

WESTERN MICHIGAN **CHRISTIAN** SCHOOL

**Student & Family Handbook
2025-26**

Dear Parents and Students,

The Student and Family 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. The handbook will also provide the school policies and procedures that impact everyday life here at school. The handbook should be used throughout the year as a reference. We hope this handbook serves as a valuable tool to strengthen our partnership, guiding the relationship between our school, God, and the families and church community we are privileged to serve. This is a living document and will be updated as needed.

The school bulletin is sent home via email (weekly). Reading them carefully will also keep you informed of what is going on at school including important dates, school events, and announcements.

The faculty and staff of Western Michigan Christian School stand ready to serve you. We ask for your prayers, encouragement, and support. Please feel free to call the school office with questions or concerns.

Partnering with you,

The WMC Administrative Team

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Mission Statement

Western Michigan Christian (WMC) 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

WMC began its Teaching for Transformation journey in 2018.

“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." (Teaching for Transformation, n.d.)

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 Policy

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

WMC intends to provide its teachers, staff, and students with an environment free of offensive forms 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/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, student 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 faculty and 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, or family background is also unacceptable.

WMC affirms, according to scripture, that every human is created in the image of God their Creator. Therefore, every human has inestimable value and must be treated with dignity and respect.

As a community striving to live authentically according to biblical principles, WMC is dedicated to addressing all matters of human sexuality with both grace and truth.

In TRUTH we affirm:

1. 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 with that covenant union. (Genesis 2:22-24; Proverbs 5:18-19; Matthew 19:4-6; Mark 10:6-9; I Corinthians 7:1-16)
2. 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:

1. Exercising patient understanding of and compassion for all students with issues of sexuality and practices contrary to God's created order.
2. Ensuring an environment that is free from discrimination.
 - a. No student will be forced to admit their sexual orientation.
 - b. No student will be expelled on the basis of their same gender attraction.
3. 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.
4. Providing students whose sexuality does not align with God's perfect intent with:
 - a. A humble, compassionate, understanding venue in which to engage in authentic dialogue regarding human sexuality.

- b. Student counselors who will offer biblical guidance, resources, and options for referral for counseling.
 - c. An assurance that the dignity of all students and families will be guarded.
 - d. A supportive educational environment that minimizes distractions as determined by the administration.
5. Acknowledging our own human frailty and dependence upon Christ for His humility, grace, and wisdom in our consideration of human sexuality, seeking always to love one another as He loved us.

This course of action encourages WMC to care for students who are struggling with sexual identity and gender. WMC believes it is the school's responsibility to consider continued attendance for these students on an individual basis, with decisions made based on Christian concern for the welfare of the students and families involved and for the welfare of the student body. This policy applies equally to male and female students.

(WMC acknowledges, with gratitude, the influence of CSI upon the writing of the Human Dignity policy.)

Expectant Parents

According to the Bible, premarital sexual relations are wrong; however, God forgives confessed sin. This policy encourages WMC to care for students who are expectant parents. WMC believes it is the school's responsibility to consider continued attendance for expectant parents on an individual basis, with decisions made based on Christian concern for the welfare of the students and families involved and for the welfare of the student body. This policy applies equally to male and female students. The policy is as follows:

1. When the principal becomes aware of a pregnancy, he will make contact with the student(s) involved and their parent(s) and/or guardian(s).
2. The principal will initiate the interview with those involved and make an attendance recommendation to the Executive Committee of the Board.
3. The final decision will be made jointly by the principal and the Committee.
4. With the help of professional family counselors, the principal will work to determine several key points. These include whether the student acknowledges that engaging in sexual relations outside of marriage is wrong, understands that forgiveness is a fact, recognizes the shift in their community status due to their decision and action, and is prepared to assume Christian responsibility for the unborn child.

5. Continued attendance requires the student to reside with their parent(s) or guardian(s) or in a home approved by the aforementioned.
6. Participation in school-sponsored public performances and extracurricular activities will be suspended for the student(s) for a specified period of time.
7. A doctor's permission of attendance is required for the female student if she is taking a course that may be considered harmful to her or her unborn child.

Athletics and Eligibility

Athletics, intramural and interscholastic, are an important part of WMC's total program. WMC offers a wide range of opportunities and encourages students to participate. There are many opportunities for students to try sports, develop friendships, and surprise themselves with what they can accomplish.

For the latest athletic information, please visit the Warrior Athletics website (<http://www.wmcwarriorathletics.com>). In addition, the [Athletic Handbook](#) offers more details on the sports offered and sport specific policies.

Lockers

Lockers are school property and are assigned to students for their use during the school year. Students are responsible for the locker and cannot trade or move to another locker. Locks can be rented from the main office for a deposit of \$10/lock. Students may not use their own lock.

Inappropriate pictures or messages are not allowed. Graffiti is not permitted on the inside or outside of the locker. In addition, stickers are not allowed on the inside or outside of the locker. Lockers are to be kept neat and clean, closed when not in use, and emptied at the end of the school year. Students are responsible for damage to their assigned lockers.

Students are encouraged to not keep valuables such as jewelry, electronics, or money in lockers. WMC is not responsible for lost or stolen property. Please leave valuable items at home.

The Fire Marshal requires that bags be kept off the floor and prohibits them from hanging on the outside of lockers. Due to this requirement, large backpacks and athletic bags may be placed on the racks in the lower level by Room 157.

Students in middle school (7th and 8th grade) are not permitted to carry backpacks to class. All middle school students should store their school materials in their assigned locker.

Lockers not cleaned out by the end of the school year will incur a \$10 cleaning fee, charged to the family's tuition account.

Lost and Found

Frequently, personal items (clothing, books, water bottles, etc.) are misplaced, lost, or found. Any items that are found should be promptly turned in to the office. If a student is missing a personal item, they should check the racks across from Room 157. Items will only be kept for a short period of time before they are donated to *DIBS! On Resale*.

Assemblies

Each year, several assemblies are held. All students are expected to develop and practice Christian conduct during assemblies. It is the responsibility of the student to attend, be polite and courteous to each other, and to be attentive, respectful, and courteous to any guest(s) in attendance. Food and drink are not allowed at assemblies.

Work Permits

The State of Michigan requires that students who are employed during the school year have a valid work permit. Work permits are issued through the main office.

Attendance

Attendance is vital to maintain the integrity of the educational programs at WMC. For students to receive the maximum benefit of the learning experience, they should attend regularly. As there is a direct correlation between good attendance and academic success, the Board, staff, and faculty cannot overstate the importance of good attendance.

WMC has established an attendance policy classifying absences as either excused or unexcused. The subsequent sections explain the criteria for these classifications as well as additional helpful and important details.

Attendance Code - Description	Criteria
U - Unexcused Absence	<ul style="list-style-type: none"> • The student is absent from class. • The parent/guardian did not notify the school within 24 hours of the absence. • All missed work, including quizzes and tests, will receive a grade of zero.
E - Excused Absence	<ul style="list-style-type: none"> • The parent/guardian notified the school within 24 hours of the absence.
DR - Medical Absence with Doctor's Note	<ul style="list-style-type: none"> • The absence is supported by a specific note from the doctor.
DR/P - Medical Absence with Doctor's Note/Present	<ul style="list-style-type: none"> • The absence is supported by a specific note from the doctor and the student was present for more than 50% of the class period.
SR - School Related Absence	<ul style="list-style-type: none"> • The absence is approved as school related for sports, fine arts, etc. • The absence is due to a funeral and/or bereavement leave. • The absence is due to an approved college visit (one week advance notice must be provided to the WMC office).
T - Tardy	<ul style="list-style-type: none"> • The student arrived to class late but within ten minutes of class starting.
ISS - In School Suspension	<ul style="list-style-type: none"> • The student served an in school suspension.
OSS - Out of School Suspension	<ul style="list-style-type: none"> • The student served an out of school suspension.

Attendance Procedures

- **All students, regardless of age**, must sign out with the office when leaving. In addition, if the student returns the same day, the student must sign in with the office upon their return.

- When a student is ill at home, the student's parent or guardian is required to **call the WMC office within 24 hours** of the absence and inform the office of why the student is absent.
 - WMC Office Phone: 231.799.9644
 - WMC Office Email: office@wmchs.net
 - If the WMC office is not notified within 24 hours of the absence, the student's absence will be **marked as unexcused (U)**.
- If a student is marked absent in their first hour class and the office hasn't been notified, the home phone number on file will be called to inform the parent or guardian of the student's absence.
- If a student needs to leave school early due to illness or injury, **their parent or guardian must call the school** to excuse them from class.
- When a student needs to attend a doctor's appointment, funeral, or leaves for another emergency, **their parent or guardian must call the school prior to the student leaving** to excuse them from class. For doctor's appointments, the student must **provide the WMC office with a doctor's note**.
- When a student is absent due to a parent- or guardian-requested family trip, the student must complete the *Planned Absence Form* and return it to the office prior to the planned absence. **All missed work must be completed prior to the end of a marking period** regardless of the length of the trip or the number of days granted to make up work. (See more details below in the [Excused Absence](#) section.)
- When the student is a junior (11th grade) or senior (12th grade), they are allowed **two one-day college visits per academic year** that, with pre-approval, will be recorded as school related absences. The pre-approval process requires:
 - One week advance notice to the WMC office
 - College Visit Form filled out and turned in
- WMC considers all school-related activities (athletics, senior trip, fine arts, etc.) to be excused absences.

Unexcused Absence

An unexcused absence is any absence for which the WMC office does not receive notification from a parent or guardian **within 24 hours**. When an absence is marked unexcused, **the student will not be allowed to make up any missed work, including tests and quizzes, and the work will be recorded with a score of zero.**

If a student is marked absent during their first hour and the WMC office hasn't received notification from a parent or guardian, the office will call the home phone number listed in the student's information to inform the parent or guardian of the student's absence from school.

Excused Absence

Only a parent or guardian may excuse their student, or a student or international student in their care. **The WMC office must be contacted regarding a student's absence at the time of the absence, or within 24 hours.** The student may turn in missed work and make up any tests or quizzes that were missed in their absence. For all excused absences, if the student misses one day of school, then the student is allowed one day to complete all missed work. If the student misses two days of school, then the student is allowed two days to complete all missed work. Students absent for a family trip will have a grace period equal to their missed school days to complete assignments. **An exception applies if the marking period concludes within this timeframe, in which case all work is due by the marking period's end.**

2025-2026 Marking Period End Dates

- First Marking Period (Quarter One) - Friday, October 31, 2025
- Second Marking Period (Quarter Two) - Friday, January 16, 2026
- Third Marking Period (Quarter Three) - Friday, March 27, 2026
- Fourth Marking Period (Quarter Four) - Thursday, June 4, 2026

It is the responsibility of the student to make arrangements with their teachers for all missed work.

Parents or guardians of students who have attendance issues due to medical reasons (three days or more) should notify the office and the student's teachers immediately. A plan will be developed through the director of curriculum and instruction and other appropriate faculty for the duration of the student's absence. A doctor's notice is required.

Virtual Learning Attendance

In the event that WMC is required to administer virtual learning, virtual attendance is expected. Attendance will be taken during virtual learning in the same manner as in-person learning.

Limit on Absences

A student's total number of absences per class, per semester, may not exceed ten (10). If a student exceeds this limit, they'll need to achieve an **overall grade of 70% or better and score 70% or better on the semester exam to earn credit for that class.** These ten absences include all absences unless specifically listed below:

- School related events

- School related suspensions
- Immediate family funeral
- Medical absences with proper documentation (WMC office receives within 24 hours)

Extenuating circumstances will be considered on a case-by-case basis.

Chronic Absences and Tardies

Chronic absences and tardies (late arrivals) can be detrimental to the academic, social, and spiritual development of students. The following guidelines are in place to assist teachers and parents and guardians in recognizing when a potential serious issue exists.

If a student arrives late to school, **they first must report to the WMC office**, they will be marked tardy and receive a hall pass, and then the student will proceed to the class in session and present the pass to the classroom teacher for admittance. It is the responsibility of the student to contact their teacher to determine the work that was missed.

The attendance policy limits the number of absences allowed; however, school related activities do not count toward this limit. Therefore, in the instance of school related absences, it is the responsibility of the student to contact their teacher(s) to determine missed work and to set up a reasonable timetable for the work to be completed.

The school administration manages chronic absences and tardies through a process that can be adjusted on a case-by-case basis. This includes considering excused absences, vacation absences, and unexcused absences resulting from extenuating circumstances. In general, the process for chronic absences and tardies is as follows:

1. At five absences in a semester, a parent or guardian will be notified via email about the importance of good attendance.
2. At ten absences in a semester, a parent or guardian will be invited to discuss the chronic absences and develop a positive attendance plan for the student.
3. At 15 absences in semester, a parent or guardian will be invited to a meeting, an attendance contract will be issued, and a referral to the Muskegon Area Intermediate School District (MAISD) Truancy Office may also occur.

A student is considered tardy when they are not in their assigned classroom when the bell rings for the start of the class period. A student will also be marked tardy

when they sign into the office after the start of a class period. **Student tardies cannot be excused by a parent or guardian.**

Disciplinary action related to chronic tardiness is as follows:

1. When a student receives a third tardy, they are required to serve a detention. The detention will be issued by their teacher.
 - a. If the student does not attend the assigned detention, the student will be given a warning with an opportunity to make up the detention.
 - b. If the student still does not serve the detention, they will receive an in-school suspension or another appropriate disciplinary consequence at the discretion of the dean of students.
2. When a student receives a fourth tardy, the WMC office will call the student's parent or guardian.
3. When a student receives a fifth tardy, the student will receive an in-school suspension until the student's parent or guardian can meet with the dean of students.

Dual Enrollment Tardy Policy

Students participating in Dual Enrollment that receive permission from their parent or guardian and the director of curriculum and instruction are allowed to arrive at WMC late; however, the student must abide by the absence and tardy rules previously stated in the handbook. If a student is tardy three or more times to their in-person WMC class, off-campus study for the dual-enrollment student will be terminated.

Vacation Policy

WMC believes that daily attendance is crucial for student success. When a student misses class for any reason, they may find it difficult to keep pace with the delivery of content. **Parents and guardians are strongly encouraged to avoid taking vacations while school is in session.** If a vacation must occur during school hours, the following guidelines apply:

- When a student misses class for reasons other than illness, with parent or guardian permission, it is the responsibility of the student and the parent or guardian to ensure that any missed work is made up.
- A parent or guardian is required to provide notice WMC at least one (1) week in advance of the absence using the *Planned Absence Form*. The form is located on the student's Chromebook bookmark tab, picked up from the office, or emailed by request.

- Students absent for a family trip will have a grace period equal to their missed school days to complete assignments. **An exception applies if the marking period concludes within this timeframe, in which case all work is due by the marking period's end.**

2025-2026 Marking Period End Dates

- First Marking Period (Quarter One) - Friday, October 31, 2025
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 - Fourth Marking Period (Quarter Four) - Thursday, June 4, 2026
- Teachers may post assignments in Google Classroom daily, or have the option to give the assignment to the student prior to their absence.
- Any classwork not collected by the student before their absence is the responsibility of the student to collect upon their return.

Additional Notes Regarding Attendance

- WMC asks that, to the best of one's ability, appointments are scheduled on "off days" or after school hours.
- In order to be eligible for athletic competition or other school-related extracurricular activities, the student must be present at school by 11:00 am and stay through the remainder of the school day. Unavoidable appointments, with prior parent or guardian notification, will excuse the absence. The student's parent or guardian should contact the student's coach or the WMC athletic director if the student will be absent.
- For seniors, there are different attendance requirements required for senior exam exemption. (See the [Exams](#) section for more information).
- Students who arrive ten minutes late for class will incur an unexcused absence.
- Parents and guardians have access to view their student's attendance record in PowerSchool. This information is accessible in PowerSchool's Parent/Guardian login.
- Parents and guardians must take note of the criteria for excused and unexcused absences and avoid asking for special accommodations.

Student Standards and Expectations

An important outcome at WMC is that our students internalize a set of Christian values and a lifestyle consistent with what they are learning from their parent(s) or guardian(s), their church, and their teachers.

Parking Permits, Driving, and Vehicle Responsibility

Upon arrival, students are expected to enter the building. Students are not permitted to linger in or around their vehicles. If a student must drive to a doctor's appointment or an off-campus class, they are required to check in and out with the WMC office. Students and visitors are reminded that the speed limit through the parking lot is 10 miles per hour and to always use safe driving habits when entering and exiting the parking lot. Please use extra caution when dropping off and picking up students.

Cars are required to be registered with the WMC office, for security purposes, to which the student will receive a parking permit.

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

Under some circumstances, students may be required to park in the front parking lot, such as students with attendance issues.

Electronics/Cell Phone Use

Students are welcome to use electronic devices before school, at passing time, lunch, and after school. Cell phones and other electronic and digital devices (smart watches, ear buds, etc.) are not allowed to be used during scheduled class time, unless a teacher gives permission to do so for an educational function. If a student chooses to disregard this policy, the following actions will be taken:

1. First Offense: The teacher will hold the device for the duration of the class period, complete a behavior log, and notify the student's parent or guardian.
2. Second Offense: The device will be confiscated and held in the WMC office for the remainder of the school day, the behavior log will be completed, and the student's parent or guardian will be notified. The student may pick up their device at the end of the school day.
3. Third Offense: The device will be confiscated and held in the WMC office for the remainder of the school day, the behavior log will be completed, and the student's parent or guardian will be required to pick up the device at the end of the day.
4. Fourth Offense: The student will be required to bring the device to the WMC office at the beginning of the school day for two (2) weeks, the student's parent or guardian will have a meeting with the dean of students, and a behavior contract is made. The student may pick up the device at the end of each school day.

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 disciplinary and possible law enforcement consequences. This policy includes all social networking sites (SnapChat, Facebook, Instagram, Twitter, etc.).

Citizenship

Wherever they are, WMC students are representatives of our school and our God. 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 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 learning 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.

At WMC, we do not tolerate gossip, cynicism, or negative comments or actions. Consistent with the [*Human Dignity*](#) section of this document, harassment and bullying of any kind are unacceptable in our Christian community. We are all created

as individuals and must strive to accept and appreciate each other. Threats or negative remarks toward students or staff will not be tolerated.

Discipline Referral Rubric

But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. (Galatians 5: 22-23)

<u>Minor Behaviors</u> (Classroom Managed)	<u>Moderate Behaviors</u> (Office Referral)	<u>Severe Behaviors</u> *Must be seen by an administrator
<ul style="list-style-type: none"> • Use of cellphone during class • Inappropriate language • Disrespect to teachers/staff • Insubordination • Not following expectations • Damage to school property • Teasing/taunting • Lying • Inappropriate use of technology • Disrupting the learning environment • Theft • Tardy • Dress Code violation 	<ul style="list-style-type: none"> • Physical aggression • Continued use of cellphone during class • Ongoing Inappropriate language • Ongoing disrespect to teachers/staff • Ongoing insubordination • Repeatedly not following directions • Significant damage to school property • Significant teasing/taunting • Significant Lying • Ongoing inappropriate use of technology • Continually disrupting the learning environment that requires removal from class or group • Theft • Tardies over 3 • 5 or 10 absences • Dress code violation 	<ul style="list-style-type: none"> • Fighting/physical aggression • Bullying/ harassment/ intimidation/threatening statement (sexual or verbal) • Vandalism • Theft • Possession of weapons or illegal substances • Violence - harmful to students • Violence - harmful to staff • 15 or more absences

Possible Consequences

All consequences must be considered, not in isolation, but with full consideration of any other behavior or performance issues and also in the context of other WMC student and family policies.

Consequences for Minor Behaviors	Consequences for Moderate Behaviors	Consequences for Severe Behaviors
<ul style="list-style-type: none"> • Verbal warning • Reteach expectation • Apology • Reflection activity • Student-teacher conference • Communication to parent or guardian by teacher • Peer mediation with teacher or counselor • Loss of privileges • Detention 	<ul style="list-style-type: none"> • Office referral • Reteach expectation • Student conference with Dean of Students or Principal • Conference with student, parent or guardian,, and administrator • Peer mediation • Student service activity • Apology • Reflection activity • Student contract • Loss of privileges • Detention • In-school/Out of school suspension 	<ul style="list-style-type: none"> • Conference with student, parent or guardian,, teacher, and administrator • Suspension (in-school or out of school) • Violence intervention program • Possible hearing with school officials • Referral of matter to NSPD or other authority or jurisdiction

Detentions

Students are assigned detentions for inappropriate behavior. Detentions are typically held on Tuesday and Thursday mornings starting at 7:30 a.m. However, a teacher may also schedule a detention at their own discretion, at a time convenient for them.

When assigned a detention, students are expected to use the time constructively. Missing a detention will result in an additional detention or an in-school suspension. Please note that no electronic devices are permitted during detention.

Dress Code

Our dress code sets a clear community standard that all students are expected to follow, without determining the morality of specific clothing items. This code allows students to express their individuality while also reflecting their role as young people of influence whose input and contributions should be taken seriously. Students should dress in clothes that are conducive to learning and align with the scholars and leaders they are becoming.

Like many aspects of guiding teenagers, there are times when redirection is necessary. The spirit of our dress code is to help students remember:

1. Who they are in Christ.
2. How their self-representation affects how others perceive them.
3. Their attire should communicate that they are worthy of the respect they deserve.

We partner with parents and guardians in upholding this standard and ask that they ensure their students comply with our community dress code standards each morning before leaving for school. This responsibility primarily rests with the parent(s) or guardian(s), as they oversee clothing purchases and send their student(s) to school. If a student arrives at school not in compliance with these standards, they will be subject to the standard disciplinary procedures outlined in the [Dress Code](#) section.

Students may not:

- Wear clothing with messages, symbols, or pictures promoting non-Christian principles, or that represent alcohol, tobacco, drugs, violence, or any other items that violate WMC's human dignity or behavior policies
- Have any facial jewelry, with the exception of earrings and small nose studs or hoops
- Wear earbuds, airpods, or headphones during chapel

- 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
- Wear tank tops (sleeveless tops must cover at least two (2) inches of the shoulder and bra straps may not be exposed)
- Wear shorts that, when arms are relaxed along their sides, are not shorter than their fingertips

Students are required to:

- Wear undergarments under their clothes
 - The visibility of underwear or bra straps will not be tolerated
 - Waistline of pants must be worn at the waist
- Wear clothing that is neat and clean
- Wear appropriate footwear at all times (no bare or stocking feet)

School formals like the Christmas Banquet, Homecoming Court, and Prom have specific dress code guidelines, which are outlined below:

Acceptable - Female	Acceptable - Male	Unacceptable
<ul style="list-style-type: none"> • strapless (no visible cleavage) • spaghetti straps (no visible cleavage) • halter tops (no visible cleavage) • two piece (no visible midriff) • bare-back (above the natural waist) • dress shoes 	<ul style="list-style-type: none"> • tuxedo or suit • dress shirt with a tie • dress shoes 	<ul style="list-style-type: none"> • revealing neckline • plunging neckline • any visible midriff (including cut outs) • bare-back below the natural waist • hemline shorter than 4" above knees • shorts or jeans • tee-shirt • casual shoes

When a student violates the dress code, the consequences are as follows:

- A staff member will address the student and ask him/her to change into or cover up with dress code acceptable attire. If the student refuses, he/she will be referred to the office.
- If the student is referred to the office, he/she will be required to immediately change into dress code appropriate attire. The student will wait in the office for a parent or guardian to bring him/her a change of clothes. With permission of a parent or guardian, the student may drive home to change into dress code appropriate attire.

- If the student misses class the absence will be marked unexcused.
- A second offense will follow the same guidelines as above and the student will be issued a detention.
- Additional offenses may result in a family meeting with an Administrator.
- Violating the school formal guidelines will result in denial of admission to the event. Ticket purchases will not be refunded.

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. An example of 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 are prohibited from these areas unless they are specifically given permission by a staff or faculty member. Only students who are assigned and trained may use the copy machine.

Substance Abuse

WMC is a drug-, alcohol-, tobacco-, and vapor-free environment.

WMC reserves the right to request that any student undergo immediate drug or alcohol screening by a school-approved laboratory. If the student refuses to be tested, he/she will be suspended immediately pending further investigation. The tests will be ordered if the administration feels there is just cause. If the test is negative, the school will bear the cost of the test. If the test is positive, the student being tested will bear the cost of the test. If the student agrees to drug counseling and documents their attendance in a drug education program, the student may remain enrolled at WMC. If the student does not agree to these terms, he/she will be recommended for expulsion.

If a student is found to be under the influence of, in possession of, selling, or distributing drugs, alcohol, tobacco, or vaping paraphernalia they will face immediate suspension and probable expulsion. Readmission to WMC is subject to the student's pursuit of counseling. Students who have drug and/or alcohol dependencies can report these problems to the administration without penalty, so long as they enroll in a school-approved drug counseling and education program.

The expense for participation in this program is the responsibility of the student or parent or guardian.

Positive Behavior Intervention Support (PBIS)

PBIS stands for Positive Behavior Interventions and Supports. PBIS focuses on creating and sustaining school-wide, classroom, and individual systems of support that improve the educational environment for all students. WMC's aim is to explicitly teach behavioral expectations and recognize the positive behaviors shown by students.

By implementing PBIS, we hope to reduce disruptions to the learning environment and educate all students about acceptable school behaviors.

All staff members at Western Michigan Christian School will establish regular, predictable, positive learning and teaching environments. The staff members will serve as positive role models to students as they teach expected school behaviors. By providing a positive school environment, we hope to increase learning time and promote academic and social success for every student.

WMC has four simple, positively stated expectations that apply to all areas of the building across the day:

Respect, Integrity, Service, and Excellence.
Warriors RISE Up!

These four school-wide expectations are also attributes connected to our Christian faith.



Expectations

School-wide Expectations		Campus Pride	Classroom	Hallways	Cafeteria	Bathroom
R espect	Treat others how you want to be treated. (Matthew 7:12)	<ul style="list-style-type: none"> Make others want to be at WMC. Embrace that God created us different. Contribute to a solution-oriented space. Create a welcoming environment. 	<ul style="list-style-type: none"> Use positive and uplifting language Value everyone in the room Willing to share space Use technology appropriately Be on time 	<ul style="list-style-type: none"> Use positive and uplifting language Keep noise at a respectable level Clean-up after yourself 	<ul style="list-style-type: none"> Use positive and uplifting language Follow staff direction Stay in line/be patient Keep noise at a respectable level 	<ul style="list-style-type: none"> Use positive and considerate language Share the space: keep distance for privacy Keep noise at a respectable level
I ntegrity	Make the right choices. (Micah 6:8)	<ul style="list-style-type: none"> Make kindness normal. Act Selflessly. Be a role model. Keep WMC in a positive light. 	<ul style="list-style-type: none"> Provide solutions Own your choices Be honest and open about your needs Honor your commitments 	<ul style="list-style-type: none"> Be where you say you are going to be Own your choices Complete your task independently 	<ul style="list-style-type: none"> Use your own school ID Take only what you need Own your choices 	<ul style="list-style-type: none"> Use bathroom and return to class Only visit bathroom when approved or before/after school and lunch Clean-up after yourself/Put garbage in garbage cans
S ervice	Be willing to help where and when needed. (John 15:12)	<ul style="list-style-type: none"> Take care of school facilities and grounds. Check in with each other. Ensure a safe learning environment. 	<ul style="list-style-type: none"> Follow building/classroom procedures Be in assigned locations Follow staff direction Clean-up after yourself 	<ul style="list-style-type: none"> Use hall pass when going to any location during class time Follow staff direction Be in assigned locations Buzz into and go to the office when entering the building during school hours Assist peers/visitors 	<ul style="list-style-type: none"> Be alert to your surroundings Follow direction of staff Report spills/items on the floor 	<ul style="list-style-type: none"> Report spills/items on the floor Follow staff directions If you see something say something
E xcellence	Have a growth mindset. (Phillipians 4:8)	<ul style="list-style-type: none"> Be a leader. Contribute and volunteer often. Celebrate and acknowledge accomplishments. Honor WMC policies. 	<ul style="list-style-type: none"> Create and adjust goals Celebrate and acknowledge accomplishments Solve problems in a productive way Be willing to lean into the discomfort of work 	<ul style="list-style-type: none"> Honor your commitments Solve problems in a productive way 	<ul style="list-style-type: none"> Clean up after yourself Use utensils provided to fill your tray Solve problems in a productive way 	<ul style="list-style-type: none"> Use the restroom for its intended function Use facilities and equipment for intended purposes



Expectations

School-wide Expectations		Chapel	Office	Parking Lot	Before/After School	Athletic Events
R espect	Treat others how you want to be treated. (Matthew 7:12)	<ul style="list-style-type: none"> Use positive and uplifting language Embrace how everyone worships Put away and silence all devices No food or drink in chapel 	<ul style="list-style-type: none"> Use positive and uplifting language Wait your turn Keep distance for privacy Listen the first time 	<ul style="list-style-type: none"> Watch out for people and other cars Park in designated student lot Follow staff direction 	<ul style="list-style-type: none"> Use positive and uplifting language Keep noise at a respectable level Clean up after yourself 	<ul style="list-style-type: none"> Create a welcoming environment for other teams and fans Cheer appropriately Show good sportsmanship
I ntegrity	Make the right choices. (Micah 6:8)	<ul style="list-style-type: none"> Be an active participant Listen to the Bible teaching for application to your life. 	<ul style="list-style-type: none"> Take care of what you need and return to class Only visit office when approved or before/after school and lunch Follow expected check-in/checkout procedures 	<ul style="list-style-type: none"> Use your car before school and afterschool only Be responsible for your own property Respect the property of others 	<ul style="list-style-type: none"> Be in an appropriate location Own your choices 	<ul style="list-style-type: none"> Make kindness normal. Be a role model. Keep WMC in a positive light.
S ervice	Be willing to help where and when needed. (John 15:12)	<ul style="list-style-type: none"> Allow for the Holy Spirit to work Do not distract others Follow staff direction 	<ul style="list-style-type: none"> Staff only beyond the desks Follow staff direction Follow building procedures Clean-up after yourself 	<ul style="list-style-type: none"> Obey posted speed limit Follow all traffic laws and posted signs Display parking permit Report incidents to the front office 	<ul style="list-style-type: none"> Follow staff direction Keep WMC clean 	<ul style="list-style-type: none"> Take care of school facilities and grounds. Check in with each other. Ensure a safe environment.
E xcellence	Have a growth mindset. (Phillipians 4:8)	<ul style="list-style-type: none"> Honor God Worship with your heart 	<ul style="list-style-type: none"> Call the office when you are going to be absent Show community members Warrior Campus Pride Solve problems in a productive way 	<ul style="list-style-type: none"> Arrive on time Keep your insurance and license current Throw garbage in trash cans Show Warrior Campus Pride 	<ul style="list-style-type: none"> Solve problems in a productive way Enter and exit in an appropriate fashion 	<ul style="list-style-type: none"> Be a leader. Celebrate and acknowledge accomplishments. Honor WMC policies.

School Day

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

Schedule

Unless otherwise communicated, the school day operates on the following schedule:

- The main office is open from 7:30 am to 3:30 pm.
- High School and Middle School classes begin at 8:00 am and end at 3:00 pm.
- Lunches are between 10:40 am and 12:30 pm

Any student in the building after 3:30 pm must be with a staff member or in the main lobby.

WMC Bell Schedule 2025/2026	
HIGH SCHOOL	MIDDLE SCHOOL
1st hour: 8:00 - 8:52 am 2nd hour: 8:56 - 9:44 am 3rd hour: 9:48 - 10:36 am Chapel/Advisory Groups: 10:40 - 11:03 am Lunch A: 11:07 - 11:32 am 4th Hour (Lunch B): 11:07 - 11:55 am 4th Hour (Lunch A): 11:36 am - 12:24 pm Lunch B: 11:59 am - 12:24 pm 5th Hour: 12:28 - 1:16 pm 6th Hour: 1:20 - 2:08 pm 7th Hour: 2:12 - 3:00 pm	1st hour: 8:00 - 8:52 am 2nd hour: 8:56 - 9:44 am 3rd hour: 9:48 - 10:36 am Lunch: 10:40 - 11:03 am Chapel/Advisory Groups: 11:07 - 11:32 am 4th Hour : 11:36 am - 12:24 pm 5th Hour: 12:28 - 1:16 pm 6th Hour: 1:20 - 2:08 pm 7th Hour: 2:12 - 3:00 pm
Late Start - High School	Late Start - Middle School
1st hour: 10:00 - 10:36 am 2nd hour: 10:40 - 11:16 am 3rd hour: 11:20 - 11:56 am Lunch A: 11:56 am - 12:20 pm 4th B Hour: 12:24 - 1:00 pm 4th A Hour: 12:00 - 12:36 pm Lunch B: 12:36 - 1:00 pm 5th Hour: 1:04 - 1:40 pm 6th Hour: 1:44 - 2:20 pm 7th Hour: 2:24 - 3:00 pm	1st Hour: 10:00 - 10:36 am 2nd Hour: 10:40 - 11:16 am Lunch: 11:16 - 11:40 am 3rd Hour: 11:44 am - 12:20 pm 4th Hour: 12:24 - 1:00 pm 5th Hour: 1:04 - 1:40 pm 6th Hour: 1:44 - 2:20 pm 7th Hour: 2:24 - 3:00 pm

WMC Lunch Policy

Students at WMC can either bring their own lunch or purchase school lunch.

Food Delivery & Campus Policy

For security and food safety, students may not use food delivery services like DoorDash, GrubHub, or Domino's to get food during the school day. WMC also maintains a closed campus for lunch. This means students are not allowed to leave school grounds during their designated lunch period, nor is a parent or guardian allowed to excuse their student during this time. Lunch must be eaten in the lunchroom or outside when weather permits.

Hot Lunch Purchases

If a student wants to eat hot lunch, money needs to be deposited in their lunch account at the WMC office (before, during, or after school). Please know that lunch staff cannot accept money during lunch periods. Additionally, students must fill out a Google Form every day they plan to eat hot lunch. The weekly lunch menu will be available in the Weekly Announcements.

Account Balances & Payments

Lunch should be prepaid. Payments can be made via PowerSchool, check, or cash at the office. If a student has a negative lunch balance, they will not be able to purchase à la carte items. Any past due lunch balance may be moved to the family tuition account at the semester or year end.

Free and Reduced Lunch

WMC encourages parents and guardians to check with the Lunch Coordinator or the office if they believe their student might qualify for free or reduced-price lunch. WMC can provide the necessary application paperwork.

After School & Classroom Rules

After school, students can eat snacks in any non-carpeted area. However, food or drinks are not allowed in classrooms unless staff permission is given beforehand (water bottles are an exception). All drink containers in classrooms must have a closable lid.

Medication

The WMC office will assist students taking their prescription medications. Medication (either prescription or over the counter) is required to be kept in the office. In addition, a [medication form](#) must accompany the medication.

The office will not dispense acetaminophen, ibuprofen, cough syrup or suppressors, or any other medication without the accompanying medical form and personal supply of medication.

School Grounds

WMC is a closed campus, which means students attending the school are not allowed to leave the school grounds during the school day. In addition, students are prohibited from accessing their car during school hours. Exceptions can be made on a case-by-case basis. Students needing to go to their vehicles must first check with the office. Students who leave school grounds during the school day (including lunch periods) without permission from the office will be subject to disciplinary action which can include an assigned parking spot or revocation of driving privileges.

Social and Emotional Support

WMC offers limited counseling services on campus. Students can schedule appointments by using the [Counseling Request Form](#), only accessible via their student bookmarks.

We encourage students to support each other with empathetic love and care, listening attentively and respecting confidentiality. If a problem becomes overwhelming, please seek outside help and encourage friends to do the same. Remember, our teachers, student counselors, and staff are ready to assist students with any personal challenges a student or their friend might be facing.

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. In addition, security cameras are in use at all times. Students, parents and guardians, guests, and visitors may only access the building through the main office or student entrances. Access to the building is granted via our main entrance camera system.

To enter the building:

1. Stand in front of the camera next to the door and press the buzzer
2. Provide the purpose for entering the building when asked

3. Proceed to the office once buzzed in, identify oneself, and pick up a visitor's pass

Propping or opening doors to allow access to the building compromises school security and safety and is grounds for suspension. Tampering with security cameras is also ground for suspension.

At 3:30 pm, all school doors will be locked and students are required to exit the building or stay in an approved designated area. Students that have approved after-school activities will be supervised by the leader of that activity.

All students are required to register their vehicles with the WMC office. Once registered, a vehicle registration sticker will be issued. This sticker must be placed in the lower right hand corner of the front windshield.

Safety Drills

WMC conducts a set number of drills each school year in compliance with Federal, State, and County regulations. These include fire, lockdown, and tornado drills. All students are expected to participate in each drill.

Volunteers

Volunteering at WMC requires a background check which must be completed at least one week prior to the volunteer time. Volunteers must print, fill out, sign in ink, and return the [Volunteer Background Check Acknowledgement Form](#) to the WMC office along with a copy of their driver's license. Electronic signatures will not be accepted. These documents may be scanned and emailed to: office@wmchs.net or dropped off in person. If an approved volunteer will be driving a WMC vehicle, additional documentation may be required.

Accidents

If a student is injured, the incident must be reported to the nearest teacher or staff member and an incident report will be filed. The office will be notified by the teacher or staff and the office will notify the parent or guardian.

All classrooms are equipped with a first aid kit containing gloves and simple dressings.

Explosive Devices and Weapons

For the safety of our entire community, firecrackers, smoke bombs, and fireworks of any type are strictly forbidden on school property and at all school functions. The possession of these materials on campus or at school functions may lead to suspension 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

As defined by Dorothea Ross (1996), "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."

Sometimes behavior is perceived differently by those 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 or misuse of another's personal property
- Mocking or taunting
- Gossiping or spreading rumors and lies
- Threats of any kind including via social media
- Intimidation
- Exclusion from activities and/or friendship groups
- Inappropriate notes and/or drawings
- Encouraging others to intimidate or humiliate others
- Inappropriate or threatening emails, Facebook posts or messages, or other electronic communications of the kind

As Christians, God calls us to treat each other with love, compassion, and respect. It is WMC's policy that all students, staff, and faculty 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 by:

- Respecting the person, property, and rights of others
- Obeying constituted authority
- Responding to those who hold authority

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

Technology

It is the responsibility of 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. Staff and students will appropriately use a broad range of technology to fulfill their calling to serve God. The detailed [Technology Handbook](#) is incorporated in Appendix B.

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.

WMC students meet on Tuesdays and Thursdays for chapel. Students are expected to be in the chapel and ready to worship together. No food or drink is to be brought to the chapel.

WMC provides opportunities during the year for extra spiritual emphasis including but not limited to Spiritual Emphasis Weeks, Christmas Services, and Easter Services.

At WMC, the student body and staff participate in daily devotions during first hour. Additionally, teachers frequently pray with students throughout the day.

Student Service Hours

Service is an integral part of the Christian life. We encourage students to actively participate in service opportunities in their community. The follow are the service hours requirement per grade level:

- 7th & 8th grade students are encouraged to participate in service projects with their class and advisory groups.
- 9th & 10th grade students are required to serve their community a minimum of ten (10) hours per school year.
- 11th grade students are required to serve their community a minimum of 15 hours per school year.
- 12th grade students are required to serve their community a minimum of 20 hours per school year via an individually-developed community service project.

As part of their graduation requirements, each student will complete a minimum of fifty-five hours of community service from the start of 9th grade through the third Friday in May of their senior year. Students should complete their service project requirements and submit the necessary paperwork each year.

- Student Service Hours Reporting Form: available in the Student Bookmarks menu on student Chromebooks
- Senior Service Project Proposal Form: please request from WMC Academic Advisor
- Senior Service Project Record Sheet: available in the Student Bookmarks menu on student Chromebooks

If a student does not complete the necessary annual requirements, the hours are added to the following year. As stated above, seniors must have their service projects complete and submit the proper paperwork to the academic advisor before the third Friday in May. All service hour requirements must be completed before the student's diploma will be issued.

Parent/Guardian Service Hour Requirements

WMC families are expected to serve the school community by completing 20 hours of service each school year. WMC service hours keep down the cost of education at WMC by offering assistance with school needs such as concessions and fundraising, serving on the school board or a committee, chaperoning school functions, volunteering at *DIBS! On Resale* or service that benefits the West Michigan Christian Education Collaborative (The Collaborative). Hours spent that benefit a partner

school, such as serving on their school board or committee, do not count towards the 20 hours.

A \$400 Service Hour Fee will be applied to the family tuition account. A record of approved service hours are due to Jodi Deur, Director of Finance, no later than May 20th of each school year. [The Family Service Hours Reporting Form](#) can be emailed (mrsdeur@wmchs.net), mailed, or turned into the WMC office. Parents may also use the [WMC Parent Service Hours](#) form to report their hours. Once turned in, the \$400 fee will be removed from the family tuition account.

A reduced fee of \$200 (10 service hours) will apply to the following families:

- Students attending WMC and another Christian elementary school
- Single parent or guardian

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 in Christ is to relate to one another in love. While that is our goal, we recognize at times there will be disagreements between members of our community. When these arise we are committed to following the Biblical concepts outlined in Matthew 18:15-17:

“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.”

If there is a conflict or disagreement with a member of the WMC staff or faculty, the following process should be followed:

1. Commit to praying about the conflict
2. Speak with the teacher, coach, employee, or person involved about the situation

3. If the resolution is unsatisfactory after the discussion, bring the issue to the immediate supervisor of the individual
 - a. Athletic issues should be brought to the attention of the athletic director
 - b. Academic and scheduling issues should be brought to the attention of the director of curriculum and instruction
 - c. Issues related to Student Life should be brought to the attention of the dean of students
4. Upon continual disagreement, the issue may be brought to the attention of the principal.

At each step in the resolution process all parties involved will be consulted before a decision is rendered. 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 decisions of the School Board are considered final.

Communication from School

WMC provides information via the school website: wmchs.net

Other ways WMC will keep students and parents and guardians informed are:

- PowerSchool - used to communicate grades, assignments, the lunch menu, parent/guardian text and email alerts
- School Bulletin
 - Students automatically receive announcements via Messenger
 - Parents and guardians automatically receive announcements once an email address is added using the PowerSchool app
- Email & School Messenger - used for communication related to snow days, changes in the school schedule, and other important information
- Conferences - scheduled in the fall and spring between the student's teachers and their parent(s) or guardian(s)
- Athletic Schedules & Sports Updates - used to connect the WMC community to the athletic schedules and sports updates (wmcwarriorathletics.com)

Please do not hesitate to call the WMC office to speak with a teacher or administrator. We are all working together to make sure all of our students have the best experience possible.

Conferences

Conferences are made by appointment via Sign-up Genius during the first and second semester each school year. The sign-up sheet link will be emailed to the parent or guardian email address on file a few weeks before the conference dates.

Exact dates vary each school year. If the need arises for a conference outside of the scheduled times, the parent or guardian should contact the teacher to set up an in-person appointment. Teachers' direct email link is available via PowerSchool.

Report Cards

Report cards are posted on PowerSchool and emailed to a parent or guardian at the conclusion of each quarter. Student's running grades are always available in PowerSchool.

School Closings

In the case of inclement weather, sign up for text alerts from WMC via School Messenger. School closings and delays will be communicated via School Messenger as well as WZZM 13, WOOD TV 8, and FOX 17. Please be aware that WMC may or may not be closed when other districts are closed. Parents and guardians may make travel decisions based on the conditions in their student's area. The school should be notified if a student will be absent or delayed due to weather related issues.

Curriculum and Academics

WMC recognizes that students come with diverse abilities, skills, and interests. That is why WMC offers a broad curriculum designed to help every student succeed and prepare 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. Teaching each Biblical principle from a Reformed perspective
2. Preparing students to live their life for service to God
3. Encouraging and assisting students in discovering their talents and developing a post-WMC plan
4. Hiring the best available staff and faculty and equipping them to be good Christian role models
5. Providing a competitive curriculum for college-bound students
6. Offering extracurricular opportunities for all students

Student Schedules

Student schedules are developed in the following manner:

1. January - March: students meet with the academic advisor to look at their current progress, future plans, interests, and abilities and make tentative course selections
2. April - June: the master schedule is developed and students are assigned to specific classes
3. August: schedules are available at the school and can be viewed in PowerSchool

Resource Fee

Students pay a \$325 resource fee annually. This fee covers a variety of essential items and services, including: use of all textbooks, lab fees, network fees, technology licensing and usage fees, Chromebook management and maintenance, and computer infrastructure costs. This fee does not cover the purchase of the chromebook. Chromebooks must be returned to WMC upon graduation or withdrawal. Additional fees may be assessed for textbook damage, Chromebook repairs, excessive damage of school property, and for certain courses which require extra materials or opportunities (band, choir and AP courses).

Textbook Damage

Students are expected to care for their textbooks. Normal wear and tear is expected, however, students who break the book spine, write on or tear out pages, or in other ways significantly damage the textbook will be assessed a replacement charge at the end of the school year.

Woodshop Projects

Students who choose to do a large or advanced woodshop project will be charged for materials used beyond the standard provided supplies.

Choir & Band Fee

Fees may be assessed by the Music Department and/or Meyer Music. Fees related to instrument repair and rental are the responsibility of the student and parent or guardian. Misplaced or damaged choir or band uniforms will be charged a fee equal to the replacement or repair of the uniform.

Academic Advising

The director of curriculum and instruction and the academic advisor are available to discuss students' needs, interests, problems, goals, and academic planning. Students are also encouraged to seek academic advice from other staff members.

Special Education Services Parameters

When a student applies for admission to WMC and requires special education services, the school will work with the student's parent or guardian to determine appropriate placement and provide a written Educational Support Plan (ESP) that will benefit the student. Each admission will be considered individually, and WMC reserves the right to make the final decision about admission.

The following parameters apply:

1. The student's individual educational plan will be reviewed at least annually with the student's parent(s) or guardian(s), the members of the school's teaching staff, and Educational Support Staff. WMC 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.” (michiganallianceforfamilies.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 the parent(s) or guardian(s), 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 that apply are as follows:

- 1. Families seeking enrollment for a student with mental impairments must have all of their K-12 students at WMC in order to be considered for tuition equity. If their students are attending elsewhere, the board will determine tuition cost equal to the cost to the school to educate the student. This is usually about three times the cost of tuition in general education classrooms.
- 2. WMC 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.
- 3. WMC 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.
- 4. WMC reserves the right to delay, deny or not maintain enrollment for a student if the additional accommodations necessary for that student requires

additional resources not provided in the budget, or resources that would add undue hardship to a parent or guardian paying tuition.

5. WMC 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 required.
6. Enrollment for students with special education needs will be by approval of a special education committee, consisting of the principal, director of ESS, and ESS staff..

Education Support Plans and 504 Plans

If WMC staff members or the parent or guardian of a student has reason to believe a student is struggling academically and may benefit from extra support, they must refer the student to a Child Study Team (CST). The CST members include the parent or guardian, teacher, school administration and Educational Support Services (ESS) staff. The CST will review information relevant to the student's academic and functional performance. Data will include, but 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 two or three rounds of interventions to support the area of need, lasting four to six weeks each round. If the student continues to have difficulties the CST may consider further evaluative measures through the representative public school or qualified organization or individual. Based on the results an appropriate plan will be established.

An Educational Support Plan (ESP) provides a student with teacher service, for example, the student may have access to 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.

The process for developing an ESP is as follows:

1. A staff member or parent or guardian submits a written request to the director of ESS.
2. A parent or guardian submits the Medical Diagnostic Physician Form.
3. The ESS Team completes a review of the file.
4. The student's teachers complete the Teacher Input Form
5. A CST meeting is held.
6. CST reviews the implementation of intervention.
7. CST determines the student's eligibility for an ESP

A 504 Plan allows for accommodations (i.e. audiobooks, scribe, and extra time for assessments) so that a student with a disability has equal access to learning as their general education peers.

Honesty

At WMC, we're built on the foundations of faith, trust, and honesty. Every student is expected to embody these core principles. Our goal is to teach and promote integrity in student work and trust within the academic community. Academic cheating of any kind is considered a serious violation of this trust. Academic honesty prohibits the unauthorized use of technology during assessments, the use of AI tools without permission, and the submission of work generated or substantially altered by technology without proper attribution. Plagiarism (the use of the words or ideas of another without proper acknowledgement), copying homework, copying test answers, use of AI tools, any other form of academic dishonesty facilitated by technology (including but not limited to cell phones, smart watches, or other unauthorized materials to photograph, copy, and/or distribute test materials), and assisting someone else in carrying out the aforementioned are all examples of cheating. Cheating on school work will result in a zero (0) for that assignment.

Below are more defined examples of academic dishonesty:

- Copying or getting answers from another student on homework, class work, quizzes, labs, or tests; anything where individual credit or grades are given.
- Misrepresenting the work of others as one's own. Helping another student understand a concept is different than just helping them find a fill-in-the-blank answer. Once a concept is understood the student must express it in their own words not in the identical verbiage of another student.
- Using on-line resources such as teacher's editions and solutions guides without the permission of the teacher.
- Downloading internet material without proper referencing.
- Submitting the same essay, presentation, or assignment more than once whether the earlier submission was at WMC or another institution, without prior approval.
- Any form of cheating connected to test taking; looking at another student's paper, using a "cheat sheet", using unauthorized information stored in a calculator, computer, phone, watch, or other devices.
- Taking pictures of tests, quizzes, etc. for personal benefit, sharing with others, or any other reason.
- Aiding a fellow student to misrepresent the work of others as his/her own.

- Group work, while a collaborative effort, is to include an honest participation from each group member.
- Violating authorized guidelines established by instructors for individual assignments and collaborative work.
- Using calculators, computers, phones, watches, or other devices in unauthorized or inappropriate ways to obtain or complete work, assignments, or examinations.

Students will be held responsible to:

- Assume all work is to be completed individually unless specifically stated
- Not “work together” on assignments that will be graded individually
- Set aside sufficient time to study
- Participate actively in class and attend regularly
- Protect their work; do not lend or borrow homework
- Fully participate in and contribute to group work
- Learn how to attribute work properly by citation, footnote, and bibliography
- Not look at another person’s test or allow his/her test to be seen
- Not talk during a test or about the test until all class sections have taken the test
- Not represent the work of any family member or anyone else as their own
- Not change a test item in any way when the test is returned for review

The academic honesty policy will be upheld by the following enforcements:

- First offense
 - Documented in PowerSchool
 - Notification to Parent or Guardian via email
 - Student may receive no credit on the assignment/assessment in question
- Second offense
 - Documented in PowerSchool
 - In-person meeting with student, parent or guardian, teacher, and administration
 - Student placed on academic probation
 - Student will receive a zero on the assignment/assessment in question
- Third offense
 - Documented in PowerSchool
 - In-person meeting with student, parent or guardian, teacher, and administration
 - Student will receive a zero on the assignment/assessment in question

- Administration will review whether the student will receive High School credit for the class

Exams

Exams are given in each subject at the conclusion of each semester. Exams evaluate the students' mastery of content for the full semester of work (two quarters). Exams account for 20% (one-fifth) of the semester grade.

Spring exams may be optional for 12th grade students if the following requirements are met:

- The student meets the minimum academic standards established by the teacher of the class from which they seek exemption. The standards should be outlined by the teacher and confirmed in the first week of the second semester. The requirements will include, but are not limited to, a minimum grade in the class and completion of all work.
- The student may not have any unexcused absences after Spring Break. The only permissible absences are:
 - Illness (called in and reported by a parent or guardian within 24 hours)
 - Family emergency (called in and reported by a parent or guardian within 24 hours)
 - Pre-arranged family request with a two day maximum
 - School sponsored activities

Grading System

The table below reflects WMC's grading scale.

	Percent Range	Standard GPA	Honors GPA	AP GPA
A	> 93.5	4.0	4.5	5.0
A-	89.5 - 93.4	3.7	4.2	4.7
B+	87.5 - 89.4	3.3	3.8	4.3
B	83.5 - 87.4	3.0	3.5	4.0
B-	79.5 - 83.4	2.7	3.2	3.7
C+	77.5 - 79.4	2.3	2.8	3.3
C	73.5 - 77.4	2.0	2.5	3.0
C-	69.5 - 73.4	1.7	2.2	2.7
D+	67.5 - 69.4	1.3	1.8	2.3
D	63.5 - 67.4	1.0	1.5	2.0
D-	59.5 - 63.4	0.7	1.2	1.7
F	< 59.6	0.0	0.0	0.0

All classes use the same grading components and values to calculate the students' semester grade.

Quarter Calculation	
Assessments and Projects	60%
Quizzes	20%
Homework	10%
Classwork	10%

Semester Calculation	
Quarter One & Three	40%
Quarter Two & Four	40%
Semester Exam	20%

Graduation Requirements

A student must be enrolled full time and earn 25 credits in 9th through 12th grade. All students must be enrolled in seven (7) courses for credit each semester. The following units of credit constitute the core requirements for WMC Curriculum and Michigan Merit Curriculum. Unless otherwise specified, a class is the full school year and earns one (1) credit. In general, students are expected to complete both semesters of a year long class. The approval to drop the second semester of a full year **elective class** (band, choir, Spanish Immersion, etc) will be reviewed by WMC administration on a case-by-case basis.

- English - 4 credits
 - English 9: Introduction to Literature and Composition
 - English 10: World Literature and Rhetoric **or** American Literature
 - English 11: American Literature **or** AP Language and Composition
 - English 12: British Literature and Research **or** AP Literature and Composition
- Mathematics - 4 credits
 - Algebra I
 - Geometry
 - Algebra 2
 - Senior year math class
 - Personal Finance (½ credit)
- Science - 3 credits
 - Biology
 - Chemistry
 - 1 credit of the following:
 - Physical Science / Astronomy
 - Physics
 - Anatomy
 - AP Biology
 - AP Chemistry
 - Forensics (½ credit)
 - Engineering Essentials (½ credit)
 - Biomedical Engineering (½ credit)
- Social Science - 3 credits
 - World History & Geography
 - US History & Geography **or** AP U.S. History
 - Civics (½ credit) **or** AP Government
 - Economics (½ credit)
- Bible - 2 ½ credits
 - Bible 9: Old Testament (½ credit)
 - Bible 10: Old Testament 2 (½ credit)
 - Bible 11: Old Testament Prophets (½ credit)
 - Bible 11: New Testament (½ credit)
 - Bible 12: Ethics (½ credit)
- Physical Education - ½ credit
 - Boys'/Girls' PE (½ credit)
 - Advanced PE (½ credit)
- Health - ½ credit
- Language other than English - 2 credits
- Fine or Applied Arts - 1 credit

In addition to 25 credit hours, students are required to complete a minimum of 35 service hours in 9th, 10th, and 11th grade, and a 20 hour Senior Service Project (See details in [Student Service Hours](#)).

Unless the following items are resolved, diplomas and transcripts will not be issued:

- Past due accounts
- School-owned property is returned (including but not limited to musical instruments and fine arts and athletic uniforms)
- Service hours are complete
- Textbooks are returned and, if deemed unusable, replacement cost is settled

Honor Cords

Honor cords denote students whose work, both in- and outside of school, has been exemplary. Students wear their honor cords during the WMC graduation ceremony. Honor cords are based on the weighted GPA. All students must qualify for and turn in documentation for honor cords by March 15th of the current academic year.

The following are a list of the chords and the requirements for earning each:

- Silver
 - 40 hours of service + Senior Service Project
 - 3.5 cumulative GPA
- Gold
 - 55 hours of service + Senior Service Project
 - 3.7 cumulative GPA
- TriColor
 - Spanish Immersion
- BiColor
 - Member of National Honors Society

Valedictorian, Salutatorian, and Top Ten Policy

At the end of the first semester of 12th grade, WMC will determine the valedictorian, salutatorian, and the top ten for the graduating class. To be eligible for Salutatorian, Valedictorian, and Top Ten honors students must be enrolled full-time at WMC in 10th, 11th, and 12th grade, and have a positive citizenship record. The valedictorian must have the highest GPA in their graduating class (rounded to the nearest thousandth). The salutatorian must have the second highest GPA in their graduating class (rounded to the nearest thousandth). In the case of a tie, the student with the higher SAT score will be awarded the valedictorian honor.

Homework

As previously stated, homework is 10% of the quarter grade in each class. The homework expectation will vary among each class level, subject, and teacher. Students will be held accountable for completing all homework assignments.

Advanced Placement Courses

WMC is committed to providing an environment in which students have access to a rigorous curriculum. WMC has the opportunity to offer the nine (9) Advanced Placement (AP) courses listed below; however, these may change year-by-year based on teacher availability.

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

The following policies are used to determine which students may take AP classes:

1. Students in 10th grade can request to take AP US History or AP Spanish Culture and Language (Spanish Immersion students only).
2. Students in 11th and 12th grade, who have not previously taken an AP course, can request to take up to two (2) AP courses in the current academic year.
3. Students in 11th and 12th grade, who successfully completed an AP course (C or better), can request to take up to three (3) AP courses in the current academic year.

Students who enroll in an AP course are committing to meet the rigor of the AP curriculum and complete the requirements set by the instructor. Students and their parent(s) or guardian(s) should consult with the academic advisor or the course instructor if additional information or clarification on a specific course is needed.

When a student enrolls in an AP course, they are committing to completing 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 the AP course and take the AP exam.

The AP exam fee is approximately \$100 per course and will be assessed to the student's family tuition account in February of the current academic year. If financial assistance is needed, please complete the Free/Reduced Lunch Form which the WMC office can provide. Generally, upon completion of the form, the test fee is reduced by 50%.

Additional Learning Opportunities

WMC offers students opportunities to learn outside of the traditional classroom. Students who participate in these programs are still considered full time WMC students. There is not a tuition reduction for students who participate in these programs. Students interested in the opportunities listed below should contact the academic advisor.

Dual Enrollment

Students in 11th or 12th grade may earn college credit by taking online courses through Muskegon Community College (MCC). The following criteria must be met in order to participate in dual enrollment:

1. Students must first complete the corresponding WMC curriculum in that subject.
2. The student must have a cumulative GPA of 3.5.
3. The student must be enrolled in WMC classes for at least half the school day.
4. The student must receive approval from a parent or guardian, the WMC academic advisor, and the WMC administrator.
5. The student must meet any requirements put in place by the institution providing the class (MCC).

Students are required to earn a grade of "C" or better in each dual credit course in order to continue with the program. WMC transcripts will reflect the grade earned through the institution but will not be counted toward the student's overall GPA or class rank.

Michigan Virtual Classes

Students in 11th and 12th grade may take online classes through Michigan Virtual provided their cumulative GPA is 3.5 or higher. Michigan Virtual classes should not replace core classes or electives offered by WMC.

Career Tech Center

Students in 11th and 12th grade are eligible to take classes at Muskegon Area Career Tech Center (CTC). WMC's Academic Advising team collaborates with CTC to arrange

campus visits for interested 10th grade students. These visits are designed to provide more information about the programs offered.

CTC students will be chosen based on good academic standing and attendance at WMC. Transportation is the responsibility of the student. More information can be found via www.muskegonisd.org/ctc-home.

Work Study Program

Students in 12th grade interested in career focused employment can apply for the WMC Work Study Program. This program is available to 12th grade students who are on track to graduate and have a minimum GPA of 2.0.

The student must not have failed any classes the previous semester and must not have missed more than five (5) days of school the previous year. In addition, the student will already have a relationship with his/her employer and will be asked to fill out an application and adhere to the program requirements upon acceptance into the program.

Students will be allowed to leave WMC after 5th hour and will go directly to their place of employment. Students will be required to fill out a contract, submit pay stubs, and write reflections based on the employment experience. Upon successful completion of the program, the student will receive 1.0 elective credit hour per semester to be used toward their graduation requirements.

Academic Support

A student's academic progress will be reviewed at the end of each quarter. Any student with two D's, one or more F, or a GPA below 2.0 will be placed on either Academic Warning or Academic Probation.

A student is put on Academic Warning when they have two D's or one or more F's, at the end of a quarter (nine weeks). The student will remain on Academic Warning for the next quarter. During their Academic Warning period, the student may participate in sports and co-curricular activities at the discretion of the academic advisor, director of curriculum and instruction, dean of students, principal, and athletic director. The following requirements must be met by the student while on Academic Warning:

- Attend a meeting with their parent(s) or guardian(s), academic advisor, director of curriculum and instruction, principal, and select teachers as soon as the academic warning is issued

- Attend study tables for tutoring twice per week or submit a record of tutoring outside WMC
- Meet with their WMC academic advisor regularly to review grade, discuss current academic standing, and to develop an academic plan for successful improvement of their grades

A student will be put on Academic Probation when they have two D's, one or more F, or a GPA below 2.0 for two consecutive quarters (18 weeks). In addition, when a student has more than two F's, they will automatically be placed on Academic Probation. A student does not need to be on Academic Warning to be placed on Academic Probation. The student requirements when on Academic Probation are the same as Academic Warning, however, the student may be required to complete additional tutoring hours.

While on Academic Probation, the student may not participate in athletics or co-curricular activities. If the student wishes to attend a WMC school-sponsored dance while on Academic Probation he/she is required to write a letter to the dean of students that includes what dance the student wishes to attend and the progress he/she has made toward improving their grades. The letter must be submitted within one week of the dance.

The final decision on whether a student will stay enrolled as a WMC student after two consecutive quarters on Academic Probation will be determined on a case-by-case basis.

Parent(s) and guardian(s) will be notified if their student is placed on Academic Warning or Academic Probation via a letter from the director of curriculum and instruction. The academic advisor will meet with any student who has an F in any course to determine a plan for making up the course. All F's are required to be remediated by the student in order to graduate from WMC.

Appendices

Appendix A: Forms

Planned Absence Form

Must be completed prior to planned absences

WMC believes that daily attendance is crucial for student success. When a student misses class for any reason, they may find it difficult to keep pace with the delivery of content. **Parents and guardians are strongly encouraged to avoid taking vacations while school is in session.** If a vacation must occur during school hours, the following guidelines apply:

When a student misses class for reasons other than illness, with parent or guardian permission, it is the responsibility of the student and the parent or guardian to ensure that any missed work is made up. Students absent for a family trip will have a grace period equal to their missed school days to complete assignments. **An exception applies if the marking period concludes within this timeframe, in which case all work is due by the marking period's end.**

2025-2026 Marking Period End Dates

Quarter One- Friday, October 31, 2025

Quarter Three - Friday, March 27, 2026

Quarter Two - Friday, January 16, 2026

Quarter Four - Thursday, June 4, 2026

Teachers may post assignments in Google Classroom daily, or have the option to give the assignment to the student prior to their absence. Any classwork not collected by the student before their absence is the responsibility of the student to collect upon their return.

Student Name	
Student Grade	
Parent/Guardian Name(s)	
Dates Requested to be Absent	
No. of School Days to be Missed	
Description of Absence	
Parent/Guardian Signature	

For School Use Only	
School days previously missed	
Absence Recorded	
Initials of Staff:	

WMC Student Responsibility:

All teachers must sign this form prior to submitting it to the WMC office.

Class Period	Teacher Signature	Notes/Assignments
1		
2		
3		
4		
5		
6		
7		

EXCUSED ABSENCE REQUEST FOR A COLLEGE VISIT

Please note that no college visits will be excused after May 1

Student Name

Grade

School Year

Name of College/University

Reason for Visit

Date of Scheduled Visit

As the parent/guardian of the above-mentioned student, I understand that my student must meet the following criteria to be allowed to have two (2) days of school-related absence for the purposes of making a college visit during their junior year and two (2) days of school-related absences for the purposes of making a college visit during their senior year:

1. The students must be on track to graduate on time.
2. The student must be passing all classes at the time of request.
3. The student has had no truancy or other attendance problems.
4. The requested absence(s) are not during exams.
5. The requested absence(s) is not after May 1.

I understand that prior approval is required for a school related absence to be granted. **The office must receive this form seven (7) days prior to the requested visit.**

Parent/Guardian Signature

Date _____

FOR OFFICE USE: APPROVED: _____

DATE _____

RECEIVED: _____

JUNIOR VISIT 1 VISIT 2

SENIOR	VISIT 1	VISIT 2
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Appendix B: Technology Handbook



**Technology Handbook
for
Students and Families
2025-26**

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
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 computers for all students
6. Improve communication and widen our sense of community by expanding the way teachers, students, and parents or guardians are able to interact with each other
7. Equip students to be lifelong learners

We see great potential for the use of technology 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.*

As stated above, a key part of WMC's technology integration plan is for every student to have their own Chromebook. The use of Chromebooks at school, paired with internet access at home, expands the learning day and allows students to complete projects at home that were started at school.

Hardware

The Chromebook package provided to students by WMC includes:

1. A Chromebook computer
2. Compatible power supply
3. Carrying case

Software

All WMC students are provided with:

- Google Workplace for Education, which includes:
 - Drive
 - Docs
 - Sheets
 - Slides
 - Classroom
 - Calendar
 - Forms
 - Email (students can only send and receive emails from users with WMC accounts)
- Linewize by Qoria Chromebook Monitoring, which:
 - Allows WMC to monitor and manage student access
 - Keeps students safe from harmful content when they are online
 - Helps teachers engage with their students
 - Provides WMC with better control over how their technology is used

Only one account and one password is needed to access all of these apps. No data is saved to the physical Chromebook. All files are saved online to Google Drive.

Student and Parent/Guardian Responsibilities

A WMC Technology Honor Code must be signed by each student and their parent or guardian before the student may use a school computer or their issued Chromebook. Chromebooks are the property of WMC and the instructions below are expected to be followed by all students.

1. Handling and Care
 - a. The cost of repairs to a student's Chromebook will be applied to the family tuition account.
 - b. To keep the Chromebook working well:
 - i. They should be left in the school-issued case at all times, unless
 1. Operating in flat-surface mode
 2. Using activity light
 - ii. They should be used on a flat, stable surface
 - iii. Do not set books on top of the computer or store items (like headphones and pencils) between the screen and case cover
 - iv. Do not leave items on the keyboard when closing the lid
 - v. Do not eat or drink while using the computer
 - vi. Wipe the surfaces with a clean, dry, soft cloth

- vii. Avoid touching the screen with pens or pencils
 - viii. Hands should be washed before using
 - ix. Do not use the computer in dusty or dirty environments (use is prohibited in the cafeteria during lunch)
 - x. Do not leave the computer exposed to direct sunlight or near any heat or moisture source for extended periods of time
- 2. Power Management
 - a. It is the students responsibility to charge the Chromebook battery so it is fully charged by the start of the next school day.
 - b. When the computer is not in use, the screen should be closed so the computer sleeps and the battery is preserved.
- 3. Ethical and Appropriate Use
 - a. Students should apply the spirit of WMC's Human Dignity policy to all matters of computer, cell phone, and internet use.
 - b. WiFi bandwidth is reserved for WMC student school devices and should not be used for student cell phones or personal devices.
- 4. Financial Responsibility, Loss, and Damage
 - a. Chromebook repair or replacement due to loss, damage, or negligence on the part of the student will be charged to the student's family tuition account.
 - b. A lost, stolen, or damaged Chromebook should be reported to the WMC office immediately. Students should not try to conceal damage, as delaying notification could result in the loss of warranty repair eligibility.
- 5. Monitoring, Supervision, and Use
 - a. As previously stated, WMC utilizes Limewize to monitor computer use, however, parents and guardians are encouraged to be vigilant in setting limits when Chromebooks are at home.
 - b. Students should not allow other students to borrow their Chromebook.
 - c. While internet content filters provide an important level of protection, no filter program provides 100% protection. Monitoring and supervising students are still very important.
- 6. Security
 - a. Please be aware that WMC cannot guarantee the security of a student's Google Workplace for Education account or its content. No technology is foolproof and WMC cannot guarantee that students will not be exposed to unsolicited information.
 - b. Since the Google Workplace account is school owned, the student is expected to use the account for school-related purposes only.
 - c. Teachers maintain the right to monitor the students' accounts.
 - d. Shortly after graduation, WMC will terminate the account. Any documents or materials students wish to keep can be transferred electronically to another account or downloaded.

- e. Students are prohibited from using their Google Workplace for Education account for hosting content meant for personal gain (i.e. monetization of YouTube videos).

Technology Honor Code

Parents and guardians are asked to read and discuss the Technology Honor Code with their student(s).

The use of technology at WMC is a privilege. If students do not adhere to the WMC Technology Honor Code and the rules and regulations set forth in the Technology 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- or off-campus.

As we educate with excellence, 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 our world for Jesus Christ." This Honor Code lays the foundation for the positive, honorable use of technology. Any questions about the application of Technology Honor Code should be directed to a school staff member.

Examples of types of technology-related activities that affirm our Honor Code are listed below.

- Using technology for learning, completing school assignments, improving 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 a student's own views, and not those of others, in forms of electronic communication, avoiding plagiarizing (including the use of artificial intelligence)
- Owning up to mistakes
- Respecting the privacy of other computer accounts
- Respecting personal contact information and that of others
- Respecting the registration policies of age-restricted online services (e.g., Facebook, Instagram, SnapChat)
- Speaking with a trusted adult about any messages received that are inappropriate or cause discomfort
- 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 computers, Google accounts and wifi passwords, reporting any misuse/leaks
- Using technology to transform the world for Jesus Christ

Violation of the above standards may result in the following consequences, depending on the violation:

- Discussion about the incident with all students involved that includes parents and/or guardians
- Meeting with technology staff, which may include parents and/or guardians and/or the principal
- Paying for damage to the computer
- Removal of the students' technology access and privileges

WMC's one-to-one Chromebook program allows students to take their assigned device home, to which families assume some risk. Parents and/or guardians will be responsible for replacement and/or repair in the event of theft, loss, or damage due to intentional or unintentional abuse or misuse of the computer.

Fees for the incidents listed below are based on current rates:

- Replacement of an irreparably damaged Chromebook - fee up to \$200
- Replacement case - fee up to \$30
- Replacement charger - fee up to \$15
- Screen Replacement - fee up to \$15

Students are responsible at all times for the care and appropriate use of their school-issued Chromebook. If a student violates the guidelines laid out in the Technology Honor Code or the rules and guidelines as explained in the Technology Handbook for Students and Families, his/her privilege to remove the Chromebook from school may be restricted or revoked and he/she may be subject to disciplinary action.

The student's computer remains the property of WMC. At the end of the school year, or upon transfer from the district, the student and their parent(s) and/or guardian(s) agree to return the computer to the school in the same condition it was issued to the student, less reasonable wear.

Appendix C: Athletic Handbook



**Athletic Handbook
2025-26**

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.

Introduction

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

Physical Examination

1. 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.
2. A physical is required each year and no examination prior to April 15 will be accepted for the next school year.
3. The complete physical form must be uploaded to FinalForm Student Account prior to the first day of official practice in order for athletes to be eligible for athletics.

Physical Conditions and Injuries

1. Athletes or a parent or guardian should notify the athletic trainer, 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.
2. Recent medical problems or injuries should be cleared in writing by a physician before an athlete competes.
3. When medical problems or injuries occur during the season, athletes or a parent or guardian are requested to submit a physician's release form before resuming team activities.

4. If an athlete experiences a concussion, they are required to enter and follow the MHSAA's concussion protocol prior to returning to practice and competition. Please reach out to the Athletic Department to obtain a copy of this form.

Team Travel

WMC has three (3) vans that transport athletes and students to and from competitions, therefore, the school is not always able to provide transportation for all teams. WMC asks that parents and guardians assist in transporting students to and from practice and games locations. If a parent or guardian can help with transportation, the Athletic Department asks that they communicate directly with their student's coach. WMC asks that all those that volunteer have a clean driving record and refrain from using their cell phone while students are in their care.

The following policies are in place for travel:

1. WMC will make an effort to provide transportation to the athletic contest.
2. Athletes are expected to ride with their team to and from the athletic contest.
3. If a parent or guardian requests to have their athlete ride home with them or another family from an athletic event, a travel release must be signed and returned to the athletic director at the beginning of the season.
4. If school transportation is not provided, an athlete may drive his/herself if the destination is within a 10 mile radius of WMC.
5. A licensed student driver may transport up to two additional passengers only if the parent or guardian of each athlete has provided email permission to the athletic director prior to the event.
6. If an athletic contest occurs outside of a ten mile radius of WMC, transportation will be organized by the Athletic Department and the head coach of the athletic team. Student-athletes are not permitted to drive to athletic contests outside of a ten mile radius of WMC.
7. When an away event is near an athlete's home, arrangements can be made through the athletic office allowing the athlete to drive their own vehicle. These arrangements are made on a case-by-base basis.

Uniforms and Equipment

The following are the Athletic Department's policies regarding school-owned athletic uniforms and equipment:

1. Every effort must be made to follow the manufacturer's recommendations for washing and cleaning uniforms and warm-ups. All items must be clean when they are returned at the end of the season.

2. Any athlete with missing uniforms and/or equipment at the end of the season will be billed for the replacement value, ranging from \$40-\$160.
3. Athletes won't receive a uniform for a new sport or season until they've returned their previous uniform.
4. Uniforms and equipment will be due within a week of the last athletic contest and should be turned in as advised by the coach.

Required Forms for Participation

The following forms are required for student-athletes and are available via FinalForms:

1. MHSAA Physical Examination Form - due before any tryout or practice
2. Western Michigan Christian: Warrior Way Agreement - Code of Conduct
3. Transportation Release Form - parent/guardian approved modes of transportation
4. Signed Concussion Form - indicates the athlete and parent or guardian have read and understand the signs and symptoms of concussion

School Attendance as it Relates to Athletic Participation

- Student-athletes must be present at school by 11 am through the conclusion of the school day in order to be eligible for athletic competition.
- If an athlete has an unreasonable amount of late arrivals, the athletic director will request a meeting with the student-athlete, their parent or guardian, and the principal to discuss future action plans for student success.
- School related absences, medical appointments, college visits, and special family circumstances will be considered on a case-by-base basis.
- Please keep the athletic office informed of absences by phone call or email.
- Student-athletes who miss morning classes due to sickness or injuries may not be allowed to practice or compete if the school does not feel it is in the best interest of the athlete. In these situations, a parent or guardian is expected to communicate with the athletic director

Formation of Athletic Teams

The MHSAA sets the opening and closing dates for high school athletic seasons. Offseason work is also regulated by the MHSAA and the policies are required to be followed.

When cuts are necessary, the coaching staff attempts to judge which athletes are able to compete at the available level(s). Coaches also judge an athlete's potential,

work ethic, attitude, academics, and ability to work as a team to determine their impact. If there is more than one team for a sport, the Varsity team can be composed of athletes from 9th through 12th grade. Junior Varsity (JV) is strictly limited to athletes in 9th through 11th grade.

Sub-Varsity teams are more developmental with the goal for all athletes to receive playing time, although the amount of time may not be equal or meaningful. At the Varsity level, the competition and striving for excellence will determine who will play.

Practice

Players must attend all practices. Failure of a student-athlete to honor their commitment to the team by not attending practice may result in disciplinary action.

Sunday Policy

No team that is sponsored by WMC shall participate in any athletic functions, athletic activities, or athletic events that take place on Sundays. In addition, no WMC facilities shall be used for any athletic functions, athletic activities, or athletic events on Sundays.

Conflict Resolution and Communication

The Athletic Department follows the School Board policy on conflict resolution from the student handbook which is based from Matthew 18: 15-17.

The following steps should be taken if an issue exists between an athlete, or their parent or guardian, and a coach:

1. Allow 24 hours to pass before communication takes place
2. Athlete meets with the coach
3. Athlete and a parent or guardian meets with the coach
4. Athlete and a parent or guardian meets with the coach and the athletic director
5. Athlete and a parent or guardian meets with the coach, the athletic director and the dean of students
6. If no resolution is reached, all parties may meet with the principal.

Sportsmanship

It is the goal of WMC 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.

Schedules

All schedules for all sports can be found at wmcwarriorathletics.com.

Pay-to-Play

High school students participate in the “Pay-to-Play” policy. Information regarding “Pay-to-Play” can be obtained from the athletic director.

Sports Offered

9th-12th Grade Offerings

FALL	WINTER	SPRING
Boys Soccer	Boys Basketball	Girls Soccer
Girls Volleyball	Girls Basketball	Baseball
Boys Tennis	Boys Ice Hockey (co-op)	Track and Field
Girls Golf	Girls Comp. Cheer	Girls Tennis
Cross Country	Boys Swim/Dive (co-op)	Boys Golf
Girls Lacrosse (co-op)		Boys Lacrosse (co-op)
Girls Swim/Dive (co-op)		Girls Lacrosse (co-op)

7th & 8th Grade Offerings

Contingent on the number of student-athletes
Subject to change year-over-year

FALL	WINTER 1	WINTER 2	SPRING
Girls Volleyball	Boys Basketball	Girls Basketball	Girls Track and Field
Cross Country	Boys Swim (co-op)		Boys Track and Field
Boys Soccer	Girls Swim (co-op)		Boys Baseball
Boys Football (co-op)	Girls Comp. Cheer (club)		Girls Soccer

Expectations and Regulations for Athletes

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

Athletic Eligibility

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)

Academics and character are incredibly important for our student-athletes. WMC follows MHSAA guidelines for academic eligibility standards. WMC also uses the guidelines below when dealing with athletic eligibility:

1. When a student-athlete has one class grade below 69.5%, they will be put on Athletic Probation for two (2) weeks. During this time, athletes are still allowed to compete in athletic practices and games. If the athlete does not increase the failing grade after two (2) weeks, the athlete will not be allowed to participate in games.
 - a. Athletic Probation is a grace period which allows time for student-athletes to get their grades to a passing standard and allows time for teachers to enter their most up-to-date and accurate grades.
 - b. Staff-supported study tables are available Tuesdays and Thursdays from 7:30 - 8:00 am.
2. Any time a student-athlete has two (2) or more grades below a 69.5%, the athlete will be removed from practices and games.
3. The athletic director will review academic eligibility weekly.
4. Student-athletes must adhere to the WMC behavior expectations.
5. Student-athletes that receive a referral for a behavior infraction will not be eligible to participate in the next game or match on their schedule.
6. Athletic eligibility is determined on a case-by-case basis between the athletic director and school administration.

For more detailed information regarding academic probation, see the [Academic Support](#) section of the Student Handbook.

Code of Conduct

Student-athletes at WMC 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. This code serves to inform student-athletes about the types of behavior they are expected to uphold and those they are required to refrain from. Such behavior and violation, in- or out-of-season, will be investigated and verified. If verified, the procedures and penalties as described will be enacted as circumstances dictate.

Category A Violations

Category A 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:

- Possession of, use of, transfer of, or attempts to obtain controlled substances and attendance at any event or location where above action occurs
- 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
- Theft
- Arson
- Vandalism
- Gross misbehavior, to be determined case-by-case by the athletic director and school administration
- Documented persistent disobedience
- Threatening school personnel

Category A Disciplinary Procedures and Actions

The appropriate administrator will make appropriate efforts to inform the student and their parent(s) or guardian(s) of the specific charges of the violation and or their right to a hearing. Unless it is waived, the appropriate administrator will conduct a hearing. 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. The appropriate administrator shall, within one calendar day, make appropriate efforts to inform the student and the parent(s) or guardian(s) of the disciplinary action.

- First Offense - After confirmation of the violation, the student shall lose the privilege of participation in their current season's contests and in practices as

determined by the athletic director (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. The disciplinary action recommended in all cases should be considered as the minimum. If circumstances warrant, more severe disciplinary action may result. 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 participation in their current season's contests and in practices as determined by the athletic director (or in the next activity if not in season) for up to six months with a minimum of four contests or two activity days or a combination of contests and activity days. The disciplinary action recommended in all cases should be considered as the minimum. If circumstances warrant, more severe disciplinary action may result. 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.

Category A sanctions will be in effect for two calendar years.

Category B Violations

Category B Violations 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:

- Possession and/or use of tobacco products (this includes E-cigarettes and vaping with or without nicotine)
- Skipping school
- Fighting
- Insubordination
- Threatening or harassing other students.
- Cheating
- Repeated dismissal from class.
- Theft

Category B Disciplinary Procedures and Actions

Disciplinary procedures for the preceding violations are outlined below. 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.

- First Offense - The appropriate administrator will meet with the student to explain the violation and the discipline for it. Discipline shall be administered according to the circumstances. It may include a loss of the privilege of participation in athletic events and practices. The appropriate administrator shall inform the student or the parent or guardian of the disciplinary action and of the appeal process.
- Second Offense - The appropriate administrator will meet with the student to explain the violation and the discipline for it. Discipline will be administered according to the seriousness of the violation. It may be a loss of privilege of participation in all team activities. The appropriate administrator shall, within one calendar day, inform the student and the parent or guardian of the disciplinary action and the appeal process. The appropriate administrator shall confirm the disciplinary action by letter.
- Third & Subsequent Offenses - The appropriate administrator will meet with the student to explain the violation and the discipline for it. The student shall lose the privilege of participation for multiple seasons and/or sports and could result in suspension for future school years. The appropriate administrator shall, within one calendar day, inform the student and the parent(s) or guardian(s) of the disciplinary action and of the appeal process. The appropriate administrator shall confirm the disciplinary action by letter.

Category B sanctions may be in effect for one calendar year, beginning from the date of the administration of sanctions.

Suspension from School

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