

Western Michigan Christian School

Student & Parent Handbook
2022-2023



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Dear Parents and students,

The Parent-Student Handbook provides WMC families with important information regarding the operations of the Western Michigan Christian School. Reading this handbook should help you understand who we are, what we stand for, and how our school operates. It will also provide you with school policies and procedures that affect everyday life here at school. You should use it throughout the year as a reference. It is our hope that this handbook facilitates our partnership throughout the year and that it helps to define our school's relationship to God and the parent/student/Church community we serve. This is a living document and will be updated as needed.

School newsletters are sent home via email (weekly). Reading them carefully will also keep you informed of what's going on at school including important dates, school events, and announcements.

The faculty and staff of Western Michigan Christian stands ready to serve you. We ask for your prayers, encouragement, and support. Please feel free to call the school office whenever you have a question or concern.

Partnering with you,

The WMC Administrative Team

Western Michigan Christian
STUDENT & PARENT HANDBOOK
2022-2023
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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.

Statement of Faith

1. We believe in one eternal God as revealed in the Bible as Father, Son, and Holy Spirit. God is omnipotent, omniscient, and omnipresent.
2. We believe the Bible is the infallible Word of God. It is the standard by which we measure our faith and practice.
3. We believe that humanity has been separated from God through sin. The brokenness of the world was caused by humanity's disobedience.
4. We believe in the deity of our Lord Jesus Christ. We believe he was born of the Virgin Mary, lived a sinless life, died for us and our salvation, rose from the dead, ascended to the right hand of the Father, and he shall return in power and glory.
5. We believe salvation is given only by grace through faith in Jesus Christ.
6. We believe that Jesus Christ is Lord over all creation and all subject areas.
7. We believe that our faith guides our learning and practice. Furthermore, our faith calls us to action. Believers are called to spread the good-news of Jesus Christ and impact our world for God's glory.

Teaching for Transformation

"Teaching for Transformation (TfT) arose out of a deep hope that Christian Schools could be places where everyone would discover their place in God's epic love story for this world. TfT grew out of a curricular framework at Edmonton Christian Schools early in the 2000s. It developed and became more relevant through the efforts of many educators; in particular, the Prairie Centre for Christian Education (PCCE) nurtured and shepherded TfT's growth in its member schools on the Canadian prairies.

While TfT continued to grow within the PCCE network, it also began to shape other Christian schools across Canada and throughout the world. Geographical expansion led to further evolution as the ideas and experiences of others contributed to both the framework and the implementation journey of TfT within Christian schools. Tft development in Christian schools in the United States is now led by the Center for Advancement of Christian Education (CACE), located at Dordt University.

TfT embraces the practices of deeper learning and has developed core practices that align with these principles. *A TfT school pursues a Christian education that invites the people of God's story into real work that forms self and shapes the world.*

These are exciting days for Teaching for Transformation and Christian education. Many schools are re-awakening to the promise of their mission and vision while continuing to grow in the craft of designing engaging learning experiences. Christian schools recognize the need for a distinctively Christian design framework that invites, nurtures and empowers both

teachers and students to play their part in God's story through engaging learning experiences." (teachingfortransformation.org) WMC began its TfT journey in 2018.

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 the offender does not stop, report it to an appropriate superior. Students may report to a teacher, counselor, or administrator. Teachers must report an offense to any administrator. Each report will be given serious consideration and investigated thoroughly.
- 3) Reports of harassment and subsequent investigations will uphold judiciousness for all individuals involved.
- 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, heterosexual and homosexual, 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.

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.

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 see the latest athletic information, please visit www.wmcwarriors.com.

If you would like to see more information about athletics and the sports offered at WMC, please visit the Athletic Handbook on page 32.

Lockers

Lockers are school property and are assigned to students for their use during the school year. You are responsible for the locker and cannot trade or move to another 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 find any items, please turn them in to the office promptly. If you are missing anything, please check on the racks across from Room 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 are not allowed in assemblies.

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 main office.

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 should regularly attend. 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:

Excused Absences

Please note that a parent must contact school at the time or within 24 hours of the absence. Parents can only excuse their own children, or International Students they are hosting, for absences. The student may turn in late work or make up the test/quiz that was given while he/she was gone. For all absences, 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. For absences related to a family trip, students will have the length of the absence after returning to school to turn in all missing assignments regardless of the length of the trip. 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.

Parents or Guardians of students who have attendance issues based on medical reasons (3 days or more) should notify the office and their teachers immediately. A plan will be developed through the Director of Curriculum and Instruction and appropriate staff for the duration of the student's illness. A doctor's note will need to be provided.

Virtual Learning Attendance

Attendance will be taken in the same manner for in-person and virtual students. If you are learning virtually, you are expected to be in attendance virtually.

All students must sign out in the office when leaving, and sign back in upon the same day return.

*If the absence is **planned**, the student will be responsible for the work done in the class(es) missed (see item #4 below)

1. Student illness at home - **parent calls the school within 24 hours of 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. If the office does not hear from the parent/guardian within 24 hours, the absence will be classified as unexcused absence (U).**
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 prior to the student leaving the building. Students should return to school with a doctor's note.**
4. Parent-requested absences for a family trip - **Student must complete the parent requested absence form and return it to the office prior to the absence. Please note that for family trips students will have the length of the absence after returning to school to turn in missing assignments.**
5. All WMC related activities (i.e.: senior trip, field trips, etc.) are excused.
6. Juniors and seniors are allowed two college visits as school related absence per academic year with one week advance notice to the WMC office.

Absences counted toward total class attendance required to receive credit per semester			
U (Unexcused Absence)	E (Excused Absence)	UT (Unexcused Tardy)	
Student absent from class. Parent/Guardian did not notify the school within 24 hours. All quizzes, tests and missed work will receive a 0.	Parent/Guardian informed the school of absence within 24 hours.	Student arrives to class 10 minutes after the start of class. Parent/Guardian did not notify the school within 24 hours.	
Absences not counted toward total class attendance required to receive credit per semester.			
DR (Medical Absence with doctor note)	SR (School Related absence)	T (Tardy)	ISS/OSS (In School Suspension/Out of School Suspension)
Absence supported by a specific note from a doctor	Approved school related absences for sports, fine arts, etc. Also included are approved college visits (with 1 week advance notice to the WMC Office) and funeral and bereavement leave.	Student arrives to class tardy - within 9 minutes of the start of class.	Suspension served either in school or outside of school.

Unexcused Absences

An unexcused absence is any absence without notification by parent within 24 hours or skipping school. If a student has an unexcused absence they will not be allowed to make up work, quizzes, or tests from those hours or that day. All assignments, quizzes, and tests will receive a score of zero.

Note:

- Please try to schedule appointments on “off days” or after school hours.
- A student must be present for afternoon classes (5th, 6th, 7th) in order to participate in any extracurricular activities that day. Unavoidable appointments, with prior parent approval, will excuse the absence. Parents or athletes should contact their coach or Athletic Director if the student will be absent.

- Please be aware that there are different attendance requirements for senior exam exemption in the second semester. (see Exams section on page 26)
- 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 within 24 hours of the absence, the student will be marked unexcused. Parents may view their student's attendance record on Powerschool. This is accessible through the Powerschool Parent App.

Parents must take note of the criteria for excused and unexcused absences and avoid asking for special exceptions.

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**, where the student will receive a hall pass which is to be presented to the teacher for admittance into the classroom.

Ordinarily, this policy limits the total number of absences (whether excused, unexcused, or a combination of both) from a class. Absences due to school-related activities (i.e. field trips, sporting events,) do not count toward the total number of absences allowed per semester. It is a middle-school or high-school student's responsibility to check his/her Google Classroom link or contact the teacher to determine what homework, tests or quizzes he/she needs to complete and to set up a reasonable timetable with the teacher for this to be accomplished.

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.
- Ten absences per semester are considered excessive with 11 or more absences resulting in loss of credit for the class. Parents of high-school students will be alerted after the 5th absence from a class has occurred.
- If the student continues to be absent after the 11th occurrence, the Board will be notified and may be subject to a board hearing.

A student is tardy when they are not in their assigned classroom when the bell rings. Student tardies can be excused by a parent if the parent informs the office (within 24 hours) that a student will be late for class. Disciplinary action regarding excessive unexcused 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 or another appropriate disciplenesship consequence at the discretion of the Dean of Student Life.

2. On the fourth unexcused tardy for the student, a call to the parents by the Dean of Student Life and an in-school suspension.
3. If there are five unexcused tardies, the student will receive out-of-school suspension until the parents can meet with the Dean of Student Life.

Other situations will be reviewed on a case by case basis.

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. *Parents are strongly encouraged to avoid taking vacations while school is in session.*

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 must notify the teacher(s) prior to the absence using the Parent Requested Absence Form (which can be found in the office or as shown below).** These forms can be located on your student's bookmark tab, picked up from the office or emailed to parents. **Please note that for family trips students will have the length of the absence returning to school to turn in missing assignments.** Teachers may post assignments on Google classroom daily and have the option of giving the assignments ahead of time. Students should collect work when they return.

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
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Period 1

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Period 2

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Period 3

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Period 4

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Period 5

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Period 6

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Period 7

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Return to the office when completed.

Please note that for family trips students will have the length of time absent after returning to school to turn in missing assignments.

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.

Parking Permits and Vehicle Responsibility

Upon arrival, students are expected to enter the building. They are not permitted to hang out around or in their vehicles. If a student must drive to a doctor's appointment or an off-campus class, they need to check in and out in the office. Students and visitors are reminded that the speed limit through the parking lot is 7 miles per hour and to use safe driving habits when entering and exiting the driveway.

Cars need to be registered with the main office for security reasons and to receive a parking permit.

Student driving privileges can be revoked due to unsafe driving practices.

Electronic Use/Cell Phone

Students are welcome to use electronic devices before school, at passing time, lunch, and after school. Cell phones and other electronic and digital media devices are not allowed to be used during scheduled class time, unless a teacher gives direct permission to do so for an educational function. Any use of electronic devices during class time is based upon the individual teacher's classroom guidelines. If a student chooses to disregard the cell phone policy, action as follows will be taken:

1. First Offense: Teacher holds the phone for the duration of class time, completes a behavior log, and notifies the parent.
2. Second Offense: The device is sent to the office for the day, behavior log is completed, and parent is notified.
3. Third Offense: The device is sent to the office, behavior log is completed, and the parent picks up the device.
4. Fourth Offense: The device is brought to the office at the beginning of the day for 2 weeks, the parent has a meeting with the Dean of Student Life, and a behavior contract is made.
5. Smart watches, earbuds, etc. are handled at the discretion of the teacher and are subject to this policy.

Social Media Use

Any student who posts inappropriate pictures and/or comments using social media and/or sends them to others (this includes pictures) is subject to school discipline and possible law

enforcement consequences. This 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. Disruptive student behavior will not be tolerated. All students have the right to learn in a conducive environment. 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 expected to be positive. Students who violate this code will be referred to the office for corrective actions.

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 as laid out in the "Human Dignity" section of this document. All of us are created to be individuals and must learn to accept and appreciate others. Threats or negative comments about students or staff will not be tolerated.

Detentions

Students earn a detention through inappropriate behavior. Detentions are generally held on Tuesday and Thursday morning beginning at 7:30 a.m., however, can also be held at the teacher's discretion and at a time convenient to the teacher. A student assigned a detention 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

While we are not determining the morality of specific articles of clothing, we are setting a community standard which all of our students are to abide by. The dress code allows students to express their individuality while also reflecting that they are young people of influence whose input and contribution should be taken seriously. Students are to dress in clothes conducive for learning and for who they are becoming. They are scholars and leaders in training. Like many things with teenagers, at times there is a need for redirection. The spirit of the dress code is to help them remember 1) Who they are in Christ 2) How they represent themselves affects how they are perceived by others 3) Their dress should communicate that they are worthy of the respect they deserve. We partner with parents in this and ask that parents ensure that their students are in compliance with our community standards for dress code as they leave for school each morning. This is first and foremost the parent's responsibility as they oversee the purchase of clothing items for their children and send them off to school. On the occasion where a student arrives at school not in compliance with these standards, the student will be subject to standard disciplinary procedures as outlined in Dress Code Consequences.

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 or hoops.
- Wear earbuds, airpods or headphones in chapel. Teacher discretion may be used in class based upon class activity and/or individualized plan.
- 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 and skirts: they must not be shorter than fingertip length when arms are relaxed along the side of the body when standing.

Students must:

- Wear undergarments under their clothes. Visibility of underwear or bra straps will not be tolerated. 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.

Dress Code Consequences:

1. Upon referral to the office, students will be immediately required to change into something appropriate. They will wait in the office for a parent to bring them a change of clothes or drive home if they have permission from a parent.
2. If the student misses class, it will be counted as an unexcused absence.
3. A second offense will follow the above guideline as well as result in a detention. Additional offenses will result in a family meeting with an Administrator.

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 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.

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 will be ordered if the administration feels there is 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 will be recommended for expulsion.

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 a 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.

In general, the main office is open daily at 7:30 AM.

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

Lunch times are between 10:40 AM to 1:00 PM.

Classes end at 3:00 PM.

In general, the main office closes at 3:30 PM.

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

WMC Bell Schedule 2022/2023	
HIGH SCHOOL	MIDDLE SCHOOL
1st hour: 8:00 - 8:52 2nd hour: 8:56 - 9:44 3rd hour: 9:48 - 10:36 Chapel/Achievement: 10:40-11:03 Lunch A: 11:07 - 11:32 4th Hour (Lunch B): 11:07 - 11:55 4th Hour (Lunch A): 11:36-12:24 Lunch B: 11:59 - 12:24 5th Hour: 12:28 - 1:16 6th Hour: 1:20 - 2:08 7th Hour: 2:12 - 3:00	1st hour: 8:00 - 8:52 2nd hour: 8:56 - 9:44 3rd hour: 9:48 - 10:36 Lunch: 10:40 - 11:03 Chapel/Achievement: 11:07-11:32 4th Hour : 11:36-12:24 5th Hour: 12:28 - 1:16 6th Hour: 1:20 - 2:08 7th Hour: 2:12 - 3:00
Late Start - High School	Late Start - Middle School
1st hour: 10:00 - 10:36 2nd hour: 10:40 - 11:16 3rd hour: 11:20 - 11:56 Lunch A: 11:56 - 12:20 4th B Hour: 12:24 - 1:00 4th A Hour: 12:00 - 12:36 Lunch B: 12:36 - 1:00 5th Hour: 1:04 - 1:40 6th Hour: 1:44 - 2:20 7th Hour 2:24 - 3:00	1st Hour: 10:00 - 10:36 2nd Hour: 10:40 - 11:16 Lunch: 11:16 - 11:40 3rd Hour: 11:44 - 12:20 4th Hour: 12:24 - 1:00 5th Hour: 1:04 - 1:40 6th Hour: 1:44 - 2:20 7th Hour 2:24 - 3:00

Lunch

Students can bring their own lunch or eat school lunch. If you want school lunch, you must pay the Lunch Coordinator in advance through mail or by payment to the office. Lunch is ordered during first hour. You must sign up for school lunch by 9:30AM in order to receive lunch that day. If you arrive at 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. A weekly lunch menu is posted in the Weekly 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 staff permission is given prior (with the exception of water bottles).

School Grounds

The WMC campus is a closed campus, which means students attending the school are not permitted to leave the school grounds from the time they arrive in the morning until the time they leave. This includes not accessing their cars during the school day. Exceptions can be made on a case-by-case basis; those needing to go to their vehicle must first check with the office. Students who leave school grounds during the school day without permission will be subject to disciplinary action which can include the revocation of driving privileges.

Social and Emotional Supports

WMC has partnered with All Belong for students seeking counseling regarding their needs, interests, problems, etc. Counseling appointments can be made through the [Google Form Counseling Referral Form](#), which can be found in the student bookmarks.

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 and Safety

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.

1. 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.
2. **At the end of the school day, doors will be locked at 3:30 and all students are to be out of the school or in an approved designated area.** Students that have approved after-school activities must be supervised by the leader of that activity.
3. 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 pass.

Volunteers

If interested in volunteering at WMC, a background check must be done one week prior to the volunteer time. [Click here to complete the WMC Background check form.](#) Please note that this form must be hand-signed (electronic signatures not accepted). Completed forms can be emailed to the WMC office at office@wmchs.net.

Accidents

If any student is injured, report the incident to the nearest teacher or staff member. The office will be notified and the office will notify parents. 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. Matches and lighters are also prohibited.

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.

Incidents of bullying will be reported to an administrator and will be dealt with on a case-by-case basis.

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. Teaching staff use the Teaching for Transformation model in some of their curriculum planning. Each student is encouraged to share his/her faith with others and to build each other up in the Lord.

Our students meet twice a week on Tuesday and Thursday for chapel, worship and small groups. Students are expected to be in chapel and ready to worship together. No food or drink is to be brought into chapel. WMC provides opportunities during the year for extra spiritual emphasis including but not limited to Spiritual Emphasis Weeks, Christmas Services and Easter Services.

The entire student body and staff participate in daily devotions at WMC during first hour. Teachers also pray with students various times throughout the day.

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, the hours are added to the following year.

Seniors must have their service projects complete and submit the proper paperwork to the academic advisor 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.

[Student Service Hours Reporting Form](#)

[Senior Service Project Proposal Form](#)

[Senior Service Project Record Sheet](#)

In addition to student service hours, each family is expected to serve the WMC Community by completing 20 hours of service. WMC Service hours help keep down the cost of education at WMC by offering assistance with school needs such as concessions help, assisting with fundraising, serving on the board or a committee, chaperoning or assisting the WMC staff. You may also include hours that benefit the WMCS Collaborative such as serving on its board or a committee, assisting with the golf scramble, or volunteering at DIBS. It does not include services provided for the benefit of a feeder school, such as serving on a board or committee of that school.

A \$200 Service Hour fee will be applied to your account and will be due on May 20. Families are to turn in a record of their approved service hours to Jodi Deur (email to mrsdeur@wmchs.net, mail, or turn in at front desk) at which time the fee will be removed from your account.

A reduced fee of \$100/10 service hours will apply to the following families:

- Families with students attending WMC and another Christian elementary school.
- Families with a single parent.

[Family Service Hours Reporting Form](#)

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 Curriculum and Instruction, and student life issues should be brought to the Dean of Student Life.
- 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

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.
- **School Bulletin** – Students: will automatically receive announcements via Messenger (Powerschool). Parents: You will need to update/add your email address, using the PowerSchool app and you will automatically receive announcements too.
- **Conferences** – We have parent-teacher conferences scheduled for the fall and spring.
- **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 Daily Bulletin and daily announcements.
- **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 the fall and spring. Check the School 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 quarter. 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 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.

WMC commits 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. Hiring the best available staff and equipping them to be good Christian role models.
5. Provide a competitive curriculum for college-bound students.
6. Encourage all students to participate in extracurricular activities.

Developing a Student Schedule

- **Jan. – March** Students meet with the academic advisor to look at current progress, future plans, interests, and abilities. Tentative course selections are made at this time.
- **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), academic advisor, and parents.
- **September** Normally, no class changes/additions are approved once the school year begins.

Resource Fee

Students pay a \$325 resource fee annually, 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 prior to the start of the school year and is non-refundable. This fee does not cover the purchase of the chromebook; they will be turned in at the time of graduation or upon withdrawal from WMC. Additional fees may be assessed for chromebook repairs, excessive damage of school property, and for certain courses which require extra materials/opportunities such as band, choir and AP courses.

Academic Advising

The Director of Curriculum and Instruction along with the Academic Advisor 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.

Special Education Services Parameters

When a student applies for admission and requires special education services, the school will work with the parents to determine appropriate placement and provide a written Educational Support Plan (ESP) that will benefit the student. Each admission will be considered individually, and Western Michigan Christian School reserves the right to make the final decision about admission.

1. The student's individual educational plan will be reviewed at least annually with the student's parents, the members of the school's teaching staff, and Educational Support Staff. Western Michigan Christian School reserves the right to continually review all educational and medical documents within their legal purview in order to best understand the needs of the student and the ability of the school to meet those needs.
2. Students with learning disabilities must be able to be served appropriately in the regular education classroom. Resource services are available based on individual need and determined through the ESP.
3. Students with mild to medium mental impairments must be able to be served appropriately in the regular education classroom. Resource services are available based on individual need and determined through the ESP.
4. Students with mild to medium, chronic physical impairments must be able to be served appropriately in the regular education classroom. Resource services are very limited and will be determined through individual need and ESP. The ability to provide individualized or small group settings away from other students is restricted.
5. Students found eligible with an emotional impairment will not receive support at WMC.. The adequate support and personnel needed for a student with social/emotional behavioral discrepancies are not provided through Western Michigan Christian School. The ability to provide individualized or small group settings away from other students is not available. **"Emotional Impairment explained; determination (R340.1706 MARSE). Rule 6.** (1) Emotional impairment shall be determined through manifestation of behavioral problems primarily in the affective domain, over an extended period of time, which adversely affect the student's education to the extent that the student cannot profit from learning experiences without special education support. The problems result in behaviors manifested by 1 or more of the following characteristics: (a) Inability to build or maintain satisfactory interpersonal relationships within the school environment.

- (b) Inappropriate types of behavior or feelings under normal circumstances.
- (c) General pervasive mood of unhappiness or depression.
- (d) Tendency to develop physical symptoms or fears associated with personal or school problems.

(2) Emotional impairment also includes students who, in addition to the characteristics specified in subrule (1) of this rule, exhibit maladaptive behaviors related to schizophrenia or similar disorders. The term “emotional impairment” does not include persons who are socially maladjusted, unless it is determined that the persons have an emotional impairment.” (Michigan Alliance for Families.org)

6. Students diagnosed with a mental impairment must be able to be served appropriately in the regular education classroom. The general education classroom teacher will be responsible for the general education program of the student. The educational support staff will be the case manager and consultant for the student. Support for the student will be determined through the collaborative approach of parent, teacher and ESS. As a team they will look at any curriculum modifications, assessment plans and reporting procedures. “A mental illness is a condition that affects a person's thinking, feeling, behavior or mood. These conditions deeply impact day-to-day living and may also affect the ability to relate to others. A mental illness can be, but is not limited to, anxiety disorders, ADHD, bipolar, depression, dissociative disorders, eating disorders, obsessive compulsive disorder, posttraumatic stress disorder, schizophrenia, etc.” (NAMI.org)

Other Parameters:

- Families seeking enrollment for a student with mental impairments must have all of their K-12 children at West Michigan Christian Schools in order to be considered for tuition equity. If children are attending elsewhere, the Board will determine tuition cost equal to the cost to the school to educate the child. This is usually about three times the cost of tuition in general education classrooms.
- Western Michigan Christian School may delay entrance of any special education students until appropriate training can be given to staff in order to prepare for the arrival of the student.
- Western Michigan Christian School is unable to enroll or maintain enrollment for a student if that student's behavior compromises the safety or well-being of themselves or other students.
- Western Michigan Christian School reserves the right to delay, deny or not maintain enrollment for a student if the additional accommodations necessary for that student require additional resources not provided in the budget, or resources that would add undue hardship to parents paying tuition.
- Western Michigan Christian School reserves the right to set a cap on the total number of students served in the program. This cap might relate to the total number of students that qualify for special education in the school or per grade and/or the total number of teachers and/or paraprofessionals needed.
- Enrollments for students with special education needs will be by approval of a special education committee, consisting of the principal, Director of ESS, grade level teacher and ESS staff.

Educational Support Plans and 504 Plans

If school staff members or parent(s) of a student have reason to believe their child is struggling and might benefit from extra support, they must refer the student to a Child Study Team (CST). The CST members include the parent/guardian, teacher, school administration and ESS staff. The team will review information relevant to the student's academic and functional performance. Data will include and is not limited to medical diagnostic information, evaluation reports, grades, attendance reports, discipline reports, CA-60 file information, observations, and standardized and/or informal assessment information. 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 further evaluative measures through the representative public school or All Belong. With the results of that assessment, an appropriate plan will be established. An Educational Support Plan provides a student with teacher service, for example, 40 minutes per day of academic achievement support from an ESS staff member. With an ESP, a student may also receive accommodations to support equal opportunity of learning with their general education peers. A 504 Plan allows for accommodations (like audiobooks, scribe, extra time for assessments, etc.) so that a student with a disability has equal access to learning as their general education peers.

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
- Implementation of interventions with team reviews
- Determination of Eligibility for Accommodation Plan

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.

Enforcement:

1st offense - document in PowerSchool and notify parents via email

2nd offense - document in PowerSchool; in person meeting with student, parents, teacher and administration; student placed on academic probation

3rd offense - document in PowerSchool; in person meeting with student, parents, teacher and administration; recommendation for expulsion

Our academic Christian community is based on faith, trust, and honesty. All students are expected to be bound by these principles.

Exams

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

Spring exams may be optional for seniors if fulfill the following requirements:

- Meet the academic standards set by each teacher. These should be outlined and confirmed in writing in the first week of 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:
 - o Illness (called in and reported by parent within 24 hours)
 - o Family emergency (called in and reported by parent within 24 hours)
 - o Pre-arranged family request with a two day maximum
 - o School sponsored activities
- Senior Service Projects must be completed and proper paperwork submitted to the Guidance Office by the third Friday in May.

Grading System

We use a standard grading scale of A through F. High school GPAs are calculated using A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, etc. AP classes, however, are calculated on a weighted scale.

Grade	Standard	AP Weighted
A	4.0	5.0
A-	3.7	4.7
B+	3.3	4.3
B	3.0	4.0
B-	2.7	3.7
C+	2.3	3.3
C	2.0	3.0
C-	1.7	2.7

All classes use the same grading components and values:

Assessments and Projects= 60%

Quizzes= 20%

Homework= 10%

Classwork= 10%

Graduation Requirements

A student must be enrolled full time during each year at the high school and earn 23 credits in grades 9-12. In addition to the 23 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.)

Senior diplomas and transcripts will not be issued until:

- All past due accounts are settled
- All school-owned property has been returned (musical instruments and uniforms, athletic uniforms, etc...).
- All service hours and the Senior Service project are completed
- All textbooks are returned: If a textbook is returned in an unusable condition the student will be charged to replace the textbook.

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. Honor cords are based on the weighted GPA.

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 full-time for Junior and Senior years or at least 6 semesters of high school.
- Have a positive citizenship record.
- The Valedictorian will have the highest cumulative GPA rounded to the thousandth place.
- The Salutatorian will have the second highest cumulative GPA rounded to the thousandth place.
- In case of a tie, the student with the higher SAT score will be awarded the Valedictorian honor.

Homework

The homework expectation will vary with the class level, the subject, and teacher. Students are accountable for completing homework. Homework is worth 10% of each total quarter grade.

Dual Enrollment Classes

Juniors or seniors may take online courses through MCC for college credit provided the following requirements are met:

- Complete the WMC curriculum in the subject area in which they would like to dual-enroll.
- Have a minimum cumulative GPA of 3.5.
- Be enrolled in traditional WMC classes for at least half of the school day.
- Receive approval from a parent, school academic advisor, and administrator.
- Meet any requirement put in place by the institution providing the class (MCC).

Students must earn a grade of a 'C' or higher in each dual enrolled class in order to continue with the program. WMC transcripts will reflect the grade earned through the institution but will not be counted in overall GPA or class rank.

Michigan Virtual Classes

Juniors or seniors may take online classes through Michigan Virtual provided that they have an cumulative grade point of 3.5 or higher. Michigan Virtual classes should not replace core classes or electives that WMC offers.

Career Tech Center

Juniors or seniors interested in career trades are eligible to take classes at the Muskegon Area Career Tech Center (CTC). The Academic Advising office works in partnership with the CTC to schedule visits to the facility for sophomores interested in learning more about the programs offered. Please visit the Career Tech Website [here](#) for more information.

AP Courses

WMC is committed to providing an environment in which all students have access to a rigorous academic curriculum. Currently, we offer 8 Advanced Placement (AP) courses. Students enrolling in an AP course are demonstrating a willingness to meet the rigor of AP curriculum and complete the requirements set by the instructor.

School AP Policies

Students entering 10th grade can request to take AP US History or AP Spanish (for students enrolled in Spanish Immersion). Students entering 11th or 12th grade, who haven't taken an AP course before, can request up to 2 AP classes. Students entering 11th or 12th grade, who have already had success with AP rigor, can request up to 3.

By enrolling in an AP course for the following school year you are agreeing to complete all summer course work. Students who do not complete the summer requirements can

be dropped from the class. Students are expected to complete the full year of AP course and take the AP exam.

There is an exam fee of approximately \$100 per course, which will be assessed to the student's account on the February bill. If you need financial assistance with this portion of the requirement, please complete the free/reduced lunch form which can be found in the office. This generally reduces the fee by half.

AP Expectations

All students and their parent/guardian(s) are encouraged to review the below information on our AP courses in order to make an informed decision regarding enrollment in an AP course. Students and parents should consult with the school counselor or the course instructor if additional information or clarification on the specific course requirements is needed.

WESTERN MICHIGAN CHRISTIAN HIGH SCHOOL ADVANCED PLACEMENT OFFERINGS:

- Biology
- Calculus AB
- English Language and Composition
- English Literature and Composition
- Spanish Language & Culture
- Statistics
- U.S. Government and Politics
- U.S. History

Academic Support Process

Student academic progress will be reviewed every four weeks. Any student with two D's, one or more F's, or a GPA that falls under a 2.0 will be placed on either Academic Review, Academic Warning or Academic Probation.

Academic Review is a designation for students whose grades show two D's, one or more F's, or a GPA that falls under a 2.0 at the end of a four-week cycle beginning every nine weeks. Students on academic review will be required to meet briefly with their academic adviser and make a written academic plan for how they can make progress forward in their education.

Academic Warning is a designation for students whose grades show two D's, one or more F's, or a GPA that falls under a 2.0 at the end of nine weeks. A student who earns two Ds or one F at the end of nine weeks will be placed on Academic Warning for the next nine week period. A student does not need to be on Academic Review to be placed on Academic Warning.

Academic Warning requires a student to: Attend a meeting with his/her parent, academic advisor, Director of Curriculum and Instruction, Principal and appropriate teachers at the beginning of the probationary term. Students on academic warning will be required to attend

two detentions for tutoring per week or submit a record of tutoring outside of Western Michigan Christian High School. Academic Warning students will also be required to meet with his/her WMC academic advisor regularly to review online grades, discuss current academic standing, and to develop an academic plan for successful improvement. Academic Warning students may participate in sports and co-curricular activities at the discretion of the academic counselor, Director of Curriculum and Instruction, Dean of Students, Principal, and Athletic Director.

Academic Probation is a designation for students whose grades show two D's, one or more F's, or a GPA that falls under a 2.0 at the end of two consecutive nine-week periods. A student does not need to be on Academic Warning to be placed on Academic Probation; any student with two or more F's is automatically placed on Academic Probation. A student on Academic Probation must complete the same requirements as Academic Warning and may be asked to add additional tutoring hours. Students on Academic Probation may not participate in athletics or co-curricular activities. Any student who wishes to attend a WMC High School-sponsored dance while on Academic Probation is required to write a letter to the Dean of Students. This letter should include which dance the student is attempting to attend and what progress he/she is making toward improving his/her grades. This letter should be submitted within one week of the dance. The final decision as to whether a student will be allowed to continue as a Western Michigan Christian High School student after being placed on Academic Probation for two consecutive nine-week periods will be made on a case-by-case basis.

Parents will be notified of a student's placement on Academic Review, Academic Warning, or Academic Probation by a letter from the Director of Curriculum and Instruction. The Academic Advisor will meet with students who receive an "F" in any and all courses to devise a plan for making up the course(s). Students are required to remediate any "F" in order to graduate from Western Michigan Christian High School.

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, support plans if applicable, 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 parent grants permission or the student is over 18 years of age.

Technology Handbook
for Students and Parents
2022-2023



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 laptops 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, expands the learning day and allows students to complete projects started at school.

By setting up an 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 laptop, 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

- Laptops must be left in cases at all times, unless when it temporarily needs to be removed (e.g., flat-surface mode, or when using activity light)
- Students carrying laptops around the school are expected to transport them in their cases, with the corners of the laptop secured by the straps
- Always use the laptop on a flat, stable surface
- Do not set books on top of the laptop or store items (like headphones and pencils) between the screen and case cover
- Hold the laptop 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 laptop surfaces with a clean dry soft cloth.
- Avoid touching the screen with fingers, pens, or pencils.
- If hands are dirty, wash them before using the laptop
- Do not use the laptop in dusty or dirty environment
- Do not leave the laptop exposed to direct sunlight or near any heat or moisture sources for extended periods of time
- Let common sense govern care of chromebook

B. Power management

- It is the student's responsibility to recharge the laptop's battery so it is fully charged by the start of the next school day.
- Whenever the laptop 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.

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 laptop 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 should also be vigilant in setting limits when chromebooks are at home.
- Students shouldn't allow other students to borrow their laptop.
- 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/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 teachers 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 Student GSuite 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 laptop
- Changing filtering options to be more restrictive

The Western Michigan Christian High School one-to-one chromebook program allows your child to take the laptop 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 laptop.

- The replacement/repair cost for
 - replacing an irreparably damaged chromebook costs \$200
 - 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:

- Handling and care of the laptop
- Power management
- Ethical and appropriate use
- Financial responsibility, loss and damage
- Monitoring, supervision, and use
- Security

Terms of Agreement

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

I understand that I am responsible for paying the first \$200 towards replacement for loss, damage, or repair for my child's laptop which may have occurred at school or home, or while the laptop was being transported. Your financial responsibility would not exceed \$200 per incident.

The laptop 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 laptop to the school in the same condition it was issued to the student(s) less reasonable wear.



Athletic Handbook

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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.
 - i. 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
 - ii. 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.
 - c. 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.
- d. 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.

****All of these forms can be found on WMC's school website (wmcwarriors.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.
 - i. 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.
 - ii. 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. Offseason 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.

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 Athletic Director.

9th – 12th Grade: Need yearly 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
(coop: Orchard View)		

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.

“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 has 1 class grade that drops below a 59.5%, they will then be put on probation for 2 weeks. During this time, they are still able to compete in athletic practices and games. If the athlete fails to increase the failing grade after 2 weeks, this athlete will not be allowed to participate in games.
2. Anytime a student has 2 or more grade below a 59.5%, that student will be removed from athletic games and practices.
3. Instructors will review academic/behavioral performance of all students on a weekly basis. Students who are receiving lower than a 59.5% in any class will be placed on probation.
 - a. Probation is a grace period which allows time for students to get their grades to a passing standard and allows time for teachers to enter most up-to-date and accurate grades.
4. The Athletic Director will review academic eligibility weekly.

School Song

Stand up and cheer for Western Christian High,
For the team in the green and white.
Send the cheers sounding through the sky,
Our team will shine tonight. Rah! Rah! Rah!
What though odds be great or small,
Green and White will win over all,
Fight, fight Warriors of Christian High,
Keep marching on to victory.

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 AND ACTIONS 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.

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.