

WIXOM CHRISTIAN SCHOOL

STUDENT
HANDBOOK
2022-2023



Wixom Christian
SCHOOL

248-624-4362 • 620 N Wixom Rd. • wixomchristianschool.org

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Brethren, I count not myself to have apprehended: but this one thing I do, forgetting those things which are behind, and reaching forth unto those things which are before, I press toward the mark for the prize of the high calling of God in Christ Jesus. Philippians 3:13-14

SCHOOL VERSE: PHILIPPIANS 3:13-14

SCHOOL COLORS: RED, WHITE & BLACK

MOTTO: PREPARING TOMORROW'S LEADERS TODAY

SCHOOL MASCOT: WARRIORS

SCHOOL ADMINISTRATOR / FBC OF WIXOM PASTOR: BRAD STILLE

THE PURPOSE OF WCS IS TO PROVIDE QUALITY CHRISTIAN EDUCATION

Wixom Christian School is a Christ-centered ministry of First Baptist Church of Wixom. The school was opened in the fall of 1980 and continues to serve the Lord Jesus Christ with a philosophy built upon the Word of God. We unashamedly emphasize the fundamentals of Biblical Christian faith, conservative ideals, character development, and personal morality.

While WCS does maintain an open enrollment to preschool students up to K5, the 1st-12th grades exist to provide a Christ-centered academic program to children of Christian parents who faithfully attend Bible-believing (Protestant) churches which are in general agreement with our statement of faith. Wixom Christian School does not discriminate on the basis of race, color, or national and ethnic origin in administration of its education, admissions, scholarships, athletics, and other school programs.

EXEMPTION: Students that attend at least one year of preschool (K5 and below) at WCS, may apply for two years of elementary school (1st and 2nd grades) without complying with the above church attendance standard. This exemption is considered on a case-by-case basis and is dependent on two additional criteria.

- 1. Students must have the recommendations of the WCS administration and the School Board**
- 2. Both parents must attend all four sessions of a 4-week class (the Exchange) at First Baptist Church of Wixom during the student's K5 school year or the fall of their 1st grade school year. This class meets for 4 weeks in a row at 9:45AM on Sundays.**

Our faculty members are born-again Christians who strive to provide academic excellence using traditional educational methods and Christian curriculum.

Our educational objectives include:

Acting as an extension of the Christian home and church,

Leading students to Christ using Biblical principles,

Providing an education that is totally Christian and Biblical,

Teaching a totally Christ-centered way of life,

Preparing students spiritually to love God and to do His will,

Developing an awareness of the necessity for productive Christian citizens, and

Emulating spiritual leadership.

OUR STATEMENT OF FAITH

All church, school & preschool policies are subject to this statement of faith.

The Bible: We believe the Bible to be the inerrant, infallible Word of God, fully and verbally inspired of Him, and preserved as the Old and New Testament in the sixty-six Books from Genesis to Revelation. We believe that the Bible is the sole authority for the faith and practice of individual Christians and of the church. First Baptist Church has chosen to use the King James Version of the Bible for all preaching. We will not level criticism toward or separate from like-minded churches or Christian organizations that choose to use different translations of the Bible. We will make a conscious effort to remove the distraction of the Bible-version discussion from our conversation and focus rather on Jesus Christ, adherence to His Word, and advancement of His kingdom.

God: We believe in one and only one living and true God named JEHOVAH. He is eternal, self-existent, unchanging, and infinite in power and glory. We believe He is One God who eternally exists in three divine Persons: the Father, the Son, and the Holy Spirit.

Jesus Christ: We believe Jesus Christ is eternally God, possessing all the attributes of Deity as the one and only Son of God and Savior of mankind. We believe that the Lord Jesus Christ was virgin-born and that He was both fully man and fully God. We believe that He was offered for all mankind as a substitutionary sacrifice for man's sin. This sacrifice was a just payment to God for the forgiveness of man's sin. The wrath of God was satisfied by Jesus' death through the shedding of His blood on the cross and the acceptance of His sacrifice was signified by His literal, physical resurrection. We believe He ascended into Heaven after His resurrection to be seated at the right hand of the Father.

The Holy Spirit: We believe the Holy Spirit of God is a unique person of the Godhead, yet possesses all the attributes of Deity. We believe the Holy Spirit has always been involved in the affairs of mankind. Since Pentecost, He indwells all believers and His ministry includes reproofing the world of sin, righteousness, and judgment. The Holy Spirit was also sent to regenerate, sanctify, seal, illuminate, comfort and fill all who have placed their faith in Jesus Christ. We believe that the miraculous sign gifts of the Spirit have ceased as a regular part of the Christian church.

Sin and Salvation: We believe that sin is any violation of the perfect character of God. We believe that all men were born with an inherited sin nature received from our common ancestor, Adam. We believe that because of this nature,

man chooses to sin and is totally incapable of reforming himself or ceasing from his sin by his own power. We believe the only hope of deliverance for man is a total change of his heart and mind concerning his sinful condition and inability to change it, and a turning to Jesus Christ as the only Savior. We believe that only through the substitutionary sacrifice of Christ on the cross can a man be delivered from his sin and have permanent assurance of eternal life. We believe that all those who reject Jesus Christ as their Savior are already condemned to an eternity in the lake of fire.

The New Testament Church: We believe that the Church was established at Pentecost with the empowering of the Holy Spirit. We believe the local church is composed of members who have been saved and baptized according to the command of Christ.

The Last Days: We believe in the pre-tribulational rapture of the church saints, followed by the seven-year Tribulation. We believe in the pre-millennial return of Christ to the earth and His literal rule of 1,000 years. Following this one-thousand-year reign will be the Great White Throne judgment for unbelievers and the creation of a new heaven and new earth for believers.

Separation and Sanctification: We believe that all the saved should live in such a manner as not to bring reproach upon the name of Jesus Christ. God commands individual believers and the church to separate from practices of worldliness while pursuing holiness.

Creation: We believe that God created everything that is not Himself in six literal, consecutive 24-hour periods. We reject any unscriptural theories of origin including Evolution, the Gap Theory, the Day-age Theory, Theistic Evolution, and Intelligent Design not attributed to God.

The Lord's Day: We believe, in keeping with the practice of the New Testament church, that Sunday is the best day for the regular gathering of the church for worship and fellowship.

Civil Government: We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home, 2) the church, and 3) the state.

Human Sexuality: We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man (human that is born genetically male) and one woman (human that is born genetically female). We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery, hormonal therapy or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess.4:l-8; Heb. 13:4) We believe that the only Scriptural marriage is the joining of one man and one woman, as defined above. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23) The church will only allow for traditional marriages between one man and one woman to take place on the church property and its pastoral staff will only engage in moderating traditional marriages between one man and one woman.

A. All people are welcome to attend FBC worship services

B. All church, school and daycare policies are subject to this statement on human sexuality:

1. The enrollment of any student shall automatically terminate without notice if the student is actively involved in any conduct contrary to biblically ordained sexuality described in "Human Sexuality" above.

2. The enrollment of any student or child shall terminate if the parents of that student or child are known to be actively involved in any conduct contrary to biblically ordained sexuality described in “Human Sexuality” above.

Since we only accept students from biblical religious backgrounds and since it is not our intention to frustrate students from families of contrary beliefs, it is these traditional Christian families who also partner with us in these foundational beliefs, to whom Wixom Christian School is open for enrollment application. We will teach biblical Christianity from a Baptist perspective in our Bible classes on appropriate levels. Students of other persuasions may not proselytize.

ADMISSIONS PROCEDURES AND POLICIES

The current Parent/Student Handbook must be read by the prospective family.

Prospective parents must submit an online application form (link available at www.wixomchristianschool.org) for each student (1st-12th) to be enrolled. A copy of the most recent report card and standardized test results will be requested from their previous school.

For 5th-12th grade applicants, an interview with the school administrator will be arranged before notification of acceptance is given.

New applicants may be given an academic evaluation to determine correct grade placement if academic information is not provided or when the administration deems necessary. *WCS is not equipped to educate students with severe learning, behavioral, or physical disabilities.*

Students will be required to have their student school record folders transferred to our school upon acceptance.

New seniors will be considered only if they have a good recommendation from a similar Christian school or church. Students seeking to transfer from public schools into the 9th-12th grades are rarely accepted and require a pastor’s recommendation.

It is our desire that the parents of all students at WCS would know Jesus Christ as their personal Savior. Parents enrolling students in 1st-12th grades must be regular attenders at a Bible-believing church. Students in 7th-12th grade must give positive testimony to the fact that they have placed their faith in Jesus Christ as Savior.

All new students are accepted for a 9-week probationary period. Parents will be consulted if a different grade level assignment is necessary.

Students in grades 7-12 *will not be admitted* if they do not self-identify as a born-again Christian, if they do not want to attend WCS, or if their parent(s) do not want them to attend.

Parents are responsible for completing an online enrollment form, paying the applicant’s registration fee, completing additional school medical forms, requesting transfer of school records, and obtaining any other essentials prior to the student’s final acceptance.

At least one parent and all students must attend the Fall Orientation Meeting

REGISTRATION DATES

March 1	Re-enrollment and new FBC enrollment begins
March 15	New enrollment begins
March 31	Early re-enrollment discount ends

REGISTRATION FEES

A non-refundable registration fee will be required at the time of enrollment or re-enrollment. This non-refundable fee is in addition to the tuition obligation.

Current Students

March 1-31	Early Registration Fee -	\$150 (\$600 / family max)
April 1-30	Registration Fee -	\$175
After April 30	Registration Fee -	\$225

New Students

March 15-4/30	New Student Registration Fee	\$175
After April 30	New Student Registration Fee	\$225

SCHOOL SUPPLIES

A list of supplies needed for each grade will be provided during the summer. It is the parents' responsibility to provide and replenish these supplies throughout the year. A King James or New King James Version of the Bible will be used for teaching and memorization purposes; therefore, a King James or New King James Version of the Bible is to be purchased and left at school. Reusable textbooks must be returned in good condition. If a student should lose or damage a book severely, the student will have to pay for its replacement.

TUITION INFORMATION FOR 2022-2023

The first child rate applies to the oldest child, the second child rate to the second oldest, etc. (The fifth and subsequent children may attend tuition free. All other fees will apply.)

Student	Grades 1-12
1	\$7,700
2	\$7,000
3	\$6,200
4	\$1,000

5+	Free of charge (PS-12)
International Student Fee	
1	\$11,200
2	\$10,500

DISCOUNTS

FBC Members Families	20% Discount
WCS Staff Employee	50% Discount
Local Church Pastor Families	35% Discount

- Current students may be receiving larger discounts which they will continue to receive as long as status is maintained.
- A **20%** discount will be applied for all tithing members that faithfully attend FBC Wixom at the date of enrollment and enroll their children in WCS.
- WCS employees (at least 20 hours per week) will receive a **50%** discount on tuition. (FBC membership discount will not apply) Staff may pay the hourly rate for daycare and K3, but tuition for K4 and up.
- Local church pastors' families may be eligible for a pastoral discount for as much as 35% off the set tuition.
- For 1st-12th grade students, if the next full year's school bill is paid by July 15, there will be a 5% discount taken off of the total.

Current school families (excluding staff who currently receive a tuition discount) may receive a credit of \$1,000 per child for 1st-12th grade students that they recruit to attend WCS. The discount will be applied in the 4th quarter (March) of the new student's enrollment. This credit is non-transferable and not redeemable for cash. Credit that remains at the end of the year will be forfeited if the receiving student does not return. Both family bills must be current and both families must agree that the receiving family was responsible for influencing the new family to enroll.

ANTICIPATED FEES

- Book Fee - \$250/student, \$600/family maximum (due before 1st school day)
- 7th-12th Sports - \$200 / season (used to provide stipends for volunteer coaches)
- Fundraising Fee - each family is required to raise \$500 in fundraising
- Piano / Voice / Instrumental lessons - \$200/semester
- Tutoring – varies (\$25 /hour suggested)
- 7-12 Foreign Language (\$150 per year, 2-5 levels of Rosetta Stone needed)
 - Students must complete 5 Levels of a language for graduation
 - Students may complete all 5 levels in 1 year or may take up to 6 years
 - Students may exchange classroom Latin or Greek for 3 levels of RS
 - Students may not substitute the Home or Homeschool version of RS
- Foreign Exchange - Fee is included in the tuition and includes Rosetta English
- Casual-day pass - \$5/pass in lots of 5 (\$25 per package up to 10 passes total)

Additional fees such as emergency lunches (\$5), field trips, fine arts, labs, arts

and crafts, elective classes, yearbook, etc. may be applied. Discounts allowed for tuition are not applicable to additional fees. Fees may be charged for loss and/or repair of school materials, equipment, and books.

PAYMENT PROCEDURES FOR TUITION

Families have the option to pay their school tuition in the following way:

FACTS, our billing company, will issue a monthly bill. Ten equal monthly payments beginning in August, and due on the 1st, 5th, or 10th of each month, through May will be paid for all 1st-12th grade students. A \$35.00 late fee will be charged for any payments not received by the day that the payment is due. Enrollment after the 1st day of school will be calculated according to the weeks enrolled. One month's tuition is due at the time of enrollment after August 1st. **Payment must be by credit card, checking, or savings account,** through FACTS online. Any exceptions must be approved through school office administration.

Non-sufficient Funds. \$35 will be charged for checks returned for non-sufficient funds.

Statements and Invoices. Statements and invoices will be available 24/7 via online through your personal FACTS account. It will reflect your payments and current balance. One tenth of your original full-year tuition responsibility will be due and payable for 10 consecutive months beginning August 1st and ending May 1st. Additional fees are due upon receipt.

GENERAL POLICIES AND PROCEDURES

ARRIVAL AND DEPARTURE TIMES

Students who arrive before 7:30AM (but not earlier than 7:00) must enter the school entrance and report to the daycare room for "latchkey" care. (\$8/hour per child). Students arriving between 7:30 and 8:00 may stay in the school entrance airlock. At 8:00, students will be dismissed to their homerooms.

Students are expected to go directly to waiting cars or a staff-supervised area after school. Students PS-6th who are not picked up by 3:15 will be taken to after-school "latchkey" care (\$8/hour per child for elementary only). Students in after school "latchkey" care must be picked up before 5:30PM. Parents will be charged \$2.00/minute per child for children remaining on the school property after their scheduled departure time or daycare closing time. 7th-12th who are not involved in a supervised, after-school activity must be picked up no later than 3:30.

Anyone arriving after 8:15AM must enter at south entrance and report to the office. Please plan for difficult traffic and weather. A \$5 fine per child will be assessed on the 5th and subsequent unexcused tardy (tardiness for weather, traffic, train, etc. will be excused). Early dismissal students must report to the school office and an adult must sign for them to leave. A valid reason for leaving (not for work) before 3:15PM with prior notice is necessary.

Our school is a "closed campus" – meaning that our students may not leave the building without consent, and all visitors must receive consent to be on school grounds. Students participating in after-school activities must go directly to supervised areas, leave school until activity begins, or report to the nursery for

“latchkey” care until it begins. Students may not change into different clothing after school if not necessary for school activities. (Dress code remains in effect until student leaves school grounds except perhaps on senior high PE days.)

Daycare families and staff may use the northeast parking lot but should enter through the south driveway entrance. The north drive is for exiting only. K3 through 12th grade students must use the south parking and south entrance to the building to enter between 8:00 and 8:15AM and exit between 3:00 and 3:30. All student arrivals between 7:00 and 8:00 will use the school entrance and report to “latchkey” care.

Students who drive to school are expected to enter the building upon arrival and to leave directly after school without delay. Students must have written parental permission to leave school or school activities with someone other than their parents or siblings. If you designate someone other than a person we would recognize to collect your child, please let the office know in writing and enter their name on your family portal.

ATTENDANCE

Parents are responsible to call or email the school office before 9:00AM each day that a child will not be able to attend school (Exception: when absence was pre-arranged and excused by the administrator in advance). Please call in early and leave a message on our answering machine if possible. An excusable reason for the absence must be provided. **Failure to notify the school by 9:00 results in an unexcused absence.**

Excused absences are granted for illness, medical appointments that can't be arranged at other times, and family-related or church activities, emergencies or death. Student absences for work will not be excused. **Permitted excused absence** requests for special family or church priorities will be considered by the administrator upon receiving a parental written request prior to the absence. Permitted excused absences will not be granted if a student's total absences exceed 9 days in a semester, during scheduled standardized tests, or during scheduled exam days. Students who are granted a permitted absence must arrange with the teacher(s) to do all necessary work as the teacher directs. An unexcused absence results in a reduction of two (2) percentage points on final semester grades in all classes for each day. If a student is absent for more than fifteen days in a semester (including both excused and unexcused absences), WCS reserves the right to retain the student in the same grade level or to not permit credit for courses taken. This does not apply to K2-K4.

Students have one school day for every excused day missed (plus one) to complete make-up work (available on Family Portal). Students are responsible for assignments or tests on the day they return if announced before absence. A “full day” (6 continuous hours) of attendance at school is required to participate in after-school programs. Classroom experience cannot be made up and paperwork is only a small part of the students' class day. Parents are responsible for teaching, reinforcing, and overseeing completion of lessons missed by their child while out of the classroom. Students must be at school a minimum of 3 continuous hours to receive credit for one-half day's attendance and 6 continuous hours to receive full day credit.

Students will be fined \$5 on their 5th and subsequent unexcused tardy per semester. Parents should contact the school office BEFORE the student arrives to request an excused tardy (tardiness for weather, traffic, train, etc. will be excused). All students who arrive after 8:15 a.m. must report directly to the school office to sign in. Tardiness due to road conditions or vehicle problems, will be excused by the office. Every tardy to class throughout the day will result in a demerit.

No students will be permitted to leave school early on a regular basis for any reason including but not limited to taking classes, work, athletic practices, private lessons, etc. If a student must leave school early, the parent is required to submit a written request. Students are not allowed to leave school for lunch with anyone other than their parents or pastor.

BOY-GIRL CONDUCT

We believe that exclusive dating during elementary, junior high, and senior high school years is unwise. Staff at WCS will discourage dating and dating-like behavior, but should not be expected to enforce family dating rules upon students while at school events. Every student's conduct toward another person should be above reproach. Physical contact between boys and girls is prohibited at school and at all school functions. "Couples" are not to be alone together at school or school activities unless supervised by staff or parents. WCS staff will not provide permission forms or signatures for students to participate in extra-curricular activities that encourage physical contact (i.e. dances, proms, etc.).

BULLYING

Wixom Christian School recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, WCS prohibits all acts of bullying, harassment, and other forms of aggression and violence. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. "Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristics (or is based upon association with another person who has or is perceived to have any distinguishing characteristic). Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a child's imminent safety or overall well-being may be at issue. The scope of this policy includes the prohibition of *every form* of bullying, harassment, and cyberbullying/harassment. Wixom Christian School expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers,

and contractors. In short, all behavior is to be Christ honoring. Consequences and appropriate remedial actions for a student or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee. School employees will also be held accountable for bullying or harassing behavior directed toward school employees, volunteers, parents, or students. The school board of WCS requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. Wixom Christian School prohibits any person from falsely accusing another as a means of bullying or harassment.

CARE OF PROPERTY

Misuse or abuse of any part of the grounds or buildings will require restitution. Fines are assessed at the end of the year for books that are damaged beyond normal expected wear. Leaning back in chairs, feet on furniture, sitting on table tops, carving, scratching, writing, affixing, breaking, and/or defacing property, eating outside of designated areas, throwing things, littering, etc. is not permitted.

CHURCH ATTENDANCE

We expect our families to actively support biblical Christianity. We encourage all families to faithfully attend a Bible-preaching church in order for us to achieve God-honoring spiritual goals together (Heb. 10:25). **Families with children enrolled in 5th-12th grade are required to faithfully and actively (an average of at least 2 services each week) attend a local Bible-believing church.** Church attendance may include Sunday School, Morning Worship, Evening Worship, and/or Mid-Week Service, or youth group.

NOTE: Parents that work on a church day in a predictable pattern are encouraged to make arrangements for their student to attend church. You are welcome to attend our services at First Baptist Church of Wixom when your church does not provide the needed services. Our Sunday school classes meet at 9:45 a.m. and our Sunday services are at 10:45 a.m. and 6:00 p.m. We also have a children's program for K-6th grades, youth group for 7th-12th grades, and an adult prayer service on Wednesdays at 7:00 p.m.

CLOSING OF SCHOOL

When it is necessary to close school due to inclement weather or circumstances that would prevent school to be in session, an announcement will be broadcast by 6:00AM on: WWJ (950 AM), WJR (760 AM), TV2, TV4, TV7, www.freep.com. We will also try to post an announcement on Facebook. Closing of school does not necessarily affect the sports schedule.

DAILY SCHEDULE

7:00	Students may begin to arrive per "latchkey" charges.
7:30 - 8:00	Staff Meeting (M,W,F)
8:15	Morning assembly begins. Tardy students report to office.
8:40	High School Classes begin
11:30 - 12:30	1st-6th grade lunch and recess
12:00	Preschool Dismissal

12:00 - 1:00	Preschool lunch and recess
3:00	1 st -6 th dismissed
3:15	7 th -12 th dismissed
3:15	1st-6th students are picked up or sent to "latchkey" care
3:30	Staff dismissed, office closes
3:30-5:30	Sports Practices
5:30	"Latchkey" care closes

DISMISSAL

Any student may be dismissed (expelled) when found to be out of harmony with the rules, policies, or spirit of WCS. Students who are dismissed from WCS will not be considered for re-enrollment during the current school year. Wixom Christian School reserves the right to issue demerits, automatic detention, suspension, expulsion, or other disciplinary means or deny re-admission to students for reasons the administration deems fit. They may come under the following categories, but are not limited to these:

- Un-cooperative spirit
- Chronic complaining and/or sowing discord
- Chronic unexcused absences or tardiness
- Non-conformity to standards of conduct & grooming
- Poor church attendance
- Inability to respond to curriculum
- Excessive, unproductive detentions
- Serious behavioral problems
- Social patterns that are inconsistent with school’s beliefs
- Misconduct using Internet
- Lack of parental cooperation
- Outstanding financial obligation
- Vandalism, Cheating, Disrespect, Dishonesty
- Immorality, Fighting, Stealing
- Possession or use at any time of illegal, dangerous, or addictive substances
- Possession of pornographic material either physical or electronic

Attendance at WCS is a privilege. The school may **require** the withdrawal of any student at any time who in the opinion of the administration, does not conform to the standards and regulations of the school. Students are expected to avoid practices and conversations which are damaging to their own spiritual character and will have a detrimental effect on other students. Students and parents should practice intolerance to these things.

FBCW staff may request an exit interview with expelled students to encourage them to seek counsel from their youth pastor and pastor. Additionally, WCS may report the expulsion of students to the church their family attends for the purpose of seeking pastoral support. The staff of WCS and FBCW also stand ready to provide biblical counsel to dismissed students, should they desire spiritual guidance.

ELECTRONIC MEDIA

We ask that all parents support our belief that electronic media has the potential to be a powerful and corruptive influence. Uncontrolled media is detrimental to spiritual growth. Parents are strongly discouraged from

allowing their children to watch movies or television programs with ratings stronger than PG without their supervision. Internet usage should be monitored and controlled by parents. WCS strongly suggests the use of Internet filters and accountability software. Students will be held accountable for material that they post via electronic media. Pictures and content deemed spiritually harmful, disrespectful, immoral, or detrimental to school morale will not be tolerated. Students that visit Internet sites that are harmful to their character and spirituality may have their enrollment status reviewed and/or their re-enrollment request denied.

EMERGENCY PROCEDURES

Emergency procedures for fire, tornado, and disaster will be discussed and practiced during the year. Students are expected to respond quietly and without question.

FINAL EXAMS

7th-12th grade students are required to take final exams in each of the 5 core subjects. Seniors that achieve any form of an A for each of the first 3 quarters in any subject may be exempt from taking the final exam in that subject. (This does not apply to semester exams in January.)

FINE ARTS COMPETITION

All 7th-12th grade students may be required to participate in a state Fine Arts competition by entering at least one category of projects (art, testing, spelling bee, etc.) or performance (preaching, teaching, music, speech, etc). Students will be required to fulfill their obligation to perform in the category for which they have registered. Failure to prepare adequately or failure to perform may result in a \$50 fine per event and a deduction of one letter grade from the semester grade of a corresponding course. Students may be required to pay a participation fee for the fine arts competition.

FUNDRAISING

Fundraisers and donations are an excellent way for everyone to help keep tuition costs down and provide new equipment for students. Please plan to support as many fundraisers as possible. Each family is required to raise at least \$500 in profits from the Fall Fundraiser each year. Families that choose not to participate in Fall Fundraiser must pay an annual \$500 fundraising fee per family. Children whose families have paid the \$500 fee will be able to participate in the Fall Fundraiser's incentives.

FOREIGN EXCHANGE

WCS will accept a limited number of foreign students each year (limit of one foreign student per classroom). Local guardians are expected to ensure that students comply with the spirit and rules at WCS and that all financial obligations are met on time. Foreign students are expected to attend a Bible-believing church at least once each week.

HALLWAYS

Student behavior in the hallways should show respect for others. Voices should not exceed normal speaking volume, especially between classes. Name calling, pushing, running, disturbing classes, etc. are not permitted. Elementary students should not talk while in the hallways during the school day.

HOME-SCHOOLED STUDENTS

WCS programs are not open to home-school participation. Students must be current full-time enrollees at Wixom Christian School to participate in academic, athletic, and fine arts programs. All home-schooled students are welcome to participate in the weekly chapel services, and any student from First Baptist Church may take standardized tests administered at WCS if requests are submitted by writing in advance.

KINDERGARTEN GRADUATION

On the second Friday before Memorial Day, the K4-K5 will present a program honoring the five-year-old kindergarteners for graduating into the first grade. The program will be followed by a ceremony in which K5 graduates will receive their graduation certificates.

LOCKERS

Students in most grades are assigned lockers for their use during the year. Students are expected to keep lockers neat and clean at all times. Decorations should be minimal and secured by magnets on the inside of the door only. Tape and stickers may only be put on lockers with permission. School-issued locks may be used on hallway and locker room lockers. Lockers are the property of the school, not of the students, and are subject to periodic inspection by school personnel without student permission or presence.

LOITERING

Loitering anywhere on school property is not allowed at any time.

LOST AND FOUND

Lost and found articles are kept for a short time and may be redeemed.

LUNCHROOM RULES

1. Students will be seated quietly and wait for a teacher to lead in prayer prior to lunch.
2. Students are to eat in an orderly fashion, observing proper manners and friendly courtesy. Voice levels should not exceed those of normal conversation, no loud noises should be made, and nothing should ever be thrown.
3. Pop machines are to be used only during lunchtime, after school, or when staff permission is given. All pop cans **must** be disposed of in the designated containers.
4. No food or drink should be consumed outside the lunchroom without permission.
5. Students must have permission from a supervising teacher or lunchroom monitor to leave the lunchroom area. Unauthorized students are not to enter the kitchen area. Students will be dismissed as a group by their lunchroom supervisor when all lunchroom tasks are completed.
6. Each student is responsible to remove and dispose of his papers, food, and trash when finished. Eating areas must be wiped clean before dismissal.
7. Microwaves will be made available for student use. Please be courteous and do not bring foods that take more than a couple of minutes to prepare.

MEDICAL GUIDELINES

A school entrance medical report completed by a physician must be part of a student's school records. Also, a current medical emergency form must be updated yearly on Family Portal. Please notify the school office of any changes during the school year. Parents who will be going out of town during the school year should notify the office and provide emergency contact information. Parents may send medicine to school with written instructions regarding dosage, time to be given, etc. All medication must be in the original container, clearly labeled, kept in the school office, and administered by school staff.

Students should not attend school if they have vomited, had severe diarrhea, or began medication in the past 24 hours. Parents will be notified when a student has an unidentified rash, communicable disease that is contagious and not being treated by medication, lice, vomiting, severe diarrhea, or a temperature of 99 degrees or greater and must be picked up by a parent or another approved adult ASAP. Students who have suffered from chicken pox must have no fever for 24 hours, no new pox, and all old pox dry before returning to school.

All student injuries and illnesses that require restrictions or special treatment must be specified in writing on Family Portal. Students may not resume normal activities where medical restrictions exist until the office receives a written release of such restrictions by a health professional. WCS is not able to provide individualized instruction, individualized supervision, nor health care. Should a child be sent home due to a fever, vomiting or diarrhea, they may not return to school the following day, and again must be free of the condition for 24 hours before returning to school. Children should be on antibiotics for 24 hours before returning to school. **Parents should purchase family or student insurance which would cover accidents and injuries during school hours.**

MUSIC POLICY

WCS students should seek to develop proper spiritual direction for life. Because we believe that immoral music implants seeds of rebellion against what is good and godly in young people's hearts and minds, we consider listening to this kind of music to be detrimental to the spiritual, moral, and intellectual life of a young person. Students are not to listen to, sing, discuss, promote or play any type of music, TV show, or movie that would dishonor God or directly violate His commands.

OFFICE INFORMATION

The school office will be open on weekdays from 7:30AM to 3:30PM.

ORIENTATION NIGHT

All students and at least one parent from each family must attend the Fall Orientation Meeting. Please bring in school supplies at this time. Meeting the teacher and becoming familiar with classmates, locker, and classroom makes the first day of class more comfortable.

PARENT/STUDENT/SCHOOL COMMITMENTS

An individual's character is revealed through his attitude, conversation, and behavior. This, in turn, reflects the training an individual receives at home and at

school. Therefore, we expect the behavior and attitude of our students at Wixom Christian School to bring honor to their parents and school. (Proverbs 1:7-9; Proverbs 23:23,25) Parents and students must understand that the purpose of enrollment is to receive instruction and admonition in the ways of the Lord and to help one find and fulfill God's will for his life. (II Timothy 3:14-17)

Parents and students must agree to abide by all the school regulations as outlined in the Parent/Student Handbook and agree to conduct that is in harmony with the goals and standards of Wixom Christian School. School standards regarding the following should be respected even when away from school and during the summer: immorality, immodesty, stealing, cheating, bad language, lying, complaining, gossiping, gambling, drinking alcoholic beverages, smoking, and abusing the use of drugs and/or talking favorably about such things. All parents and students must strive to have a good Christian testimony. Students must begin to train themselves for roles of leadership in school, in church, and in the community by developing skills that edify the body of Christ. All students will be expected to fully participate in pledging to the flags, respectful behavior during the playing of the national anthem, reading from the Bible, memorizing scripture, prayer, and attending and participating in the school chapel services.

PARENT/SCHOOL RELATIONS

WCS is designed to be an extension of the Christian home. Your support and open communication is required for maximum success. We ask our parents to support WCS by providing a home and church environment that is consistent with what is taught at WCS. Parents are expected to help WCS by supporting school policy at home and enforcing school rules while their children are at school events. Failure of parents to support the school rules and authorities may result in the child's expulsion.

Parents must be familiar with the dress code for the purpose of purchasing the right clothing articles for school, for checking their child before they leave the home, and for patterning the same principles of modesty and neatness when they are on school property. We request that parents comply with the dress code for school related functions and visits.

PARENT – TEACHER CONFERENCES

Scheduled times have been set aside for parents and school personnel to meet in order to discuss the needs of the student and to enable parents to follow the progress and development of their students. The school asks that all parents attend these conferences.

PLAGIARISM

All written papers need to be in the students' own words. Plagiarism is using another's opinions, ideas, exact words, or sentence structure and claiming them as the student's own writing by not using quotation marks or not citing the material. When using exact words, ideas, or sentence structure as another, a student must use quotation marks and cite the information as the teacher instructs. When a student states another author's opinions or ideas in the student's own words and sentence structure, the student must still cite that information as the teacher instructs. Students do not have to cite

information that is considered “common knowledge” as long as the information is in the student's own words and sentence structure. Common knowledge would be any information that could be found in a multitude of sources. It is also not acceptable to fill an entire paper with quotations and citations. The purpose of any paper is for the student to write about what he has learned through research or to state his own opinions on a topic; and the quotations and citations are only a means of proof and support of what has already been stated. Plagiarism includes, but is not limited to, copying and pasting material; copying, pasting and editing; using quotations without citation; and taking printed sentences and rearranging them in a new order. Plagiarism will be dealt with firmly. Minor infractions will result in a reduction of the grade and rewriting of the assignment. Major infractions will include the same, but may also result in demerits or suspension.

PRIVATE LESSON POLICY

WCS may offer piano, instrumental, and voice lessons as an extracurricular class open to any students in 1st-12th grades. Lessons are integrated into regular school hours in order to maintain accountability between the administration, teachers, and students. Only current students enrolled at WCS will be allowed to participate in all piano, voice, and instrumental lessons. Lessons are to be administered on school property and will be under the umbrella of the school and are therefore subject to the fees and guidelines referred to in the Wixom Christian School Student Handbook.

PROBLEM RESOLUTION

When problems arise between students, parents, or staff, please follow the principles of Matthew 18:15-16 to resolve all matters expediently. Matthew 18:15: “Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. 16 But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established.”

PROHIBITED ARTICLES

The following items are not permitted on school property:

Cigarettes, alcoholic beverages, non-prescription drugs, knives, guns, explosives of any kind, all types of weapons or dangerous items and facsimiles (toys), electronic devices (exceptions may be made for specific activities), ear buds or earphones (except when in use for listening labs), magazines and books not approved for classroom use. Principals may, at their discretion and in good judgement, issue a detention or other form of discipline rather than demerits or markers for offenses deemed rebellious in nature.

RECESS RULES

1. Students must have permission to leave designated, supervised play areas.
2. Girls must wear shorts underneath their skirts when using playground equipment.
3. Students must be dressed according to weather conditions. Cold weather requires coats, hats, gloves, possibly boots and/or snow pants.
4. Students in first through sixth grade may be required to go outside on days when the temperature is a two-digit number.
5. Safety must be exercised at all times. Students must use all outside and

- inside equipment and materials in the manner for which they were intended. Students may only use game equipment designated for recess.
6. Students are not to have controlled physical contact. Students will not jump on, hang on, push, trip, shove, hold or restrain others, or use aggressive behavior that could harm others.
 7. No throwing of snowballs, sticks, stones, sand, wood chips, etc. (on school property).
 8. Students may bring their own recess sports equipment except for the following: electronic games, skate boards, skates, roller blades, walkie-talkies, hard balls and bats, and other items that the monitors have identified as unsafe or disruptive.
 9. Students must walk in an orderly fashion behind a teacher / aide across the parking lot.
 10. Students must never go in the direction of the houses past the front of the garage. They also must never go past the second set of soccer goal posts. They may never go into the tall grass by the woods.
 11. Students must not climb on goal posts or bleachers
 12. Students must swing in the direction for which the swings were intended.
 13. Students may not dig holes in the dirt or pile up woodchips and sticks.
 14. Students are responsible to leave the playground area neat and clean.
 15. No sticks, wood chips, or rocks should be moved or carried across the parking lot.

SCHOOL DAY - Monday - Friday from 8:15 a.m.-3:15 p.m. (3:00 for PS and EI.)

The preschool classes meet:

- | | |
|-----------------------|--|
| Preschool (K3-K5) | 8:00-12:00 (a.m. classes) |
| Preschool "Plus" | 8:00-3:00 (includes a.m. classes & afternoons) |
| Preschool "Advantage" | 7:00-5:30 (includes a.m. classes & all-day care) |

The daycare is open: Monday through Friday from 7:00 a.m.-5:30 p.m.

SCHOOL AND SNOW CAMP

At the administrator's discretion, some school years may include a school camp and/or a snow camp for all 7th-12th graders. Some costs for these camps may be passed on to families. Any days at school camps will be considered required, and absence from either camp will be treated as unexcused (deduction of 2 percentage points per day from each class's semester average).

SCHOOL SPONSORED TRIPS

Dress code will be specified prior to the school-sponsored trip. Parents must sign a liability form on Family Portal for every student (regardless of age) when school personnel are supervising a school-sponsored event.

SENIOR GRADUATION

A commencement ceremony is planned for the Friday before Memorial Day to recognize and honor those senior students who have successfully fulfilled the necessary course work requirements for graduation and are thereby eligible to receive a high school diploma from Wixom Christian School. All 7th-12th grade students are strongly encouraged to attend the graduation. Seniors are required to wear the school's designated graduation gown, cap, and tassel. Candidates for valedictorian and salutatorian will be determined by their cumulative high school GPA, which must exceed 3.5, and they must have attended WCS for one full year. All students who graduate with a 3.0 or above

cumulative GPA will be given gold honor cords to wear at the ceremony.

All graduates are required to attend the commencement rehearsal. Failure to attend the rehearsal will result in not being allowed to participate in the commencement ceremony.

SENIOR TRIPS

The senior trip is considered part of each senior's graduation requirements. The purpose of the senior trip is for spiritual encouragement and memory-building together as a class. Costs for such trips may be as much as \$1500 per student. Students may begin raising money for their senior trip during their Freshman year. 25% of all major fundraising profit earned during a student's Freshman and Sophomore year will be applied toward his senior trip account. 90% of all major fundraising profit earned during a student's Junior and Senior years will be applied toward his senior trip account. (maximum of trip cost plus \$100 cash)

SOLICITATIONS PROHIBITED

Distribution of political materials or circulation of petitions without the permission of the administration is forbidden at Wixom Christian School. The sale of any items other than those approved by the administration (i.e. school fundraiser) is also prohibited.

SPECIAL EVENTS

Because of the value of specially-planned events, all students in grades 7th – 12th are required to attend and participate in all school events that take the place of regular school days.

STATE PERSONNEL

State officials that request to speak to any child will be delayed until parents can be contacted. The administrator will be present and video conversations between a child and an adult that is not the child's parent or WCS staff and only after consent from the parent.

STUDENT DRIVERS

Students with a valid driver's license and insurance may request permission from the school administrator to drive to school. The required student driver forms must be completed and filed with the school office or driving privileges will not be granted. Students who do not obey the necessary safety restrictions that go with the responsibility of being a student driver will receive the following discipline:

First offense: loss of driving privilege for one week.

Second offense: loss of driving privilege for one term or 9 weeks.

Only those passengers with written permission from their parents are allowed to ride with student drivers. This written permission must be on file in the school office.

STUDY HALL

Study hall will be a quiet study time with seating assignments, normal classroom rules and procedures, no audible talking, no sleeping, and no games. Students are to come prepared to study with books, writing materials,

assignment information, etc. that will be sufficient work for the entire study hall period. A student may obtain permission from the study hall teacher to go to the library, office, or to conference with another teacher. When students are given special permission to leave study hall to go to their locker, the restroom, office, etc. they should not be found loitering.

TABLETS AND LAPTOP COMPUTERS

Tablets and laptop computers may be required or recommended for some classes. WCS reserves the right to limit the use of these items to academic purposes only. Limited Internet access may be granted for school-related projects, but traffic will be monitored and controlled. At no time may the school wireless network be used for device-to-device communication or social media.

TELEPHONE

Students may receive permission by the school office staff to use the school office phone for school-related business only. All cell phones (and smart devices like Apple Watches) are to be turned into the principals before school and may be picked up after school. If a cell phone is found “on” a student during school hours the cell phone will be confiscated and a detention will be issued. Parents needing to contact their student during school hours should call the school office.

TRAFFIC PROCEDURES

AM Drop-off

Always enter the parking lot at the south driveway. **The north drive is for exiting only!** Proceed to the east (back) of the parking lot and drive to the north. When dropping off students, follow the circular traffic pattern around the south parking lot. Passengers may safely enter or exit vehicles at the sidewalk. Or, you may choose to take a parking space and carefully walk to the sidewalk. Drivers may exit from the south driveway. Please leave the entrance lane open at all times.

Go slowly! The speed limit is 5 miles per hour. Watch for children!

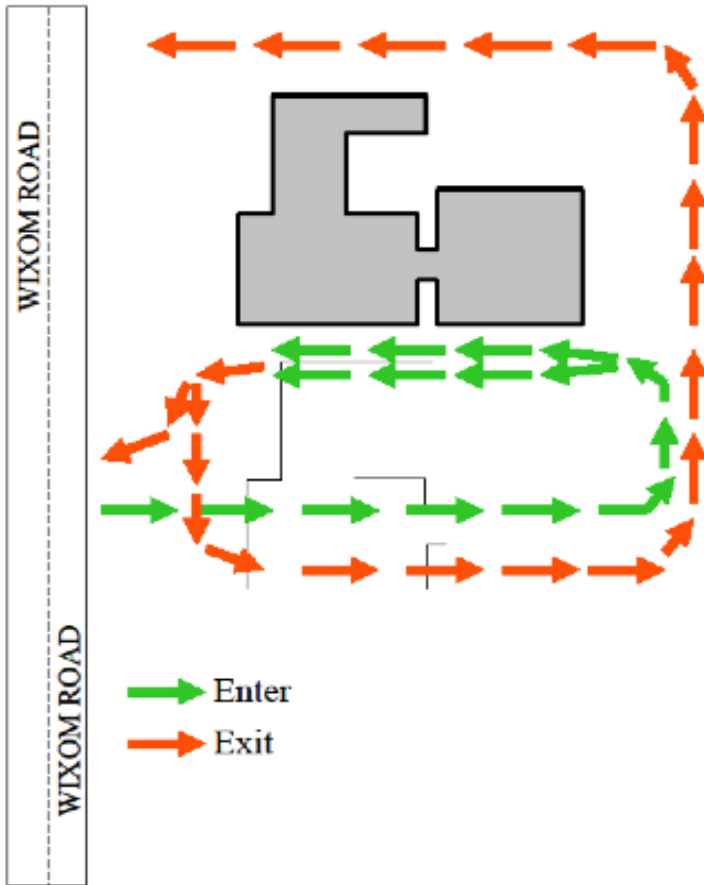
PM Dismissal

Always enter the parking lot at the south driveway. **The north drive is for exiting only!** Follow the traffic pattern pictured below when picking up your child. For the first few weeks of school, remember to visibly place your child's last name on the dash of the windshield. **Parents, please do not park and enter the building during drop-off and dismissal.** For safety purposes, no one is permitted to enter the building during the carline dismissal time of 3:00-3:20. If you need to visit the office or meet with a teacher, it must be before or after that time.

Noon Dismissal

Always enter the parking lot from the south driveway. **The north drive is for exiting only!** Follow traffic pattern to the east side of the building. Approach the east doors of the preschool wing to pick up your preschool child.

School Traffic Procedures



VISITS

For safety and security, all parents and visitors must report first to the school office.

Parents may NOT enter the building unless dropping off late or picking up early. Parents who would like to talk with their child's teacher should arrange for a conference. Teachers should not be detained either before or after school unless an interview has been scheduled for that time.

For safety reasons, no visitors or parents will be permitted to enter the building between 8:00-8:20 and 3:00-3:20 PM.

Classroom guest visitors must receive permission or approval from the administrator to be on our campus. Visitors must be attired in school dress code. Visitors other than parents, speakers, and prospective students are generally not permitted during the school day.

Forgotten school related items must be brought to the school office to be delivered to the students by school personnel.

If you designate someone to collect your child, whether it is someone we know or not, please inform the school office staff so that we can be sure that your child is safe. Only approved drivers (on Family Portal) may pick up children.

VOLUNTEERING

Each WCS family is required to volunteer 20 hours throughout the school year. Volunteer hours can be earned by helping in a classroom, supervising study halls, supervising lunch and recess, parking lot safety patrol, coaching, driving for activities or field trips, and even attending some designated athletic events! Volunteer hours are recorded via the Family Portal app. Your account will be charged \$50 for each required volunteer hour not achieved. Thank you for your involvement in your child's education!

WITHDRAWAL

Parents are to make all withdrawal requests in writing to the school administrator. Records, transcripts, and/or report cards will not be released until all financial obligations are paid and school property is returned. Students who withdraw before the end of the semester will receive their current grades but no report card. If a student is withdrawn during the school year, the tuition owed will be calculated based on the number of quarters the child was attending, including the quarter of withdrawal. All curriculum materials remain the property of WCS.

CHRISTIAN CHARACTER DEVELOPMENT

We are dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that “all things should be done decently and in order,” and our students should be taught to accept a God-given responsibility to “walk honorably before all men.” Complaining and disrespect for authority are not acceptable. Behavior standards and expectations are based on Matthew 22:37-40:

“Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it, thou shalt love thy neighbor as thyself. On these two commandments hang all the law and the prophets.”

A well-disciplined life is an effective and productive life. Discipline develops students that are obedient, responsible, and strong in Godly character. We believe discipline should be an effort of the home and the school working together. While WCS encourages Biblical spanking within the home, at no time will corporal punishment be used by WCS.

1ST-6TH Grades Discipline System

Students are expected to follow 5 simple rules that will be posted in each classroom:

- 1. Cooperation** – they are to obey immediately with the right attitude and action.
- 2. Communication** – their speech should edify others, glorify God, and be kind.
- 3. Compassion** – they should treat others as Christ would treat them, and as they would like to be treated.
- 4. Compliance** – they should willingly follow the expressed and understood expectations of the authority over them.
- 5. Credibility** – they should never lie, cheat, steal, or fight.

If a student fails to comply with school or classroom policies, they will receive a blue marker. If a student chooses to disobey school or classroom rules regarding conduct or directly violates the expressed or understood instructions of their authority, they will receive a green marker. Students that lie, cheat, steal, or fight may receive 4 green markers at once and be immediately sent to the principal’s office or classroom:

1 st marker	= warning
2 nd marker of same color	= lose 10 minutes of recess the next day
3 rd marker of same color	= lose 20 minutes of recess the next day
4 th marker of same color	= lose entire recess the next day, immediately sent to principal

Any loss of recess time is considered a detention and will result in a detention notice being emailed to the parents. At the end of each day, all markers will be recorded and removed.

Students who consistently display good behavior will be recognized at the end of the year. Students who receive fewer than the maximum minutes of detention allowed each quarter are eligible for the citizenship award. For each quarter, the maximum minutes are as follows:

1 st quarter -	30 minutes	2 nd quarter -	20 minutes
3 rd quarter -	10 minutes	4 th quarter -	0 minutes

After 100 minutes of detention, students will receive in-school suspension time. Students may be expelled from WCS if behavioral improvement is not evidenced.

Most classroom time is restricted by the use of a red light which indicates that there is to be no talking and no leaving one's seat without specific permission. This would include any time the teacher is lecturing. While working on seat-work during "red-light" time, students may not cease their work while raising their hand. Teachers are encouraged to extend no leniency for violating the talking and standing rules during red-light times. Students will be given ample time to interact and relax during green-light and yellow-light periods.

7th-12th GRADES DISCIPLINE SYSTEM

The demerit system is a systematic way of recording disciplinary problems in the 7th-12th grades. It is designed to give the administration, the parents, the teachers, and the student an early awareness of problem areas that need to be resolved. Demerits may be used in addition to reprimands, loss of privileges, and other corrective means.

Students in grades 7 through 12 may receive demerits for minor infractions. When a student receives 3 demerits in a specific category, he/she will serve an afternoon detention. Excessive detentions by any one student may result in extra-curricular privileges being denied, a written report filed with the school board, denial of re-enrollment, or expulsion.

Detentions will be served from 3:15-3:45 on the assigned day. Failure to show for a detention will result in an additional detention assigned. (2 detentions on sequential days)

On a student's 5th and subsequent detention in a semester, an in-school suspension will also be served. The administration reserves the right to deny re-enrollment or expel any student that receives more than 50 demerits or a second suspension in one semester.

Any student serving a suspension will receive a reduction of two (2) percentage points on his final semester grades in all classes for each day he is suspended from classes.

RECORDING PROCESS

Demerits are issued by WCS staff on RenWeb. Office staff will be responsible for all record keeping of demerits and detentions. WCS staff must inform students of demerits issued so that the student will understand the action which led to the demerit and what change in behavior must be made. All students will start with zero demerits at the beginning of each quarter.

TYPICAL DEMERITABLE OFFENSES - (examples)

TARDY TO CLASS / SCHOOL

Each teacher may define "tardy" for their class. The minimum requirement is that the students must be in their room when the bell rings. It is recommended that students be seated in their assigned seat when the bell begins to ring.

DRESS CODE VIOLATION

No warning will be given. Student will immediately change or be sent home.

MISSING SUPPLIES/ GYM CLOTHES

No warning will be given. Students must be prepared for class.

BEHAVIOR VIOLATIONS

Eating in class, chewing gum, talking in class, horseplay, and physical contact, are demeritable offenses.

HOMEWORK INCOMPLETE

This demerit will be issued in addition to point-docking on the assignment.

FAILURE TO RETURN SIGNED PAPERS

This demerit will be issued for required reports, permission forms, notices, etc., that the student fails to return in a timely fashion

Students who wish to continue attending WCS are expected to live by the spirit of the law. This is especially crucial as students prepare to move into the Junior and Senior High School. Junior and Senior High students will be monitored through a systematic evaluation and interview process. Students who do not want to attend WCS or who do not show evidence of growing in Christ as set forth in God's Word will not be retained as students. Students who have not had any detentions will receive WCS Citizenship Recognition.

For serious infractions of school regulations, students may be required to participate in professional counseling as well as church accountability in order to maintain their enrollment status. If so, parents will be expected to provide proof of counseling from a board-certified counselor under one of the following organizations:

1. **Association of Certified Biblical Counselors**
2. American Association of Christian Counselors
3. National Association of Christian Counselors
4. National Christian Counselors Association
5. Pure Life Ministries

Cheating – The faculty and administration consider cheating to be a matter of the heart and incompatible with godly Christian character; therefore, all instances of cheating—from the smallest homework assignment to the biggest project, test, or final exam—will be treated with the same level of severity and consequence. **Every first occurrence** of cheating will result in, at minimum, a

detention, a zero on the assignment, and a meeting with the parents and teacher or principal. **Every second occurrence** in the same school year will result in, at minimum, one day of suspension (resulting in a final semester deduction of 2% per class as per policy, a zero on the assignment, and a meeting with the parents and teacher or principal. **Every third occurrence** in the same school year will result in, at minimum, a multiple-day suspension, a zero on the assignment, and a meeting with the parents and teacher or principal. A third occurrence may result in dismissal from WCS. Final discipline for cheating will be at the discretion of the principal.

STUDENT DRESS AND APPEARANCE STANDARDS

GENERAL STANDARDS

WCS employs a conservative, yet flexible uniform code for all students. Clothing standards are intended to accentuate conservative styles that are conducive to a Christian work environment. No radical types of dress or appearance are permitted during the school day or at school activities. No words, messages, logos, or symbols are permitted on clothing other than the small brand logo of the clothing. Playful graphics with a natured theme such as animals, stars, etc., may be allowed for elementary students. Clothing may not resemble recreational-type clothing unless a special event calls for casual attire (i.e., T-shirts, denim, blue jeans/blue jean material, leather, nylon, “sweatshirt” material clothing). NOTE: Boys and girls in 1st-6th may wear denim material, as long as it is not frayed, torn, faded or “dirty” looking.

Clothing may not be excessively wrinkled, dirty, worn, tight, loose, or sloppy. Clothing may not be worn inside-out, backward, low-riding, form-fitting, sheer, revealing, and/or immodest. Layered clothing must have a neat appearance and the visible layer must adhere to school dress guidelines for fit and coverage. Clean, well-fitted clothes, and evidence of grooming is expected. Undergarments may not be discernible through clothing.

7th-12th students must wear clean, **non-athletic** shoes (some athletic “styles” may be acceptable, but the colors and design must not be for athletic purposes). All shoes must have some kind of back (no clogs, crocs or flip-flop type shoes). Athletic shoes for 7th-12th are only worn at recess-break time, during gym class or sports practice, and with casual attire. Coats, jackets, outdoor vests, and hooded apparel (except hooded, neat-looking sweaters for girls and school spirit-wear in good condition) may not be worn during school. Hats and sunglasses (except as an accessory to girls’ hair) are not to be worn during the school day.

Students may not have visible tattoos, body art, or body-piercing jewelry. The staff reserves the right to request any student to remove jewelry that is deemed disruptive, inappropriate or potentially offensive as determined by staff. Only moderate use of jewelry is permitted (no more than two pairs of earrings for girls). Boys are not permitted to wear earrings but may be allowed to wear a limited number of appropriate bracelets and rings. No extreme hairstyles, unnatural hair colors, or hair-color combinations.

Preschool students (K2-K5) are asked to refrain from wearing overly casual or

immodest clothing. Please ensure that preschool students have closed shoes (no flip-flops or loose sandals), shirts without distracting or worldly messages, and pants or skirts that reach the top of the knee. Preschool girls that choose to wear a skirt should wear shorts or leggings underneath.

Students may not hike-up or roll pants or skirts, roll-up sleeves, or modify the clothing standard before, during or after school while on campus. To do so may result in automatic detention. **Parents are responsible for their student's compliance to these dress standards.**

GIRLS' SCHOOL DRESS STANDARD

Female students and staff may wear dress-style pants during the months of December-March. No pajama pants, exercise pants, cargo-style pants (large exterior pockets), jogger-style pants or jean-cut pants (patch pockets or double seams) may be worn. Slacks must be loose-fitting, non-stretchy, non-denim and modest. The School Administration may designate some additional days as "slacks day" for ladies.

For regular school days September-November and April-May, 1st-6th girls must wear a bottom-of-the-knee length (or longer) skirt or dress with sleeves or jacket. 7th-12th girls must wear skirts purchased through the WCS Land's End Portal. These skirts must continue to meet dress standards detailed above and must fit properly and cover loosely. Skirts are to be worn at the waist and may not be worn low on the hips. Contemporary-style skirts can be purchased anytime of the year through Land's End. School approved clothing is available on Land's End website for all ages and genders.

When activity dress is permitted, girls may choose to wear loose-fitting khaki-style pants. Pants must not be form-fitting and are to be worn at the waist.

Girls intending to use playground equipment must wear a pair of shorts under their skirt/dress.

Girls may choose to wear ankle-length tights or leggings to school or during recess under their skirt during the winter months. Skirt lengths should still reach to the bottom of the knees when wearing tights or leggings. Ankle-length tights and leggings must fit properly (tightly) and not resemble slacks.

A loose (may not be form-fitting), modest top with sleeves and collar must be worn at all times. A non-collared shirt may be worn if it is combined with another clothing item (scarf, sweater, vest, etc.) to dress it up. Exception: Elementary girls may wear properly fitting tops with sleeves **without** a collar as long as it complies with the graphic's policy mentioned under the "General Standards."

Necklines may not exceed more than two inches below the base of the collarbone (includes V-necks). Tank tops and/or camisoles used to comply with the neckline requirement must also comply with fitting requirements or be covered by other clothing. They must not require adjustment in order to comply throughout the day. When stretching or bending, midriff must not show.

Tights, hose, or socks must be worn by all 7th-12th grade girls. Exception: 7th-12th girls may, during the months of September-October and April-May, wear “dressy” open toed and backless shoes without any type of stocking. No fish-net or lace. Girls may not wear shoes with heels until 7th grade.

Girls are not permitted to spike or shave all or part of the hair or have extreme hairstyles. Girls’ hairstyles are to be distinctly feminine and not mimic a traditional boy’s haircut. Only girls in 7th-12th grades may wear light makeup. All girls may wear nail polish, but no black or extremely dark nail polish may be used (except for spirit dress). No more than two pairs of earrings may be worn in the ear when at school activities. Only moderate use of jewelry is permitted.

BOYS’ SCHOOL DRESS STANDARD

Boys must wear dress-style pants (boys in grade 1st-6th may also wear neat-looking, properly-fitting jeans). No cargo-style pants (large exterior pockets), jogger-style pants or jean-cut pants (patch pockets or double seams) may be worn. Pants must be sized so as to stay in place without a belt. Pants may be only so long as to touch the floor at the hem or cuff if wearing no shoes.

Boys must wear collared polo or button-front shirts unless wearing a sweater. Boys (1st-12th) shirts must be tucked in unless it is cut level, of a reasonable length (waist), and designed to be untucked.

7th-12th boys must wear non-athletic shoes with socks.

Boys are not permitted to wear their hair long, spiked, razor designed, unkempt or shaved. Hair may not be long enough to touch the ear or collar and must be more than two finger-widths above the eyebrows. Boys’ hair should be neat with sides and back **tapered to blend evenly** in a traditional conservative haircut. Sideburns may not be below the middle of the ears. Students should be clean-shaven each day.

Boy’s jewelry is restricted to a watch and no more than one ring on each hand. Exceptions may be made for a limited number of appropriate bracelets and one necklace worn inside the shirt. Belts are required for 5th-12th boys when pants have belt loops.

BOYS’ AND GIRLS’ 7-12 GRADES PHYSICAL ED. DRESS STANDARD

A loose-fitting **WCS PE T-shirt** is required (purchased at the school office). A spirit-wear sweatshirt may be worn outside for additional warmth over the WCS gym T-shirt. (NO sweaters, blazers, turtlenecks, jackets, etc.)

Appropriately sized official WCS athletic shorts or WCS sweatpants are required (purchased at the school office). Socks and athletic shoes are required.

Students will use the appropriate locker room to change clothes at the beginning of the class hour. Last hour gym class students may leave the building in their gym T-shirt and sweat pants or warm-ups but not in gym shorts.

The PE dress standards are intended to be the standards for all sports practices. However, students may practice in T-shirts and shorts similar to

those sold through the school office.

Elementary students in 1st-4th grades will wear their school clothes to gym and recess time. Please have elementary girls wear appropriate fitting dress on their gym day. Students should keep a pair of inexpensive athletic shoes at school for those times when in the gym and/or recess time.

STANDARDS FOR SPECIAL OCCASIONS AND VOLUNTEERS

All aides, volunteers, parents and students who are helping or visiting during school hours are requested to follow WCS dress codes. The administrator will determine the type of dress standards required for special occasion by using the following guidelines:

- 1. Activity Dress** - Boys may be permitted on specific occasions to wear neat-looking jeans and athletic shoes with school dress shirts or WCS “spirit wear.” Girls may be permitted to wear khaki-style pants and athletic shoes with school dress or WCS “spirit wear.” Slacks and skirts must be loose-fitting and are to be worn at the waist. **Athletic Contests – Students and staff attending athletic contests as fans at WCS or elsewhere are required to wear school dress or activity dress. This includes WCS official team jerseys, WCS spirit wear and/or WCS sweatpants. Shorts (unless playing) and non-WCS sweatpants will NOT be permitted. (This dress code is required for staff and students at ALL athletic events, whether on-campus at WCS or off-campus at another school)**
- 2. Spirit wear** - clothing purchased from WCS with the school logo.
- 3. Camp Dress** - Boys may be permitted on specific occasions to wear neat-looking jeans or shorts, a t-shirt, and athletic shoes. Girls may be permitted on specific occasions to wear loose-fitting, non-stretchy khaki slacks/capris or shorts, a t-shirt, and athletic shoes. All shorts must reach to below the knee and all t-shirts must comply with the standards detailed under “General Standards.”
- 4. Program Dress** - The present school-classroom standards will be acceptable in many cases. 7th-12th grade boys may be required to wear black socks, dress shirt, tie and sport coat. Girls may be required to wear “Sunday Dress” for programs.
- 5. Banquet Dress** - Boys must wear a sport coat with dress shirt, tie, dress pants, and dress shoes. Girls must wear a dress or formal. Formals and dresses for special occasions must adhere to modest dress guidelines established by WCS (modest neckline, sleeves or jacket, no backless or cutouts in garment, no spaghetti straps, knee-length or longer, slit no higher than knee, must be loose fitting, and non-transparent). Woman faculty members will be designated to check all student dresses and formals weeks in advance of the special occasion. Students may not attend the event in an outfit that has not been approved by staff.

PLEASE KNOW THE DRESS CODE PRIOR TO SHOPPING. Demerits will be issued for dress code violations that occur at school or school activities. In most cases

students will be asked to correct infractions by changing into clothing provided by the school. Students are required to adhere to the dress code before arriving at school and any time while on school property including after school.

The administrator may make new rulings regarding any fads or new styles during the school year and is the final school authority in regard to dress standards.

GENERAL ACADEMIC INFORMATION

WCS GRADING SCALE FOR ALL GRADES

95-100	A	3.83 – 4.00	EXCELLENT
90-94	A-	3.50 – 3.82	
87-89	B+	3.17 – 3.49	
83-86	B	2.83 – 3.16	ABOVE AVERAGE
80-82	B-	2.50 – 2.82	
77-79	C+	2.17 – 2.49	
73-76	C	1.83 – 2.16	AVERAGE
70-72	C-	1.50 – 1.82	
67-69	D+	1.17 – 1.49	
63-66	D	0.83 – 1.16	BELOW AVERAGE
60-62	D-	0.50 – 0.82	
0-59	F	0.00 – 0.49	FAILURE

Incomplete Grades

An “I” is used to indicate that course work is incomplete and that a grade is forth coming. Students must make up any and all course work within two weeks of the end of the quarter. Incomplete work will receive a grade of “0” if it is not submitted within this time frame.

EDUCATIONAL TESTING PROGRAM

Achievement tests may be given at least every other year to K5 -7th grade students. Results of all tests will be available to the parents. 8th-10th grade students take the PSAT in October, which prepares them for the SAT. All Juniors will take the SAT in the Spring at no additional cost (Seniors may take the SAT in the spring for a fee). Students are encouraged to take the SAT entrance exam at least one additional time prior to graduation to increase their score and opportunities to earn scholarships.

HOMEWORK

Homework assignments should be expected every night. The amount varies by subject and student. Typically students in grades 1 – 3 can expect 20 to 30 minutes of homework; grades 4 – 6 can expect 30 to 90 minutes; grades 7 – 12 can expect 60 to 180 minutes. We believe that homework is necessary for reinforcing new material and retaining facts that should be memorized. Teachers are asked to limit homework on Wednesday nights to less than 20 minutes per class. **Students in 8th grade and below may not use a calculator for any math class.**

REPORT CARDS AND PROGRESS REPORTS

WCS staff computes grades continuously (available for parent review on Family Portal) and emails home report cards quarterly (approximately every 9 weeks).

ACADEMIC INELIGIBILITY

A student will be placed on the academically ineligible list if:

- *The student's GPA is below 1.82 for the current year
- *The student is at risk of failing a course necessary for graduation
- *The student is currently failing a course
- *The student has less than a 73% in Bible class
- *The student has outstanding incomplete work

The academic probation period will last at least one full week after the calculation is made on the 5th week of the quarter. It will continue until the cumulative average meets the standard. Academic probation that results from a quarterly report card will last 2 weeks. Academic probation will fully restrict students from participation in extracurricular activities and may be cause for being denied re-enrollment.

PROMOTION AND RETENTION

Promotion in 1st through 8th grade is intended to indicate that a student has satisfactorily completed and mastered the grade-level work, and that he/she is ready for the work of the next higher grade level. When a student needs additional time for mastery of grade-level work, he/she will be retained in the current grade. A student's report card will contain a notation as to whether he has been promoted or retained.

The decision to retain an individual will be made by the administrator and classroom teacher. When averages in several of the major areas of study are D or lower, retention is normally indicated in grades 1 through 8. Students who fail a class at the high school level do not receive credit for that class and could jeopardize their class standing by not having enough credits. Failed courses may have to be repeated successfully in summer school in order to graduate on time. The school reserves the right to deny re-admission to students who do not respond to the curriculum. Parents should communicate with the teacher(s) by the end of the third term if it appears likely that their child will need retention or will fail a course.

Kindergarten is often the ideal level for students to be retained so that they may gain an extra year in maturity. This year often makes a positive difference in future school years.

New student applicants whose test scores indicate a significant lack of skills required for the present curriculum at the grade they have applied for will be required to be held back in order to enroll. (If more than one year behind in skills required, enrollment may be denied.)

A student is required to complete twenty-one (21) credits of a prescribed course of study plus Bible to receive a regular graduation diploma from Wixom Christian School. In addition to elective courses, a student must complete the

following academic requirements:

GRADUATION REQUIREMENTS

MINIMUM CREDITS for Graduation (must take all core classes each year)

ENGLISH	4 CREDITS
MATHEMATICS	4 CREDITS
SCIENCE	4 CREDITS
HISTORY*	4 CREDITS
PHYSICAL ED	1 CREDIT (may use 4 years varsity sports)
FINE ARTS**	1 CREDIT
COMPUTER	1 CREDIT
WORLD LANGUAGES***	2 CREDITS (5 Levels of Rosetta Stone)

*Government, Economics, and U.S. History are required

**Music, band, choir, drama, speech and/or art qualify for 25% of this credit

***Students must complete 5 Levels of a language for graduation

\$250 for first-year license, \$150 for each additional year needed

Students may complete all 5 levels in one year or may take up to 6 or take 2 credits of Latin/Greek

COURSE OFFERINGS

The 7th-12th school day is comprised of seven 45-minute class hours of instruction. Students will be required to take five or six subjects in addition to their required Bible class. Most High School courses are offered every other year. Elective courses vary depending upon availability of an instructor and student support. (No course may be dropped or added without administrative approval.) A student request for a course change will not be considered after the fifth week of the semester unless unusual circumstances prevail. ~~A drop/add form must be completed and turned in to the school office with a note from the parents indicating their approval of the change(s).~~ The administrator will make the final decision.

Students (grades 7-12) that complete a course with a D- or better will receive credit for that course. Failing a course results in no credit. Credits per semester are assigned the following value depending upon how many days the course meets and/or length of meeting time:

4 & 5 days per week	.5 credits per semester
2 & 3 days per week	.25 credits per semester
1 time per week	.13 credits per semester

Home-schooled students who transfer to Wixom Christian High School must provide a complete lists of courses taken, texts used, and approximate grades earned for each year of home schooling. The administrator will determine which courses are acceptable to transfer.

Honor Points will be given in the following courses when a grade of C or higher is earned: Algebra II, Advanced Math, Physics, or any class provided through WCS

that the student has earned Dual Credit status. The honor point value will equal .5 (i.e., a B has a 3.0 value--with honor points added a B has a 3.5 value for the purpose of computation of an honors G.P.A). Non-academic classes (Choir, PE, etc.) will not receive a GPA and will not positively affect eligibility status.

ACADEMIC COURSE OFFERINGS FOR 9-12 GRADES

ENGLISH - (4 credits for WCS on-site courses required)

- Literature Fundamentals
- World Literature
- American Literature
- English Literature
- Grammar

MATHEMATICS - (4 credits required)

- Algebra I (8th)
- Honors Algebra II (9th or 10th)
- Geometry (9th or 10th)
- Honors Pre-Calculus and Trig. (or Basic Math or Bookkeeping)
- Honors Calculus
- Consumers Math

(For online courses, credit will only be given when the course is pre-approved, registered and supervised through WCS)

SCIENCE (4 credits required, one may be an online college course taken in lieu of a high school course during the semester*)

- Basic Physical Science
- Biology
- Chemistry
- Anatomy

HISTORY (4 credits for WCS on-site courses required)

- Geography
- World History & Cultures
- American Government & Economics
- United States History (1 cr.) required for graduation

PHYSICAL EDUCATION (1 credit required) Not averaged in GPA

FINE ARTS (1 credit required) Not averaged in GPA

COMPUTERS (1 credit required) Not averaged in GPA

ELECTIVES (foreign languages, fine arts, and online learning including approved dual credit college courses)

21 CREDITS TO GRADUATE PLUS YEARLY ON-SITE BIBLE CLASSES

*Seniors may choose to take one correspondence or online college course per semester for high school credit as long as the class taken is not intended to replace one currently offered at WCS.

ACADEMIC CONTENT FOR K-8 GRADES

KINDERGARTEN

Bible, Phonics, Reading, Arithmetic, Writing, Science, Art, Music, Gym

FIRST THROUGH SIXTH GRADES

Bible, Phonics, Reading, Language, Science, Handwriting, Science, Social Studies, Arithmetic, Art, Music, Gym

SEVENTH AND EIGHTH GRADES

Bible, Language, Science, History, Math, Keyboarding, PE, Drama
ACADEMIC RECOGNITION AND AWARDS

JUNIOR AND SENIOR HIGH SCHOOL

Students in grades 7 through 12 will receive academic recognition at the spring Academic Awards Chapel if they successfully meet the following criteria both semesters:

Honor Roll: 3.50-3.81 Cumulative GPA and no semester grade of D, F, I, or U

High Honors: 3.82-3.93 Cumulative GPA and no semester grade of C,D,F,I or U

Highest Honors: 3.94-4.0+Cumulative GPA and no semester grade of B,C,D,F,I, U

The School Board Recognition Medal is awarded to the highest year-end GPA in each grade over 3.50. "WCS Citizenship" recognition will be given to those students who have not served any detentions during the year. Perfect Attendance certificates will be awarded to those with no absences during the school year.

Students in 8th grade may be eligible for the Presidential Educational Excellence Award if they have scored in the 85th percentile ranking on a recent national achievement test in either Math or Reading and have maintained a 3.5 GPA during seventh and eighth grade.

Students in 12th grade may be eligible for the Presidential Educational Excellence Award if they have scored in the 85th percentile on a recent national achievement test or college entrance exam in either Math or Reading and have a cumulative 3.5 High School GPA.

ELEMENTARY GRADES FIRST THROUGH SIXTH

Students in grades 1 through 6 will also receive academic recognition at the end of the year. Only academic subjects are considered (band, music, art, computers, physical education, and penmanship are not included). Students may not qualify for these honors if there are incompletes at the time of the computation. Students will qualify for academic honors based on the following:

Honor Roll: 3.50-3.81 Cumulative GPA and no semester grade of D, F, I, or U

High Honors: 3.82-3.93 Cumulative GPA and no semester grade of C,D,F,I or U

Highest Honors: 3.94-4.0+Cumulative GPA and no semester grade of B,C,D,F,I, U

The School Board Recognition Medal will be given to the student in each grade that has the highest year-end grade average (at least "A" average) "WCS Citizenship" recognition will be given to those students who have qualified for the Citizenship Award for all four quarters. (See elementary discipline procedures.) Perfect Attendance certificates will be awarded to those with no absences during the school year.

Students in 6th grade may be eligible for the Presidential Educational Excellence

Award if they have scored in the 85th percentile ranking on a recent national achievement test in either Math or Reading and have maintained a 3.5 GPA during fourth, fifth, and sixth grade.

SCHOOL CALENDAR FOR 2022 – 2023

August

M 15 Preseason Soccer/Volleyball Begins
 M-F 29-9/2 DAYCARE CLOSED
 T-R 30-9/1 Staff In-service (9:00-3:30)

September

R 1 WCS Orientation (required) (7:00_{PM})
 T 6 First Day of School (Full day)
 M-W 14-16 School Camp (Required for all 7th-12th grade students)
 R-F 29-30 Great Lakes Christian Educators Conference /NO SCHOOL

October

F 28 End of First Quarter

November

M-F 21-25 Thanksgiving Break/NO SCHOOL

December

TH 8 Christmas Program
 F 16 WCS Faculty Christmas Party
 M-F 19-30 Christmas Break NO SCHOOL / DAYCARE TBD

January

M-F 9-13 Semester Exams (7th-12th)
 F 13 End of Second Quarter/1st Semester
 R-F 26-27 Snow Camp (7th-12th)
 M 30 School Open House (7:00_{PM})

March

M 1 Re-enrollment Begins
 F 10 End of Third Quarter
 M-F 20-24 Winter Break NO SCHOOL
 M 15 New enrollment begins

April

F 7 Good Friday NO SCHOOL
 R,F 27,28 High School Play

May

M-S 1-6 Senior Trip
 F 19 Last Day of Preschool / Kindergarten Graduation (7:00_{PM})
 T-R 23-25 Final Exams (7th-12th)
 R 25 Last Day of Classes / Honors/Awards Assembly (1:30-3:00)
 F 26 Teacher In-Service/NO SCHOOL
 F 26 Senior Graduation (7:00_{PM})

This handbook has been approved by the 2022-2023 WCS School Board



Handwritten signatures in black and blue ink over horizontal lines.

This version of the handbook was updated on January 24, 2022.

This handbook belongs to: