first hour. Hot lunch is \$3.50 per day for HS students and \$3.25 for MS students. You must sign up for hot lunch by 9:30AM in order to receive lunch that day. If you come to school later than that, stop by the kitchen (not in the office) and see if you can still sign up.

Parents: please check with the Lunch Coordinator or the office if you think your student might be eligible for free or reduced lunch, and we can give you the necessary paperwork to apply or you can get it off the website at www.wmchs.net. It is located under "About Us" and "Forms." A weekly lunch menu is posted in the Daily Announcements. During break and after school students may eat snacks in any non-carpeted area. If litter becomes a problem, students will lose the privilege, along with the use of concessions. Students may not bring food or drinks into classrooms, unless they are part of a small group or in a lunch meeting, with the exception of water bottles.

School Grounds

The WMC campus is a closed campus and cars are off-limits during the school day. The only exceptions are for appointments or students who attend class elsewhere – these students are to sign out and in with the office.

Counseling and Guidance

The counseling department is available to talk with students about their needs, interests, problems, goals, planning, etc.

Students can be a great help to each other by showing empathetic love and care for one another. Be willing to listen and respect confidentiality. If problems become too big, seek outside help and encourage friends to do the same. Teachers, counselors, and staff are very willing to assist you in your personal problems or those of a friend.

SCHOOL SAFETY

Campus Security, Safety and Drills

1. In order to maintain an appropriate level of security, exterior doors, including the student entrance, are locked during the school day and security cameras are in use. Students, parents, and guests may only access the building through the main office or student entrances.
2. Propping doors or opening them to allow access to the building violates school security, and is grounds for suspension. Tampering with security cameras is grounds for suspension. Providing a safe and orderly environment on the school campus, both inside and outside the school building is a priority.
3. **After school doors will be locked at 3:30 and all students are to be out of the school or in an approved designated area (i.e. the media center).** Students that have approved after-school activities must be supervised by the leader of that activity.
4. All staff and students must register their vehicles. Registered vehicles will have a vehicle registration sticker placed in the lower right hand corner of the front windshield. Vehicle registration can be done during the first few days of school or in the office - vehicle registration is \$5.00.

Safety Drills

WMC conducts a set number of drills each school year in compliance with Federal, State and County requirements. This includes fire drills, in-shelter drills, and tornado drills. All students and staff are expected to participate in each drill.

Visitors

Part of our school improvement plan is school safety, especially when it involves our students and staff. To this end, access controls are installed at the front doors, the back doors, and the loading dock.

Doors will be **LOCKED** during the school day except for:

1. Before school from 7:30 AM to 8 AM
2. After school from 3:00 PM– 3:30 PM

To enter the building during the school day, you will need to stand in front of the camera and press the buzzer next to the door. The office will then ask your purpose for wanting entry and will buzz you in.

All visitors to WMC must then go to the office to identify themselves, explain the purpose of their visit, and pick up a visitor's green pass. If a friend from another school would like to visit WMC, please schedule that visit through the Office of Recruitment and Retention.

Accidents

If any student is injured, report the incident to the nearest teacher or staff member. Each classroom has a first aid kit with gloves and simple dressings.

Explosive Devices and Weapons

Firecrackers, smoke bombs and related fireworks of any type are strictly forbidden on school property as well as at all school functions. Possession of these materials on campus or at school functions can lead to suspension and/or expulsion. By the same token, matches and lighters are also disallowed.

The possession of any weapon, including but not limited to guns or knives, is prohibited in or around WMC or at any school related function. Any object used to threaten or otherwise create concern in the school community will be treated as if the object were a weapon. Violation of this rule will result in suspension and is grounds for expulsion. Additionally, civil authorities may be notified

Bullying

Bullying is a form of social interaction – not necessarily long-standing – in which a more dominant individual (the bully) exhibits aggressive behavior that is intended to cause distress to a less dominant individual (the victim). The aggressive behavior may take the form of a direct physical and/or verbal attack or may be indirect. More than one bully and more than one victim may participate in the interaction. – Dorothea Ross (1996)

Sometimes behavior is perceived differently by each person involved in the interaction. Bullying is behavior that is perceived negatively by the person(s) towards whom it is directed. Bullying may include, but is not limited to:

- Teasing
- Physical aggression
- Destruction/misuse of another's personal property
- Mocking/taunting
- Gossip/rumors/lies
- Threats of any kind including any type of social media
- Intimidation
- Exclusion from activities and/or friendship groups
- Inappropriate notes or drawings
- Encouraging others to intimidate or humiliate others
- Inappropriate or threatening emails, Facebook messages, etc. ...

As Christians, God calls us to treat each other with love, compassion, and respect. It is WMC's policy that all of its students and employees have an educational setting that is safe, secure, and free from bullying. WMC will not tolerate bullying of any type.

God calls us to a higher standard in our treatment of others. Students are expected to conform to reasonable standards of socially acceptable behavior: respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority.

TECHNOLOGY

It is our responsibility at WMC to prepare students to productively use technology to transform our world for Christ. To accomplish this, WMC will actively use technology as an integral tool for teaching and learning. Both staff and students will appropriately use a broad range of technologies to fulfill their calling to serve God. See Technology Handbook below.

SPIRITUAL DEVELOPMENT AND SERVICE

Spiritual growth is the key factor in the educational process at WMC. The staff attempts to model their Christian faith through personal interaction with students and each other. Teachers also show how being a Christian makes a difference in their subject areas. Each student is encouraged to share his/her faith with others and to build each other up in the Lord.

Service Projects

Service is an integral part of the Christian life. Therefore, students will actively participate in service opportunities in their community.

- 7th - 10th grade -A minimum of 10 hours each year serving the community.
- Junior Year – A minimum of 15 hours serving the community with a non-profit organization, not your church.
- Senior Year – A twenty hour individually-developed community service project.

Each student will complete fifty-five hours of community service between their freshmen and senior years as part of the graduation requirement. Students should complete their service project requirements and submit the necessary paperwork each year. If a student does not complete the necessary annual requirements, their number of hours increases. Seniors must have their service projects complete and submit the proper paperwork to the counseling department before the third Friday in May to be considered exempt from exams. All service hour requirements must be completed before a diploma will be issued.

COMMUNICATIONS

As members of a Christian community, it is important to mirror Christ-like behavior in all of our personal interactions. Each of us is called to communicate truth in love and connect individuals to one another.

Conflict Resolution

Our desire as believers is to relate to one another in love. While that is our goal, we recognize that at times there will be disagreements between members of our community. When these arise we are committed to follow the Biblical concepts outlined in Matthew 18:15-17. Those who choose not to follow school policy may be asked to withdraw their students from our school. If anyone has a conflict or disagreement with a member of our staff the following process should be followed:

- First, please commit to praying about the conflict.
- Then, speak with the teacher, coach, employee, or person involved about the situation.
- If you are not satisfied with the resolution of the conflict after speaking with the person directly involved, the issue should be brought to the immediate supervisor. Athletic issues should be brought to the Athletic Director, academic and scheduling issues to the Director of Instruction, and student life issues should be brought to the principal.
- If you are still not satisfied with the resolution after consulting with the administrator of the department, the issue may be brought to the principal.
- In certain major issues, and issues regarding the formation of policy, an appeal may be filed with the Executive Committee of the School Board.
- In all matters the decision of the School Board shall be considered final.

At each step in the resolution process all parties involved will be consulted before a decision is rendered.

Communications from School and through special events

Information is available on the school's website at: www.wmchs.net. Other ways we will keep you informed are:

- **Powerschool** - for grades, assignments, lunch menu, parent text and email alerts, and more.
- **Athletic Schedules/Sports Updates** – Our website has a connection to all the athletic schedules containing the most recent changes, or go to WMCwarriors.com directly. Changes will also be announced in the Home Bulletin and daily announcements.
- **Daily Announcements** – Students: will automatically receive daily announcements via Messenger (Powerschool). Parents: You will need to update/add your email address, using the PowerSchool app and you will automatically receive the daily announcements too.
- **Home Bulletin** – once a month we email a copy of our Home Bulletin to each household.
- **Back to School Night** – A Parents event in September to meet your students' teachers as you walk your students' schedule and hear an overview of the curriculum for the class.
- **Conferences** – We have parent-teacher conferences scheduled for early in 1st and 2nd semesters.
- **Senior Year Parent Information Night** – Parents of juniors and seniors usually have many questions about graduation, college application, college visits, and scholarships. The first meeting is in September to discuss all these items in the cafeteria to help you navigate this very important year with ease.

- **College Financial Aid** –In January we will host a meeting for senior parents to work through the college financial aid form, the FAFSA. A financial aid officer from one of our local colleges will walk you through the document and answer questions.
- **Parents, please do not hesitate** to call if you want to talk with a teacher or administrator. We are working together to make this the best experience possible.
- **Website** at www.wmchs.net for other information.

Conferences

Parent – Teacher conferences are made by appointment, based on parental requests during 1st and 2nd semester using Sign-up Genius. The link to this site will be emailed out to all parents a few weeks before each conference day. Conferences will be held in October and February. Check the Home Bulletin for exact dates. If the need arises at other times, parents should contact a teacher at school to confer by phone or to set up an appointment in person or by email. Teachers can be emailed directly from PowerSchool.

Report Cards

Report cards are posted on PowerSchool at the end of each semester. Student grades are always available on PowerSchool.

School Closings

In case of inclement weather, listen to or sign up for text alerts, WZZM Channel 13, WOOD TV 8 or FOX 17. Announcements will also be sent through our School Messenger system. Please be aware that WMC may have classes when other schools do not. Parents may make travel decisions based on the conditions in their area. Please notify the school if your student will be absent or delayed.

CURRICULUM and ACADEMICS

Students arrive at WMC with a wide variety of abilities, skills, and interests. We offer a broad curriculum so that each student has the ability to achieve success, and in so doing become well prepared for the life God intends for them. At the core of this is a commitment to teach all subject matter from a Reformed Biblical perspective and integrate Christ into all areas of the educational experience at WMC.

We commit to the following goals:

1. Each Biblical principle is taught from a Reformed perspective.
2. Prepare students to live their life for service to God.
3. Encourage and assist students in discovering their talents and developing a plan for their post WMC lives.
4. WMC commits to hiring the best available staff and equipping them to be good Christian role models.
5. Each subject area has a plan for maximizing SAT scores.
6. Provide a competitive curriculum for college-bound students.
7. Encourage all students to participate in extracurricular activities.

Developing a Student Schedule

Jan. – March	Students meet with the counselor to look at current progress, future plans, interests, and abilities. Tentative course selections are made at this time. Parents are expected to review these choices with their student, sign the proper form, and return it to the school within one week.
April – June	The master schedule is developed and students are assigned to specific classes.
August	Schedules are available at the school or on PowerSchool. Any changes should be made before school begins. Once school has begun, any changes require the approval of the teacher(s), counselor, and parents.
September	Normally, no class changes/additions are approved once the school year begins.

Resource Fee

Students pay a \$285 resource fee which is used for a variety of things including, but not limited to, the use of all textbooks, lab fees, network fees, technology licensing/usage fees, chromebook management and maintenance, and computer infrastructure costs. This is due by “Smart Start” day in the middle of August each year. This fee does not cover the purchase of the chromebook; they will be turned in at the time of graduation.

Academic Advising

The Director of Curriculum and Instruction along with the counselor are available to talk with students about their needs, interests, problems, goals, planning, etc. Students are also encouraged to talk with other staff members for academic advice.

Educational Support Plans and Accommodation Plans

If school staff members or parent(s) have reason to believe that a student needs special accommodations or services in the general education classroom in order to participate in the school program because of a diagnosed disability, they must refer the student to the Child Study Team (CST). The CST, including the parent/guardian, will look at existing information such as medical diagnostic information, evaluation reports, grades, attendance reports, discipline reports, CA-60 file information, observation and standardized and/or informal test information. In addition, it is critical for the team to review the student’s current academic and functional performance at school. The CST will then develop an intervention plan that creates 2-3 rounds of interventions to support in the area of need, lasting 4-6 weeks per round. If the student continues to have difficulty, even with the supports provided by the intervention plan, the CST may consider an Accommodation Plan. If the student qualifies, an individualized Accommodation Plan is written and reviewed annually.

Process for Requesting a Child Study Team:

- Written request by school staff member and/or parent(s) to Director of Educational Support Services (ESS)
- Submission of Medical Diagnostic Physician Form (parent)
- Completion of File Review (ESS Team)
- Completion of Teacher Input Form (General Education Teachers)
- Participation in Child Study Team Meeting
- Student Intervention Plan Implemented
- Determination of Eligibility for Accommodation Plan

Exams

Exams are given in each subject at the end of each semester. Exams should evaluate the student's content knowledge of the entire trimester's work in each class. Exams account for one fifth of the semester grade.

Exam grades will not be posted until:

- All detentions are served.
- All school-owned property has been returned (musical instruments and uniforms, athletic uniforms, etc...).
- All bills are paid.
- All textbooks are returned: If a textbook is returned in an unusable condition the student will be charged to replace the textbook.

Seniors may be exempt from a spring exam if they fulfill the following requirements:

- Meet the academic standards set by each teacher. These should be outlined and confirmed in writing early in the second semester. This would include, but not be limited to, a minimum grade and completion of all work.
- Have no unexcused absences after Spring Break. The only permissible absences during this time are:
 - Illness (called in and reported by parent within 48 hours)
 - Family emergency (called in and reported by parent within 48 hours)
 - Pre-arranged family request with a two day maximum
 - School sponsored activities
- Maintain a record of appropriate citizenship. (This includes, but is not limited to, disciplinary infractions and will affect all exams.)
- Christian Service Projects must be completed and proper paperwork submitted to the Guidance Office by the third Friday in May.

Grading System

Students are graded on class participation and involvement, academic achievement, general cooperation, preparation, ability, and attitude. While there is variation from class to class and subject to subject, the major emphasis is on student achievement and progress. We use a standard grading scale of A through E. High school GPAs are calculated using A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, etc. Freshman and sophomore grades are very important in determining grade point average (GPA) for college. If you have a question about the grading scale in a particular class, talk with the teacher.

All classes use the same grading scale: Assessments and Projects 60%; Quizzes 20%; Homework 10%; and Classwork 10%.

Graduation Requirements

A student must be enrolled full time during each year at the high school and earn 28 credits in grades 9-12. In addition to the 28 credits, students must also complete a minimum of 35 service hours plus a 20 hour Senior Service Project (see **Service Project** details). (Consult the Curriculum Guide for details.) **Winterim is a graduation requirement.** Students are eligible to be Valedictorian/Salutatorian based on full-time attendance at WMC during their Junior/Senior years.

Honor Cords

Honor cords denote students whose work, both inside and outside the classroom, has been exemplary. Students wear their honor cord during the graduation ceremony.

Silver Cord

40 hours of service + Senior Service Project
3.5 cumulative GPA

Gold Cord

55 hours of service + Senior Service Project
3.7 cumulative GPA

Salutatorian and Valedictorian Policy

To be eligible for Valedictorian or Salutatorian honors students must meet the following criteria by the end of the 1st semester:

- Have attended WMC both their Junior and Senior years.
- Have a blemish-free disciplinary record.
- The Valedictorian will have the highest cumulative GPA rounded to the hundredth place.
- The Salutatorian will have the second highest cumulative GPA rounded to the hundredth place.
- In case of a tie, the student with the higher SAT score will be awarded the Valedictorian honor.

Homework

The amount of homework will vary with the class level, the subject, and the teacher involved, as well as the day of the week. It is important that parents hold their student accountable for completing homework.

Incomplete Work

All work must be completed in each class by the end of the marking period. Work not completed will be considered "failed" unless special arrangements have been made with the teacher.

Students will be allowed to make up any work that is missed as a result of an excused absence. Normally, the student will be given as much time to make up work as the amount of time absent. For example, if a student misses two days, he/she will be allowed two days to make up any missed work. Any other arrangements must be made with the individual teacher involved. It is the responsibility of the student to make arrangements for all make-up work including getting assignments, arranging for tests, handing in papers, obtaining class handouts... etc. (This policy excludes the vacation policy.).

Muskegon Community College or Online Classes

Some seniors may wish to take online courses or classes at MCC for college credit. See the Director of Career Services and Academic Advising.

Student Records

The office files contain an individual record on each student. While the student is enrolled, this file contains the final grades of each course taken at WMC, a record of immunizations, and standardized test scores. In addition, a record of absences and tardies is maintained. After graduation, records of course grades and standardized test scores are maintained. Job information, information for prospective employers, and transcripts for college admission are taken from these records. Information in a student's file is controlled by the Student Rights and Privacy Act and may not be released to any organization unless the student grants permission.

Technology Handbook

for Students and Parents



2021-2022

Introduction

Technology has become an increasingly critical tool to advance learning at WMC. According to WMC's strategic plan, WMC is integrating and using technology in the classroom to

1. Equip students to use technology to impact the world for Christ.
2. Teach students discernment and the ethical use of technology.
3. Promote information literacy and critical thinking to make wise and ethical use of the free flowing information available on the internet online
4. Improve the quality of student learning and academic achievement as they develop a new set of knowledge and skills for the future world of work
5. Provide greater access to educational opportunities, formative assessments, and differentiated instruction by providing one-to-one access to Chromebooks for students for 'anytime, anywhere' learning
6. Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
7. Equip students to be lifelong learners.

We see great potential for its use in the learning process as we seek to meet our mission: ***to educate with excellence, integrate faith with knowledge, and equip our students to work and serve Christ in their communities.***

A key part of WMC's technology integration plan is for every student to have his or her own Chromebook computer device. The use of Chromebooks at school, paired with Internet access at home, potentially expands the learning day and allows students to complete projects started at school.

By setting up a school account with Google/Gmail, your student will be given access to GSuite for Education, which is a wide variety of free Google apps, such as Drive, Docs, Sheets, Slides, Classroom, Calendar, Forms, Blogger, Sites and more. Only one account/password is needed to access all of these accounts/products.

Hardware and software



1. The Chromebook package provided by WMC includes
 - a. A chromebook Chromebook, power supply, and carrying case
 - b. Note: Chromebooks are property of the school, so students must keep Chromebooks in their cases, keep track of their chargers, and avoid damaging the device.
2. The Chromebook includes the following apps
 - a. GSuite Productivity Software: Google Drive, Docs, etc.; Google Classroom (learning management software); Gmail (a free, web-based email service. Students can only send and receive emails from users with WMC accounts). No data is saved to the physical Chromebook; all files are saved online in Drive.
 - b. GoGuardian Chromebook Monitoring Software: this allows WMC to monitor and manage student access. GoGuardian keeps students safe from harmful content when they're online, helps teachers engage with their students, and provides schools with better control over how their technology is used.

Student and Parent Responsibilities

A WMC Technology Honor Code must be signed by the student and a parent before the use of a school computer or a Chromebook is allowed. Students who do not accept these policies and sign the honor code will not be allowed to use computers and will not be issued a school chromebook. Students must adhere to the Technology Honor Code.

A. Handling and care

- When not in use, Chromebooks must be left in cases at all times (with corners of the chromebook secured by the straps) **which includes transporting them between classrooms**
- **NO STICKERS ARE TO BE PLACED ON THE CHROMEBOOK OR THE CASE. No drawing on or inside the cases, please.**
- Always use the Chromebook on a flat, stable surface
- Do not store items (like chargers, headphones and pencils) between the screen and case cover
- Hold the Chromebook by the body, not by the screen
- Be careful not to leave pencils or pens or papers on the keyboard when closing the screen
- Do not eat or drink while using your keyboard
- Cleaning – wipe Chromebook surfaces with a clean dry soft cloth.
- Avoid touching the screen with pens, pencils, etc.
- If hands are dirty, wash them before using the Chromebook
- Do not use the Chromebook in dusty or dirty environment
- Do not leave the Chromebook exposed to direct sunlight or near any heat or moisture sources for extended periods of time (especially in your car on a very hot/cold day).

B. Power management

- It is the student's responsibility to recharge the Chromebook's battery so it is fully charged by the start of the next school day.
- Whenever the Chromebook is not in use, please close the screen to put it to sleep to extend battery life.

C. Ethical and appropriate use

- Students should apply the spirit of WMC's Human Dignity policy (p. 11 of parent/student handbook) to all matters of computer, cell phone, and internet use.
- WiFi bandwidth is reserved for WMC student school devices, not for students' phones or personal devices. Dual Enrollment students who want to use their personal devices for their college courses **ONLY** will be allowed to use WiFi (bring your computer to the Media Center to connect).

D. Financial responsibility, loss and damage

- Families are responsible for paying for the cost of Chromebook repair or replacement due to loss, damage, or negligence on the student's part.
- If a Chromebook is lost, stolen, or damaged, please notify the school immediately; students should not conceal Chromebook damage from WMC, since delays in notification risk lost chance of repair as warranties expire.

E. Monitoring, supervision, and use

- GoGuardian software allows WMC to monitor computer use, but parents need to be vigilant in setting limits when Chromebooks are at home.
- *Students should not allow other students to borrow their Chromebook.*
- While internet content filters provide an important level of protection, no filter program provides 100% protection. Monitoring and supervision are still very important.

F. Security

- Please be advised that with a Google Workspace for Education and Gmail account, the school cannot guarantee the security of your student's account or its content. No technology is foolproof and the school cannot guarantee that students will not be exposed to unsolicited information.
- Since this is a school account, the student is expected to use the account for school-related purposes only, and school personnel maintain the right to monitor the account. Shortly after graduating, the school will terminate the account. Any documents or material students wish to keep can be transferred electronically to a different account or downloaded.
- WMC Google Workspace for Education student accounts (containing Gmail, Drive, Docs, Youtube, etc) are to be used for school-related activities only. Hosting content meant for personal gain (e.g., monetization of youtube videos) is prohibited on WMC GSuite accounts.

PARENTS

Please read and discuss with your child(ren) the *Technology Honor Code* (below)

The use of technology at WMC is a privilege. If students do not adhere to the Western Michigan Christian Honor Code, and the rules and guidelines set forth in this handbook, the privilege and use of school equipment may be revoked. Our world belongs to God, and to that end students are expected to apply WMC's Technology Honor Code to all activities, including those involving the use of school computers, computer peripherals, and network, whether accessing them while on campus or off campus. As we *educate, integrate faith with knowledge, and equip our students to work and serve Christ in their communities*, our hope is that technology will be one tool that can be used to "transform the world for Jesus Christ." This Honor Code lays the foundation for the positive, honorable, use of technology. Examples of the types of technology-related activities that affirm our Honor Code are listed below. Any questions about the application of the Honor Code to technology should be directed to a school staff member.

Using technology honorably includes:

- Using technology for learning, completing school assignments, and improving information literacy and critical thinking
- Using the Internet to perform research related to academic and extracurricular school functions, and to communicate with scholars, students, and specialists outside of campus to improve knowledge and advance academic work
- Using the internet to support intellectual, emotional, and spiritual development
- Avoiding harmful, immoral, and inappropriate content
- Understanding that pornography, time-wasting content, or violent material has a corrupting influence on the whole person and represents people and/or the world in untruthful and/or God-dishonoring ways
- Citing sources, providing appropriate attribution for any materials gathered online
- Using technology to collaborate with students and faculty in academic and extracurricular school functions
- Respecting and encouraging each other online through words and media, using God honoring language in online communications.
- Representing your own views, and not those of others, in forms electronic communication, avoiding plagiarizing
- Owning your mistakes.
- Respecting the privacy of other computer accounts.
- Respecting your personal contact information and that of others.
- Respecting the registration policies of age-restricted online services (e.g., Facebook)
- Speaking with a trusted adult about any message you receive that is inappropriate or makes you feel uncomfortable
- Protecting equipment (school-owned and loaned) from damage, negligence, or theft
- Respecting that network bandwidth is a shared and limited resource.
- Respecting the privacy of computer, google account and wifi passwords, reporting any misuse/leaks
- Using technology to transform the world for Jesus Christ

Violations of the above standards may result in the following consequences, depending upon the violation:

- Discussion (with students/parents) about the incident with student(s) involved.
- Meeting with tech staff (might involve parent, and/or principal)
- Paying for damage to the Chromebook
- Changing filtering options to be more restrictive

The Western Michigan Christian High School one-to-one Chromebook program allows your child to take the Chromebook home by which families assume some risk. Parents/Guardians will be responsible for replacement/repair in the event of theft, loss or damage due to intentional or unintentional abuse or misuse of the Chromebook.

- The replacement/repair cost for
 - replacing an irreparably damaged Chromebook costs \$250
 - a replacement case costs \$30
 - a replacement charger costs \$40
 - a screen replacement costs \$50

I have reviewed the Technology Handbook for Students and Parents and understand the guidelines for appropriate use at home:

- A. Handling and care of the Chromebook
- B. Power management
- C. Ethical and appropriate use
- D. Financial responsibility, loss and damage
- E. Monitoring, supervision, and use
- F. Security

Terms of Agreement

The student is responsible at all times for the care and appropriate use of this Chromebook. I understand if my child violates the guidelines agreed to in the Technology Honor Code or the rules and guidelines as explained in the Chromebook Handbook for Students and Parents, his/her privilege to take the Chromebook home may be restricted or removed and he/she may be subject to disciplinary action.

I understand that I am responsible for paying \$250 towards replacement for loss, damage, or repair for my child's Chromebook which may have occurred at school or home, or while the Chromebook was being transported. Your financial responsibility would not exceed \$250 per incident.

The Chromebook remains the property of Western Michigan Christian High School. At the end of the school year or upon transfer from the district, parents and student(s) agree to return the Chromebook to the school in the **same condition** it was issued to the student(s) less reasonable wear.



Athletic Handbook

2021-2022

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ATHLETIC DEPARTMENT POLICIES AND PROCEDURES

TO ATHLETES AND PARENTS:

The athletic program at WMCHS has a rich tradition which parallels the academic program. Both programs strive for excellence by all participants. To accomplish this, we need the cooperation of athletes, parents, fans, coaches, and staff. In an effort to help parents and athletes better understand what athletic procedures and guidelines, the athletic department has prepared the following Athletic Handbook.

1. Physical Examinations

- a. The Michigan High School Athletic Association (MHSAA) requires that all athletes who wish to try out for a team must have a physical examination. No athlete will be allowed to participate in either a contest or practice until the physical examination form is turned in to the coach or athletic director.
- b. Physicals must be repeated each year and no examination prior to April 15 will be accepted for the next school year.

2. Physical Conditions and Injuries

- a. Athletes or parents should notify the coach or athletic director if there are any pre existing medical conditions which could affect or be aggravated by athletic practice. Heart murmurs, asthma, and allergies are a few of the conditions which coaches should know about.
- b. Recent medical problems or injuries should be cleared in writing by a physician before an athlete competes.
- c. When medical problems or injuries occur during the season, athletes or parents are requested to submit a physician's release form before resuming team activities.
- d. If an athlete experiences a concussion, they are required to enter and follow the MHSAA's protocol prior to returning to practice/competition. (This form can be found on the school's website)

3. Team travel to away games and practices

- a. We will try to provide transportation to and from athletic contests. Team members are expected to ride both ways with the team.
- b. Since our athletes come from a wide geographic area, we try to work with parents to make return transportation work as efficiently as possible.
- c. If parents would like to have their son or daughter ride home with them or another parent after a game, a travel release form must be signed and returned to the athletic director at the beginning of the season
- d. When athletic contests take place in the greater Muskegon area, we will try to provide transportation for sub-varsity teams. Members of varsity teams are usually expected to arrange their own transportation.
- e. For away games, it is sometimes more convenient for an athlete to drive to a pickup spot and then be dropped off at that spot on the way home. This is permitted if
 - i. there is clearly a time/distance advantage

- ii. the athlete is not driving other students
- iii. it is requested from the AD or head coach before the dismissal of school on the day of the contest.
- f. Athletes may not drive other athletes to games or practices. This would violate our school insurance policy requirements.

4. Uniforms

- a. Every effort must be made to follow the manufacturer’s recommendations for washing and cleaning uniforms and warm-ups. Everything must be clean when it is returned at the end of the season.
- b. Any athlete with missing uniforms/equipment at the end of the season will be billed for the replacement value.
- c. Uniforms and equipment will be due within a week of the last athletic contest and should be turned in as advised by the coach.

5. Required forms for participation

- a. MHSAA Physical Examination Form – This form is necessary before any tryouts or practices
- b. Parent of Athlete Code of Conduct – Parents must sign this statement indicating that they have read and understand the WMCHS expectations of spectators and participation in sports at WMC.
- c. Student Athlete Code of Conduct - Athletes must sign this statement indicating that they have read and understand the WMCHS rules for participation in sports at WMC in the athletic handbook.
- d. Transportation Release Form - indicating which modes of transportation are agreed to.
- e. Signed Concussion Form indicating that students/parents have read and understand the signs/symptoms of concussion.
- f. Pay to Play Fee - Once on a team, a pay to play fee is needed for each high school athlete playing a sport. The cost breakdown is as follows:

*For one student:

- \$55 for first sport
- \$30 for second sport
- \$0 for third sport

*\$140 family maximum payment (multiple athletes)

All forms MUST be filled out on your family Final Forms Account.

<https://wmchristian-mi.finalforms.com>

6. School Attendance

- a. Athletes must attend at least the last three classes of the day in order to participate in practices or contests that same day.
- b. Exceptions such as school related absences, medical appointments, college visits, and special family circumstances are allowed. Please keep the athletic office informed with a call or a note.

- c. Students who miss morning classes due to sickness or injuries might not be allowed to practice or compete if we feel it is not in their best interest. In these situations, parents need to communicate with coaches or the athletic director.

7. Making the team

- a. The MHSAA sets the opening and closing dates for athletic seasons. Off season work is also regulated by the MHSAA and its off season rules should be followed.
- b. When cuts are necessary, the coaching staff tries to judge which players can compete at appropriate levels. Coaches also factor in player potential along with work ethic, attitude, teamwork and academics.
- c. If there is more than one team for a sport, the varsity team can be composed of members from all classes. JV is generally limited to freshmen and sophomores.
- d. Sub varsity teams are more developmental with the goal for everyone to play in each game, not necessarily equal or meaningful amounts. At the varsity level, the competition and striving for excellence will dictate who will play and how much.

8. Practices

- a. Players must attend all practices. Failure to honor your commitment to the team by skipping practice can result in discipline.

9. Sunday Policy

- a. No teams that are sponsored by Western Michigan Christian High School shall participate in any athletic functions, athletic activities, or athletic events that take place on Sunday.
- b. No Western Michigan Christian High School facilities shall be used for any athletic functions, athletic activities, or athletic events on Sunday.

10. Conflict Resolution and Communication

- a. The Athletic Department follows the School Board policy on conflict resolution from the student handbook which is based from Matthew 18:15-17.
- b. The following steps should be taking if an issue exists between player/parents and a coach:
 - i. Please allow 24 hours to pass before communication takes place
 - ii. Player meets with the coach
 - iii. Player + parent meets with the coach
 - iv. Player + parent meets with the coach + athletic director
 - v. Player + parent meet with coach + athletic director and Dean of Students
 - vi. If there is still no resolution, all parties may meet with the Principal.

11. Sportsmanship

- a. It is our goal at WMCHS that the conduct of our athletes, coaches, and fans continually demonstrates our commitment to sportsmanship. This should be true on and off the field; before, during, and after practices and contests; and regardless of whether we win or lose.

**“Do nothing from rivalry or conceit, but in humility count others more significant than yourselves.”
Philippians 2:3**

EXPECTATIONS AND REGULATIONS FOR ATHLETES

Participation in the athletic program at WMCHS is a privilege. Every student athlete is expected to honor and uphold the school's mission statement and to help foster the school's goals and purposes. Athletes are expected to represent WMCHS in a positive way throughout the entire year, whether in-season or out-of-season.

ELIGIBILITY: ACADEMIC

Academics are incredibly important for our student athletes. WMC follows MHSAA guidelines for academic eligibility standards. In addition to these guidelines there are some other academic policies that have been established:

1. Anytime a student is not passing 4 of their 6 classes or 66% of their classes, they are ineligible (no game participation).
2. If a student fails to pass 4 of their six classes or 66% of their workload, they will be ineligible to participate in the following trimester.
3. Instructors will review academic/behavioral performance of all students on a weekly basis. Students who are receiving lower than a 63.5% in any class will be placed on probation.
 - a. Probation allows students to practice and participate in competitions.
 - b. Students on probation will be given **two weeks** to raise their grade above 63.5%. If not done, they will be made ineligible for one week. At the end of the week, their status will be reviewed again.
4. The Athletic Director will review academic eligibility every two weeks.

CODE OF CONDUCT

Student athletes at WMCHS are expected to demonstrate conduct and attitudes which reflect their being representatives of a Christian school and of Christian families. Their conduct and attitudes must also demonstrate their loyalty to their teams. Both physical and verbal behavior ought to reflect respect for themselves, their school, their teammates, their coaches, their opponents, the official, and the fans. The purpose of this code is to inform student athletes of the types of behavior and violations which they are expected to refrain from. Such behavior and violations, in season or out of season, will be investigated and verified. If verified, the procedures and penalties as described will be enacted as circumstances dictate.

1. Category A Violations: These violations, many which involve abuse of either civil or criminal law, are considered to be serious breaches of the student athlete code of conduct. Category A violations include, but are not limited to, the following:
 - a. Possession of, use of, transfer of, or attempts to obtain controlled substances and attendance at any event or location where above action occurs.

- b. Possession of, use of, transfer of, or attempts to obtain any form of alcohol regardless of alcohol content and attendance at any event or location where above action occurs.
 - c. Theft
 - d. Arson
 - e. Vandalism
 - f. Gross misbehavior, to be determined case by case by the athletic committee.
 - g. Documented persistent disobedience.
 - h. Threatening school personnel.
2. Category B Violations: These violations are considered to be a compromising of a student athlete's ability to participate as an athlete or to responsibly represent their school and their team. The violations include, but are not limited to, the following:
 - a. Possession and use of tobacco products (this includes E-cigarettes and vaping with or without nicotine)
 - b. Skipping school
 - c. Fighting
 - d. Insubordination
 - e. Threatening or harassing other students
 - f. Cheating
 - g. Repeated dismissal from class
 - h. Theft
 3. Disciplinary procedures for the preceding violations are outlined in Appendix B.
 4. The preceding violations do not all have the same range of severity. Consequently, the discipline to be determined by the appropriate administrator will range in severity as well. See Appendix B for details.

SUSPENSION FROM SCHOOL

Any student athlete or participant in extra/co-curricular activities who is suspended from school for violation of the WMCHS Student Code of Conduct, will be ineligible to participate in practices, competitions, or any outside-of-classroom activities for the duration of the suspension.

DISCIPLINARY PROCEDURES FOR CATEGORY A VIOLATIONS

1. The appropriate administrator will make appropriate efforts to inform students and parents of the specific charges of the violation and or their right to a hearing.
2. Unless it is waived, the appropriate administrator will conduct a hearing.
3. At that time of the hearing, the student shall again be informed of the specific charges. The student shall have the opportunity to present any relevant information.

4. The appropriate administrator shall within one calendar day make appropriate efforts to inform the student and the parents of the disciplinary action.

DISCIPLINARY ACTION FOR CATEGORY A VIOLATIONS

FIRST OFFENSE

After confirmation of the violation, the student shall lose the privilege of participation in contests and in practices as determined by the athletic director in his/her current activity (or in the next activity if not in season) for a minimum of two contests, one activity day, or a combination of contests and activity days. If the violation is drug or alcohol related, the length may be reduced upon successful completion of an approved substance abuse program.

SECOND OFFENSE

After confirmation of the violation, the student shall lose the privilege of contests and practices as determined by the athletic director in his/her current activity (or in the next activity if not in season) for six months. For a minimum of four contests or two activity days or a combination of contests and activity days. If the violation is drug or alcohol related, the length may be reduced upon successful completion of an approved substance abuse program.

THIRD OFFENSE

After confirmation of the violation, the student shall lose the privilege of participation in all activities for two calendar years. If violation is drug or alcohol related, the length may be reduced upon the successful completion of an approved substance abuse program.

FOR FIRST AND SECOND OFFENSES

The disciplinary action recommended in all cases should be considered as the minimum. If circumstances warrant, more severe disciplinary action may result.

CATEGORY A SANCTIONS WILL BE IN EFFECT FOR TWO CALENDAR YEARS.

DISCIPLINARY PROCEDURES AND ACTIONS FOR CATEGORY B VIOLATIONS

FIRST OFFENSE

1. The appropriate administrator will meet with the student to explain the violation and the discipline for it.
2. Discipline shall be administered according to the circumstances. It may include a loss of the privilege of participation for up to two contests.

3. The appropriate administrator shall inform the student or the parents of the disciplinary action and of the appeal process.

SECOND OFFENSE

1. The appropriate administrator will meet with the student to explain the violation and the discipline for it.
2. Discipline will be administered according to the seriousness of the violation. It may be a loss of privilege of participation for up to three contests, two playing days, or more (to be determined by the sport involved).
3. The appropriate administrator shall within one calendar day inform the student and the parents of the disciplinary action and the appeal process.
4. The appropriate administrator shall confirm the disciplinary action by letter.

THIRD AND SUBSEQUENT OFFENSES

1. The appropriate administrator will meet with the student to explain the violation and the discipline for it.
2. The student shall lose the privilege of participation in his/her current activity (or next activity if not in season) for up to six months, or more depending on the seriousness and number of offenses.
3. The appropriate administrator shall within one calendar day inform the student and the parents of the disciplinary action and of the appeal process.
4. The appropriate administrator shall confirm the disciplinary action by letter.

CATEGORY B SANCTIONS WILL BE IN EFFECT FOR ONE CALENDAR YEAR, BEGINNING FROM THE DATE OF THE ADMINISTRATION OF SANCTIONS.

Letter of athletic probation-ineligibility below.

**Western Michigan Christian High School
Letter of Athletic Probation-Ineligibility**

To the parents/guardians of: _____

Our bi-weekly grade checks indicate your child’s academic standing has warranted notification based on our guidelines for WMC student-athletes. See the attached explanation below as to where your child fits.

If your child is on academic probation, they are receiving a D- (below a 63.5) in one or more of their classes. Probation is to serve as a warning that more time/effort needs to be devoted to their class or classes. Athletes are put on probation for two weeks, but are still allowed to participate in practice and in contests. Upon receiving a probationary letter, it’s strongly recommended that a conference is set up between the instructor, the student and the student’s parents. This meeting should address what the student can do to correct their probation status.

In the event that a student does not improve the failing grade above a 63.5% at the end of the two week probationary period, the student will be deemed ineligible for one week. The eligibility status will be reviewed after one week. Ineligibility prohibits student athletes from dressing with the team and participating in athletic contests. Athletes are still allowed to practice with their team during this time period.

Students who receive a D- (63.5%) in 4 of their 6 classes will also be put on probation for two weeks. If at least one class is not raised above a D- (63.5%) within the two weeks, the student will become ineligible for one week. The students status will be reviewed after the one week ineligibility period.

Student athletes who take advantage of the system, may also be made ineligible if they develop a pattern of being put on and off probation in class or classes without fully meeting their academic responsibilities.

Classroom instructors may also recommend probation for ineligibility for behavioral issues. These actions would be recommended as a result of inappropriate classroom behavior or inappropriate behavior at any school-related event. Students will be expected to be accountable for behavior that detracts from opportunities for teaching and learning. A second behavioral probation will result in one week of ineligibility.

Please contact the appropriate instructor for class related questions or to schedule a conference.

Class/Instructor: _____ Academic/Behavior Probation/Ineligibility

Class/Instructor: _____ Academic/Behavior Probation/Ineligibility

Class/Instructor: _____ Academic/Behavior Probation/Ineligibility

Contact the athletic office should you have additional questions regarding probation/ineligibility. Thank you for helping partner with us to promote the importance of academics!

Sincerely,

Kurt Gruppen
Athletic Director

Office Phone: (231) 799-9644

Email: mrgruppen@wmchs.net