



Whitinsville Christian Crusaders

Mission Statement

The mission of WCS is to foster the academic, spiritual, personal, social, and physical development of students from Christian families for effective service to the Lord.

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General Information

1. Welcome!

Welcome to another year of Christian education at Whitinsville Christian School!

Article Three of the WCS Bylaws says:

“The purpose of the Society is to train children in cooperation with the parents, in such a way that they, as fellow workers with God, can perform their duties in this world to the glory of God, to their own well being, and to the welfare of others.”

The mission of WCS is to foster the academic, spiritual, personal, social, and physical development of students from Christian families for effective service to the Lord.

WCS is the result of over 75 years of history and development in preparing young people for Christian living in the common affairs of daily life. Such education is affirmative. It is not a protest movement, not an isolate on the fringes of society, not an other-worldly refuge from life’s tensions and struggles, not a five-day week evangelistic enterprise.

Rather, WCS aims at excellence in the best tradition of both historic Christianity and academic schooling. It is founded on the conviction that Christianity affects all of life and every area of study is under the Lordship of Jesus Christ. We teach the young to probe deeply in the Bible and in the great Christian norms and then, in terms of those norms to make Christian choices all along the way that a good curriculum opens up to them. It teaches them to make choices in accordance with the will and way to Jesus Christ who is Lord of all.

This section of the WCS Parent/Student Handbook is intended to familiarize parents and students with general policies and regulations of K-12. It is intended to assist in providing a positive and nurturing environment for educating students.

Again, welcome to WCS, an enterprise that seeks to complement the Christian home and church, thereby giving students a solid foundation on which to launch their lives of service to the God of Creation and Life. It is a privilege for WCS to participate with the home and church in the Christian nurture of children.

Lance Engbers - Headmaster

2. Historical Heritage

Near the turn of the century (1907), a group of fathers from the Christian Reformed Church of Whitinsville organized a Society for Christian Instruction. It was their desire and purpose to educate their children in a school where God's Word was central to all of learning. In 1924 the Society was incorporated by the Commonwealth of Massachusetts as an educational institution. However, it was not until 1928 that Whitinsville Christian School opened its doors for the first time in the basement of the Christian Reformed Church on Willow Street.

When the church relocated to a new edifice on Pleasant Street, the old church was given to the Christian School Society. Renovations were made in the 1930's, 1940's and 1950's to meet the school's needs. Despite the renovations, it became more and more apparent that the structure was inadequate for the growing enrollment and increasing educational demands.

In the early 1960's, a decision was made to purchase land and to start a fund for the construction of a new school. The present 27 acre site of the school was purchased from the Whitin Machine Works in 1966. On March 30, 1968, ground was broken for the construction of the present building at 279 Linwood Avenue. Through the efforts of a dedicated building committee, much sacrificial giving of money and volunteer labor, the building was ready for occupancy in November 1969.

On the day before Thanksgiving 1969, the entire student body walked from the old Willow Street building to the new Linwood Avenue building. It was a remarkable and thrilling sight to witness this evidence of God's blessing poured out upon His people. To enter a beautiful new facility with large well-equipped, carpeted classrooms and lively-painted walls was a welcome change for the students and teachers!

The building served us very adequately until 1977 when it was decided to add a music room and two remedial reading rooms.

During the years of the late 1970's, a number of parents urged the expansion of our K-9 system to a full K-12 school.

In February of 1979, the Society went on record as needing to build an addition to the present building to take care of the high school needs. The building included five classrooms, a large science laboratory, offices, dressing rooms, science storage room and darkroom for photography.

In June of 1983 yet another building campaign was approved and begun. The new addition met the needs of our expanding junior/senior high school. The addition added six new classrooms, a new band/orchestra room, a vocal ensemble and Suzuki violin practice rooms, 250 bleacher seats for our gymnasium, expanded office space and a basement for storage. This two story addition added approximately 12,000 square feet to the existing K-12 school building.

During the summer of 1989, the secondary library was remodeled so that both elementary and secondary libraries could be located in one room. An attractive design with the addition of a second level within the library was completed for the 1989-90 school year. The room vacated by the elementary library is now used as a classroom for the expanding enrollment.

In June of 1992 the Whitinsville Society for Christian Instruction approved the addition

of three elementary school classrooms to accommodate the growing enrollment. In the 1992-93 school year there were two sections each of grades K-6.

In September 1993 WCS was awarded full accreditation from the New England Association of Schools and Colleges (NEASC). Accreditation was granted after almost 2 years of self-study by the staff, board, and the WCS community. WCS now has the distinction of being the oldest accredited Christian school in New England.

On September 30, 1997, the Whitinsville Society for Christian Instruction met and approved a \$1.6 million building addition to the current school. The addition included a 2nd floor above the middle school with seven classrooms, two science labs, and a faculty workroom. The new addition accommodates high school students. Also included in the construction were renovations to the area beneath the new classrooms, a complete sprinkler system for the whole school, a new fire alarm system, and a new intercom system for the whole building. An aggressive time schedule for construction allowed students to occupy the new addition on October 20, 1998.

On April 21, 2002, the Whitinsville Society for Christian Instruction approved a two room addition to accommodate the increasing interest in Christian education. The two classrooms were created by extending the middle school section of the building.

During the summer of 2010, Stepping Stone Preschool moved to the Linwood Avenue campus. This exciting move allows WCS to provide a complete education for students in grade PreK 3 through grade 12 all at one location.

The historical heritage of WCS is truly a testimony to the faithfulness of God throughout generations.

3. Educational Philosophy

The Whitinsville Christian School has as its foundation the infallible Word of God as interpreted by the confessional standards of the Reformed faith.

The authority of Scripture encompasses education. The goal of all education, according to 1 Corinthians 1:17, is to help man achieve life's purpose: to know and serve God. According to Psalm 24:1, all materials for education are related to God. Then, too, the person to be educated is a unified personality. (Genesis 1:27)

In addition, true wisdom apart from Christ is not possible. We must see and acknowledge the comprehensive principle for life given in Colossians 2:3, where Paul says this about our Lord; "In Him are all the treasures of wisdom and knowledge hidden." At the same time, the Living Word, Jesus Christ, is the integrating factor for our life "Who is the same yesterday, today, and forever." (Hebrews 13:8)

Recognizing and accepting the authority of God's Word, and Christ as the essence of wisdom and the integral factor for our lives, the following statements summarize our school's basis or foundation:

A. God's Word

God reveals Himself in the Bible, His Word, to man. This Word gives man an understanding of God, of himself, of fellow human beings, and of creation itself. This Word serves as a guide in all of man's relationships and activities.

B. God Created Man

God created man in His own image as the crown of creation and made a covenant with man to be a steward of that creation.

C. Man Sinned

Man disobeyed his responsibility in that covenant and sin entered the world, alienating man from God, His creation, His fellow man, and the world became distorted.

D. Jesus

Jesus, the Word made flesh, was sent by God the Father to redeem His people from sin. Through Christ and by the work of His Spirit, man and creation are renewed and man may again covenant with God to fulfill his original calling and mandate.

E. Parents

God gives parents the privilege and responsibility of teaching their children the covenantal relationship which God made with believers and their children. They must do this in the light of revealed truth.

F. The Bible

Man has discovered and learned about himself and the universe. However, true knowledge can be possible only in the light of God's revealed truth, the Bible. Man's knowledge of God, himself and the universe becomes meaningful through the work of the Holy Spirit.

G. Education

Education for the Christian becomes whole and meaningful when it is based on the Bible. Understanding the proper relationship of God, man, and creation, it is possible to teach that all of life must be consecrated to God, to the service of fellowman, and to be stewards of God's creation in fulfilling the cultural mandate.

H. Parent's Responsibility

Christian parents are primarily responsible to educate their children. To discharge this responsibility, parents establish Christian schools where Christian teachers, who stand in loco parentis, educate their children.

I. Freedom to Function

Christian schools organized and administered according to legal standards and provisions of the state, should be fully recognized in society as free to function according to these principles.

The above statements call for a curricular and extra-curricular program that will instruct the student in the various disciplines in such a way that he will become a useful, creative citizen of the community, state and nation, with the desire and ability to apply his Christian commitment and principles to all of life's situations.

This calls for an academic program that is superior in quality. Even more important is the Christian teacher. The teacher must be committed to Jesus Christ as Lord and Savior. This commitment must be reflected in their personal dealing with each other and with their pupils in the ability to apply these Christian principles in their respective teaching areas. They must be well trained in their respective field, since the pupil must be given the necessary tools with which to carry out his task.

The underlying philosophy of education regarding its origin, purpose and applica-

tion to everyday life must then be distinctively Christian; the methods, however, employed in introducing the students to the various disciplines may be similar to those used in non-Christian Schools. The God-directed goal of both teacher and student must always be to do the best job possible using the best tools available.

In conclusion, it is the goal of the administration, faculty and parents of Whitinsville Christian School to educate each child to his highest potential as a child of God and as a citizen of this country. To this end the curriculum, teaching and environment must all lend themselves to a distinctively Christian interpretation of all of life.

4. Statement of Faith

A. Bible

We believe the Bible to be the only infallible, inspired, and authoritative Word of God.

B. God

We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

C. Man

We believe that God created man in His own image.

D. Sin

We believe that Adam and Eve's disobedience to God brought sin into the world. Man thus alienated himself from God, his neighbor, and the world. All are sinners.

E. Savior

We believe Jesus Christ is the ONLY Savior of sinners, the ONLY way to the Father. Christ died as a substitute for sinners and was raised from the dead so that man could be reconciled to God.

F. Eternal Life

We believe eternal life is a gift of God received personally through faith in Jesus Christ alone. Eternal life is neither deserved by anyone, nor can it be earned by good deeds.

G. Children

We believe that God has charged parents with the responsibility of bringing up their children in the "nurture and admonition of the Lord" (Ephesians 6:4). Since this is a very complex task, parents look to the school for assistance.

The school's admission policy requires that all applicants for admission agree and sign the above statement of faith.

5. Opportunities for Service

A. School Community

The Whitinsville Christian School community is made up of families representing over 70 different church fellowships. Drawn together by a common interest in the Christian education for youth, the variety of church fellowships has been a source of enrichment for Whitinsville Christian School. The opportunities for service at WCS

are many and varied. Many parents continue support for WCS long after their children have attended.

B. School Board

The Whitinsville Christian School Board consists of 12 members elected to three year terms. The Board is entrusted with the general supervision of the property and instruction of the Whitinsville Society for Christian Instruction. The headmaster serves in an advisory capacity to the Board. Standing committees (Education, Finance, Building, Development, Planning, and their subcommittees) provide opportunities for service by the Christian School community.

C. Admissions Committee

The admissions committee is responsible for interviewing families making application for admission to Whitinsville Christian School. The committee is composed of seven to nine individuals with renewable three year terms. The committee serves as the *gateway* to enrollment at Whitinsville Christian School and as a *bridge builder* by providing an orientation session for families new to Whitinsville Christian School. The committee determines approval of new families and informs the WCS Education Committee and WCS Board of their decisions.”

D. Endowment Committee

The Endowment Committee solicits and receives funds for investment. Annually, the committee turns over dividend earnings to the general fund of WCS.

E. Strings Board

The Whitinsville Christian Strings Board is elected by parents of students in the Strings Program. Its purpose is to help run the strings program at WCS. The Strings board is a subcommittee of the Education Committee.

F. Spiritual Life Committee

The Spiritual Life Committee seeks to develop an increased awareness of the distinctive Christian nature of education at WCS with a focus on spiritual development.

G. Medical Advisory Committee

The medical advisory committee assists with meeting state requirements for health care and encouraging staff participation in health related workshops and seminars. The medical advisory committee reports to the education committee.

H. Volunteers

Volunteer opportunities are available in a variety of ways. Assistance with building projects, tutoring students, chaperoning school events, playground supervision, weekly newsletter production, general office assistance, athletic transportation and library assistants are some of the volunteer opportunities available.

6. Miscellaneous

A. Rental of School Facilities

Rental arrangements must be made by calling the business office. WCS personnel will be happy to answer your questions and mail any parent the policies for use of school facilities. The information will list all the guidelines and costs.

B. School Directory

The school directory is available electronically to all WCS families through the Parents Web in Renweb. Paper copies may be purchased through one of the administrative offices. The school directory is not to be released to anyone outside the school, nor is it to be used by anyone in the school for the purpose of soliciting school families. It also includes a listing of the faculty and staff and the school board and its committees.

7. Attendance

A. Attendance

Attendance at school is expected whenever classes are in session. Although there are times when absences are unavoidable, parents and students are requested to make every effort to cooperate with the school in terms of attendance.

B. Absence

Parents are expected to call the office by 8:30am, if their child will be absent that day. It is imperative that each child at WCS be accounted for each school day. The safety of each student is extremely important.

C. Make-Up Work

Requests for make-up work (along with arrangements for transporting it home) must be made at the time the absence is reported. Homework is to be picked up at the end of the school day (only for extended absences in grades 9-12).

D. Planned Absences

In cases of planned vacations or outings, parents should confer with teachers at least a week (preferably two) before the absence so that assignments and work can be done before the absence. Students absent for parent-planned vacations are responsible for all work missed during the absence.

E. Teachers' Help

Teachers, parents, and students are expected to work together to help the student following unavoidable absence.

F. Vacation Planning

We discourage the planning of vacations when it conflicts with school. Vacation plans should agree with the school vacation schedule whenever possible.

G. Before/After School Hours

Students need permission to be in any of the rooms or to use any equipment. If permission has been granted, you also need appropriate supervision by an authorized adult. Without permission and supervision, you will be required to leave the premises by 3:00pm.

In the event of an expected delay, alternative plans for the children must be made. In the event of an unexpected delay, the school must be notified as soon as possible. The elementary children will be detained in a classroom and must be retrieved by the parents upon their arrival.

Any stay after school requires a written note from the parents.

8. Communications

A. School Prayer

Prayer is one of God's greatest blessings to the Christian. Whitinsville Christian School opens and closes each day with prayer.

B. Back to School Night

Parents are encouraged to attend a "Back to School Night" in September to learn about the teachers' expectations and the course content.

C. Conferences

C.1. Scheduled

Parent-Teacher conferences are officially held in November for all parents, while other conferences may be scheduled throughout the year.

C.2. Any Time

Both students and parents should feel free to meet with a teacher or teachers at any time. When parents desire direct communication with a teacher, please telephone the school office (508) 234-8211 and leave a message for the teacher. He or she will return your call.

C.3. Requested by Teacher/Principal

Conferences may also be requested by a teacher and/or principal. Full cooperation on the part of the parents and students is expected.

D. Marking Periods

The school year is set up on a quarterly system. Renweb is the web-based program that enables parents secure access to each of their student's academic grades. Daily gradebooks, mid-quarter progress reports and report cards are available to parents electronically.

D.1. Gradebooks

Students grades will generally be posted by faculty within 7 days after assignments are due or tests/quizzes are given. Grades are available to parents at any time after posting and allow secure access to academic information at times in addition to progress reports and report cards.

D.2. Report Cards

Report cards for all students in grades K-12 are made available to parents through Renweb at 3pm on the Friday following the end of the marking period: early November, end of January, early April and at year end.

D.3. Progress Reports

Progress reports for all students in grades K-12 are made available to parents through Renweb at the midpoint of each quarter.

D.4. Promotion and Retention

Promotion is, in most cases, automatic from year to year. If there is a question about promotion, the following procedure will be used:

By the end of the third quarter, parents may be notified about progress

and readiness for promotion. If there is not adequate progress made in the fourth quarter a conference will be held with parents, teacher and principal concerning the retention of the pupil.

E. Communication Procedure

E.1. Communication Process

Occasionally during the course of the year misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the school, or any one of the several possible areas. This is often the result of lack of communication between those involved.

E.2. Handling Complaints or Problems

The school board has set a policy for these situations, and complaints or problems will be handled in the manner prescribed below:

a. Teacher

All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved.

b. Administrator

If the situation is not cleared up at this level through direct contact, it should then be brought to the principal and then to the headmaster.

c. Education Committee

If the problem is still not solved at this level, it should then be presented in writing to the chairman of the education committee of the board for inclusion in its regular monthly meeting.

d. School Board

Finally, but only when all of the above three steps have been taken, does the problem find its way to the school board through written appeal from either the education committee or the parent or teacher. It will then be placed on the agenda of the entire School Board at its regular monthly meeting.

F. Snow Days and Emergency Dismissals

F.1. Bad Weather Dismissals

If school is delayed or cancelled due to weather conditions, notification will be sent to families via the automated phone messaging system. In addition, announcements will be carried on AM radio WTAG-580, WBZ-1030 and FM radio 96.1; also on TV channels 4, 5 and 7. WCS is both listed separately and included with the Northbridge school listing. A special signal (8-8) will also be sounded from the Whitinsville Fire Station at 6:15 a.m. when there is no school.

F.2. Early Dismissals

In the case of early dismissal due to weather or emergency conditions, notification will be sent to families via the automated phone messaging system. WCS will also attempt contact with parents at work to inform them of the dismissal. Parents are asked to arrange for emergency housing should weather conditions prohibit transportation of children.

G. School Newsletter

G.1. WCS NEWS

The WCS NEWS is Whitinsville Christian School's weekly newsletter. It contains vital information for students and parents.

G.2. Distribution

WCS News is distributed electronically to parents each Friday and is also available on the school website.

G.3. Newsletter Submittals

Submittals of newsletter items must be in by noon of the preceding Wednesday. The headmaster reserves the right to edit or delete all announcements.

H. Crusader Quarterly

The Crusader Quarterly is the WCS quarterly newsletter of general interest stories and activities. The CQ is mailed to families, alumni, and friends.

9. Conduct and Discipline

A. School Principles

Whitinsville Christian School is a learning community. We believe that academic achievement happens within the context of a caring and committed community. This type of community is only possible when our students understand their responsibilities to one another. In order to maintain a learning community we use the following principles to help students make wise decisions. We expect students to:

- Take responsibility for their learning and to encourage the learning of others
- Respect the dignity, work, and property of others as image-bearers of Jesus Christ

If a serious offense is substantiated against a student, appropriate disciplinary and corrective action will be taken through action by the WCS Executive Committee of the Board, which may include a recommendation for expulsion of the student.

A.1. Courtesy and Consideration

Practice courtesy and consideration in your association with teachers, school employees, fellow students and visitors. Respect their person and property.

A.2. Respect Authority

Respect the authority of teachers, administrators, and staff members and treat them courteously, respectfully, and obediently as unto the Lord.

A.3. Alcohol, Tobacco, Drugs

Whitinsville Christian School is committed to maintaining a drug and alcohol free campus. We adhere to a policy of abstinence from all non-

prescriptive mind and mood altering substances by our students both on and off campus. As a Christian school, we want our students and families to know the dangers of occasional use and the potential for addiction. Whitinsville Christian School promotes healthy living and positive choices through healthy, Biblically guided choices throughout the lives of our students.

As part of any school investigation of student substance abuse involvement, WCS reserves the right to request that any student undergo immediate drug/alcohol screening by a school approved physician/laboratory. While no test will be administered without the consent of a parent and student, failure to consent to the test will likely result in suspension. The expense will be the responsibility of the school if the test is negative. If the test is positive for drugs or alcohol, the expense will be the responsibility of parents and the student will be dealt with according to the following guidelines.

B. Specific Issues

B.1. Tobacco

Students using or in possession of any tobacco product at school or school events (on or off campus) will be suspended for at least three days and receive absences in all classes. A second offense will result in WCS Board action that may include expulsion from Whitinsville Christian School.

B.2. Alcohol/Illicit Drugs

Students using, in possession of, or under the influence of alcohol or other illicit drugs at school or school events (on or off campus) will be suspended for one week and receive unexcused absences in all classes. A second offense will involve WCS Board action and may result in expulsion from Whitinsville Christian School.

Sale or Distribution of Alcohol or Drugs at school or school events (on or off campus) will result in an immediate, indefinite suspension and a recommendation to the WCS Board for expulsion. The school will notify the law enforcement agency of the alleged sale or distribution.

In addition to the suspension for infractions regarding the possession, use, distribution, or sale of tobacco, alcohol, or drugs, the student must participate in a formal counseling program approved by the school. Lack of cooperation with this requirement will result in WCS Board action that may result in expulsion from Whitinsville Christian School. The expense for such participation will be the responsibility of the student, who will also be required to provide documentation of completion to the school administration.

B.3. Profanity

Abstain from profanity and vulgar or abusive speech or actions. Such speech and actions are harmful to others and certainly not appropriate nor conducive to one's moral and spiritual development.

B.4. PDA

Public display of affection, if excessive, based on accepted standards of behavior, will not be tolerated in school, on school grounds or at any school

events. Students not abiding by the policy will be referred to the appropriate administrator. Parents may be notified and if PDA continues, disciplinary action, including detentions, in-school suspensions/out of school suspensions, may result.

B.5. Gum

The chewing of gum is not allowed. It is an unpleasant, difficult, and expensive task when others have to remove gum from desks, chairs, and carpets. Teachers will assign a detention to any student chewing gum in the building.

B.6. Facilities

Many people have worked hard, sacrificed, and prayed for the school to obtain its present excellent facilities. Take pride in your school and do all you can to keep the campus and building in good condition to be enjoyed by all. This is your home. Take Care Of It! Students are responsible for the care of desks, chairs, lockers, walls, bathrooms, sinks, etc. Any markings will be cleaned by the student responsible. Students are also subject to disciplinary action for damage caused by negligence or willful destruction. Parents are financially responsible for the replacement or repair of school property when their student is at fault.

B.7. Annoying and Dangerous

Leave all annoying or dangerous items such as knives, water pistols, and matches at home. Radios, tape recorders, remote control cars, and expensive toys can only be brought to school when permission has been granted by a teacher or administrator. Any items brought without permission will be confiscated and can be claimed by the parent at the end of the school year.

B.8. Electronic Devices Not Permitted

Students are not permitted to use any type of electronic devices (cellular phones, iPods, beepers, CD players, radios, etc.) during the school day. Violation of this rule will result in the confiscation of the device and a detention. The electronic device may be picked up by the parent after school.

B.9. Weapons in School

Students are not allowed to possess or use firearms in or on school property, including school buses, school-sponsored or related games, and athletic events in accordance with Chapter 150 of the Commonwealth of Massachusetts Acts of 1987. Any student who brings a weapon to school or obtains a weapon at school will be suspended from school (out of school) and may be expelled if that is deemed necessary by the school administration and the school board. The student will also be referred to the police department for further action.

A weapon at WCS is considered to be any object (a knife, gun, firecrackers, brass knuckles, bullet, paintball, gun, etc.) which by its nature or use may cause harm.

WCS reserves the right to search any person and/or locker where there may be suspected possession of a weapon.

(Chapter 150 of the Commonwealth of Massachusetts Acts of 1987 states

that whoever carries a firearm in any building or on any grounds of a school without being a law enforcement officer or obtaining a legal permit to carry one shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. Any administrator or teacher who fails to report violations of this Act shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars.)

B.10. Hazing (In School or at School Functions)

A. An Act Prohibiting the Practice of Hazing

Whitinsville Christian School abides by Massachusetts General Laws Chapter 269 Sections 17, 18 and 19. WCS, parents, guardians, coaches and middle/high students are expected to be familiar with, and abide by, the rules against hazing as presented in the following Massachusetts General Laws:

Chapter 269: Section 17. Hazing: organizing or participating: hazing defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in Sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this Section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269: Section 18. Failure to report hazing

Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269: Section 19. Copy of Sections 17-19; Issuance to students and student groups, teams and organizations; report

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student

team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this Section and Sections 17 and 18; provided, however, that an institution's compliance with this Section's requirements that an institution issue copies of this Section and Sections 17 and 18 to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this Section and Sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this Section and said Sections 17 and 18, that each of its members, plebes, pledges, or applicants has received a copy of Sections 17 and 18, and that such group, team or organization understands and agrees to comply with the provisions of this Section and Sections 17 and 18.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this Section and Sections 17 and 18.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this Section and Sections 17 and 18 and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

B. Consequences of Hazing

Hazing incidents that occur will be recommended to the WCS Board of Trustees for action which could result in immediate suspension and/or expulsion, in addition to prosecution in accordance with the law. The prohibition of hazing is a state and federal law.

B.11. Property Damage

A. Willful Damage

If pupils willfully cause property damage, parents will be contacted for the cost of the damage incurred.

B. Accidental Damage

If property damage occurs by accident but as a result of misbehavior or inappropriate play, parents will be asked to pay the cost of damages.

B.12. Sexual Harassment

In keeping with our Biblical and Reformed principles of education, Whitinsville Christian School is committed to a school environment that is characterized by mutual Christian love and respect among students, faculty, and school personnel.

Whitinsville Christian School intends to provide its students with an environment that is free of offensive kinds of behavior. Sexual harassment or abuse includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational environment. Sexual harassment toward a fellow student or school employee will not be tolerated. All school employees are expressly prohibited from having any sexual contact with any student and are prohibited from having any dating relationship with any student. Any sexual contact or sexual relationship by an employee with any student is sexual abuse of that student by that employee because of the authoritative position held by all school employees over students. Sexual harassment also occurs when a school employee either explicitly or implicitly makes a student's submission to such conduct a term or condition of educational performance or of participation in school sponsored extracurricular activities. All students and school employees are expected to refrain from such conduct and treat others with Christian dignity.

If a student believes that he or she has been subjected to sexual harassment or abuse, the student should immediately report it to the headmaster, assistant elementary school principal, middle school principal, high school principal or guidance counselor. The student should also discuss the complaint with parents or guardian.

If the complaint is substantiated against a student, appropriate disciplinary and corrective action will be taken through action by the Whitinsville Christian School Executive Committee of the Board, which may include a recommendation for expulsion of the student.

The Whitinsville Christian School has an approved Sexual Harassment Policy available on request.

B. 13. Bullying/Harassment

Every student of the WCS community has the right to flourish in an environment of support, empathy, and sensitivity to our differences. For this reason, bullying and harassment will not be tolerated.

A. Bullying

Bullying is defined as a form of aggression involving a power imbalance between the bully and victim, where the bully has perceived or actual physical, social, and/or psychological power over his/her victim(s). Although bullying generally involves a pattern of conduct directed toward a victim, depending on the severity of the incident, a single instance of such misconduct may constitute a violation of this policy.

Verbal bullying may include but is not limited to:

- Careless, hurtful remarks
- Spoken or written teasing, taunting, or threats
- Slang names or labels that others find offensive
- Sending mean notes
- Cyberbullying
- Spreading rumors
- False accusations
- Laughing or sneering
- Inappropriate personal questions or remarks about a person's clothing, body, or sexuality

Relational bullying may include but is not limited to:

- Social isolation
- Convincing one's peers to exclude or reject certain persons and cut them off from their social connections
- Retaliation against another student

Physical bullying may include but is not limited to:

- Taking or damaging someone's property
- Blocking another student's way
- Pushing, shoving, kicking, hitting, slapping, punching, or pinning down

Note: Students are cautioned that physical play (rough-housing) escalates quickly and may be subject to disciplinary action.

B. Harassment

Harassment is any form of unwelcome behavior that is annoying, insulting, or degrading. Harassment which takes place on or off campus, over the telephone, through the mails, or via electronic means (e-mail, text messages, alphanumeric pagers, instant messaging, etc.) will be considered to be most serious offenses.

Harassment may include but is not limited to:

- Derogatory or discriminatory remarks or gestures
- Display of sexually explicit, offensive, or demeaning materials (photos, cartoons, calendars, etc.)
- Slang names or labels
- Obscene or suggestive gestures, remarks, innuendoes, or jokes
- Inappropriate remarks about:
 1. Actual or perceived race, color, national origin, ethnicity, or religion
 2. Actual or perceived sex or sexual orientation
 3. Actual or perceived age or level of maturity
 4. Actual or perceived disability or handicap (mental or physical)
- Unnecessary or suggestive touching
- Unwelcome sexual advances or requests for sexual favors
- Verbal or physical conduct of a sexual nature

C. Consequences of Bullying or Harassment

Students can report any case of bullying or harassment to any faculty or staff member of WCS, who is then responsible to inform the principal or designee. Any member of the WCS community who is informed of, or who believes, that bullying or harassment has occurred or may have occurred at school or in a school-related activity must promptly report the incident to the principal or designee. In situations where a student or other person is uncomfortable with reporting the incident directly to the principal or designee, he or she may report it to a trusted school employee who must promptly inform the principal or designee. If appropriate, legal action will be taken.

D. Disciplinary Actions

We expect parent support when consequences are necessary. The purpose of discipline is to educate the individual who violates community expectations and, in a broader sense, to reinforce these expectations for the entire school community. The following actions will be taken whenever bullying or harassment occurs. The type of bullying/harassment for a second and third offense may be the same as or different from the first offense and may involve the same or different victims. For high school students, depending on the nature of the offense, the administration has the prerogative to begin disciplinary actions at the second offense.”

D.1. 1st Offense

- Teacher confirms that bullying or harassment has occurred after private discussion with students involved.
- Teacher notifies parent by phone and sends home Parent Notification Form for Aggressive Behavior/Bullying/Harrassment.
- Student is required to complete Reflection Form.
- Detention is issued for offending student(s).

D.2. 2nd Offense

- Teacher confirms that bullying or harassment has occurred after private discussion with students involved.
- Teacher notifies parent by phone and sends home Parent Notification Form for Aggressive Behavior/Bullying/Harrassment.
- Detention is issued for offending student(s).
- Conference is required. Parent and student will meet with one or more teachers and an administrator to devise an individualized plan with the goal of changing the student’s behavior.

d.3. 3rd Offense

- Teacher confirms that bullying or harassment has occurred after private discussion with students involved.
- Teacher notifies parent by phone and sends home Parent Notification Form for Aggressive Behavior/Bullying/Harrassment.
- Disciplinary action will be taken. This may include, but is not limited to, loss of school privileges, restrictions from participating in extracurricular school activities, loss of position on student council or class office, suspension, or dismissal from school.

B.14. Dress Code

WCS relies on the involvement of parents to see that their children appear at school looking neat, clean and modest. Our children must reflect by dress and actions a lifestyle that is becoming as Christians. The way we dress often reflects our feelings and attitudes. We believe in propriety – modesty should be our general approach to dress.

A. What is Appropriate?

Students are expected to dress neatly, cleanly, and modestly. In consultation with their parents, students are encouraged to dress attractively as joy-filled children of the Lord. Creative use of clothing adds color and character to our school community. Appropriate clothing and dress style honors our school, respects our teachers and classmates, and helps identify WCS as a place where the Lord is served.

B. What is Not Appropriate?

Students must not wear clothing that is sloppy, ripped, or otherwise unkempt. Extremes in clothing styles, grooming, and hair color are not appropriate because they can cause individual attention that disrupts the education of students. Clothing worn to school must not offend normal Christian sensibilities – no condoning of substance abuse, sexual promiscuity or suggestiveness, racism, intolerance or violence.

Parents and students should use the following guidelines when dressing for the school day.

C. General Rules (Apply to all grades K-12)

1. Girls

a. May Wear - Dresses, blouses, shirts, sweaters, colored crew neck tshirts, turtlenecks, school/college/sport team sweatshirts, dressy sweatshirts, skirts, pants, dress shorts, blue jeans or jean shorts. Pants, skirts and shorts must be worn at the normal waistline. Shorts are permitted during the months of August-October and April-June.

b. Not Permitted – Mini-skirts, athletic shorts, drawstring shorts, thin fabric shorts, warm-up pants, sweatpants, pajama pants, oversized or baggy pants, exposed underwear (including bra straps), tank tops, layering of tank tops, tops with spaghetti straps, halter tops, lingerie as an external garment, cleavage or midriff-revealing tops, camouflage clothing, athletic jerseys or ripped clothing. Pants, skirts and shorts may not be worn below the normal waistline – no midriffs showing. Hats or baseball caps must be removed upon entering the building and may not be worn until after dismissal at the end of the day.

2. Boys

a. May Wear - Shirts, ties, sweaters, colored crew neck tshirts, turtlenecks, school/college/sport team sweatshirts, dressy sweatshirts, pants, dress shorts, blue jeans or jean shorts. Pants and shorts must be worn at the

normal waistline. Shorts are permitted during the months of August-October and April-June.

b. Not Permitted –Athletic shorts, drawstring shorts, thin fabric shorts, warm-up pants, sweatpants, pajama pants, oversized or baggy pants, exposed underwear, tank tops or undershirts, camouflage clothing, athletic jerseys or ripped clothing. Pants and shorts may not be worn below the normal waistline. Hats or baseball caps must be removed upon entering the building and may not be worn until after dismissal at the end of the day.

3. Jewelry/Tattoos

Body piercing jewelry (except for earrings on girls) is not permitted at school or at any school functions. Boys are not permitted to wear earrings. Violation of this rule will result in the confiscation of the jewelry, to be picked up in the office at the end of the day.

Visible tattoos must be covered at all times.

D. Grade Specific Rules

1. Grades K-5

a. Shoulder straps on shirts must cover shoulder. Athletic shorts, athletic pants and tshirts may be worn. Shorts and skirts must be below the fingertips at one's side.

b. Shoes, sneakers or sandals with backstraps must be worn. For safety reasons, flip-flops, slide or soccer sandals are not allowed.

c. Boots are to be worn during the winter months when snow is on the ground. Students will not be permitted off the blacktop in snowy conditions if they do not have boots. On days when boots are worn, students must also have a pair of shoes to wear while inside the building.

2. Grades 6-12

a. Girls

Shoulder straps on shirts must be 5” wide or more. Shorts and skirts must be no higher than 3” above the knee.

b. Boys

Wallet-type chains and/or chains as part of attire are not permitted.

E. Dress Code Disciplinary Consequences

Students dressed inappropriately, as determined by the WCS administration, will be required to change into acceptable dress before carrying on with the school day. If necessary, they may need to borrow acceptable clothing or contact home. Further disciplinary action – parental notification, detentions, suspensions for middle and high school students – will be assigned to students unable or unwilling to conform to the dress code.

B.15. Books

Do not leave books or other items in the halls or bathrooms.

B.16. Do Your Own Work

Students should not give or receive help on tests, homework, or projects, unless the teacher has granted this privilege on a particular project. Each student's work is to reflect his own individual achievement. Honesty is a Christian virtue to be displayed by all students. Whether you give or receive information, the offense is the same. Cheating and/or copying will result in a zero for the work. During a quiz, test, or exams it is a student's responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. Failure to do this may result in the teacher assigning a "0" to that assignment, quiz, test or exam.

10. Admission Procedures

The following conditions and procedures will be used for admission to Whitinsville Christian School:

A. Interviews

The school board through the admissions committee, and the administration, interviews all prospective parents prior to enrollment.

B. Statement of Faith

The board requires that at least one parent agrees with and signs the statement of faith which appears on the application form.

C. Entrance Dates

Application for admission must be made by June 1 for the fall semester. Applications for the second quarter must be completed by October 1 and for the third quarter by December 1. Applications received after December 1 will be considered for entrance at the beginning of the next school year.

D. Placement

D.1. Kindergarten Screening

Kindergarten screening is offered to help assess a school placement that will help children achieve their best combination of personal happiness, academic progress, and the use of God-given abilities. Students applying for admission to kindergarten must be 5 years of age prior to September 1st.

D.2. New Students

Math and reading tests are given to all new students entering grades 1-12 as part of the admission process. Students entering grades 9-12 are also given keyboarding tests. Test results are reviewed and discussed during the admission interview.

E. Pastor's Follow-up Form

A pastor's follow-up form is part of the registration process for all students entering the 6th and 9th grades. Participation in the church continues to be an important factor

in the lives of our students and families. A completed registration for 6th grade and 9th grade students includes the pastor's follow-up form.

F. Acceptance/Rejection

The board is the final authority in the acceptance or rejection of prospective enrollees.

G. Probation

All new enrollees will be on a one semester "new student" probation. The administration and board reserves the right to ask any student to immediately withdraw during the semester should the student not conform to the academic and spiritual expectations of the Whitinsville Christian School.

11. New Family Interviews

A. Parents

Other than in single parent homes, both parents should be present at the interview.

B. Content

In the interview parents shall be fully appraised of the basis, purpose, and program of the school.

C. Beliefs

Parents will be asked concerning their Christian commitment, their church involvement and their efforts in establishing a Christian home.

D. Finances

The financial obligation will be explained and stressed. All policies outlined in Section 13 (Financial Policies) must be agreed to by the parent or guardian of prospective students.

12. Financial Policies

Parents are responsible for the full financial support of their students at WCS. The responsibility of providing alternative financial resources to make Christian education possible lies first with the parent or guardian, other family members, or with his/her church or religious community. If full tuition payment cannot be met through the methods listed above, parents may contact the Business Manager to determine if they are eligible for assistance through the Tuition Aid Program (TAP). Limited funds are available for eligible families.

A. Tuition/Fees Payment Schedule

A.1. Initial Application

At the time of the initial application, parents are required to pay a family application fee of fifty dollars (\$50). This covers the cost of processing the application. There will be an additional fee of fifty (\$50) for late applications after June 1st.

A.2. Testing

A thirty dollar (\$30) per student testing fee is required at the time of application. If further testing and evaluation is needed, additional fees will be assessed.

A.3. Facility/Technology Fund Fee

Parents are required to pay an annual Facility/Technology Fund Fee of one hundred ninety dollars (\$190) to support building maintenance projects, technology needs, and further campus development. The Facility/Technology Fund Fee is due with the registration deposit for the next school year and is non-refundable.

A.4. Registration

At the time of registration for the next school year (late May/early June) parents are required to pay a deposit of one hundred dollars (\$100) for each student enrolled. This registration deposit is non-refundable and will be applied against the student's tuition cost. Registration forms received after the noted deadline on the registration form will be subject to a late fee of fifty dollars (\$50).

A.5. Tuition

Tuition for each family will be determined as follows:

- a. For parents with one to four children attending, the current year sliding scale will apply.
- b. For parents with five children attending, the sliding scale will apply, with the fifth child's tuition being reduced by 50%.
- c. For parents with six or more children attending, no tuition will be assessed for the sixth child and above.

A.6. Monthly Statements

Ten monthly statements will be mailed the first of each month – September through June. Payment is considered “late” if it is not received by the 15th of that month. A late fee of ten dollars (\$10) will be assessed monthly on accounts that are past due. If this schedule cannot be met, or if circumstances will result in seriously late payments, it is the responsibility of the parents to advise the Business Manager by letter or telephone of this fact. If necessary a meeting will then be arranged to discuss this concern.

A.7. Prepayment

If parents pay the total cost of education for the year by the second Friday in September, a discount will be allowed. Please contact the Business Office for further information.

A.8. Early Withdrawal from WCS

If parents decide to withdraw their student(s) before the end of the school year, they will be responsible for full payment through the month that includes the last day of school at WCS for their student(s).

B. Tuition Payment Policies

B.1. Late Payments

Tuition payments are considered late after the 15th of each month. Please see Section A.4. If tuition payments fall behind more than two months without parents making satisfactory arrangements with the Business Manager and WCS Finance Committee to correct the situation, the WCS Board of Trustees may elect to deny continued schooling.

B.2. Tuition Payments for Graduating Students

Tuition payments for a senior student must be paid in full before graduation in order for the student to participate in graduation ceremonies.

B.3. Unpaid Tuition Policy

All parents owing tuition at the end of the school year are sent a letter detailing their options. Parents with a balance due must have their tuition account settled prior to July 15th before they can be accepted for the new school year. An unresolved tuition balance on July 15th may also place the student(s) on a waiting list if a class is full which could result in denied admission. The options are as follows:

a. Remit Amount

Remit the full amount of tuition that is owed to the school by July 15th.

b. Approved Plan

Have a definitive written plan in place by July 15th approved by the WCS Finance Committee. The plan must detail how and when the balance will be paid. The WCS Finance Committee is under no obligation to accept such a plan and may at its discretion require payment in full by July 15th.

c. Collection

Should options “a” or “b” not be agreed upon or responded to by July 15th, the WCS Finance Committee, at its discretion, will use collection agencies and/or other means of collection. Furthermore, students with an unresolved tuition balance will not be allowed to register for the new school year.

13. Transportation

A. Bicycles

Pupils may ride their bikes to school as weather permits.

A.1. Parking

Bikes must be parked in the bike stand upon arrival at school. Riding of bikes after arrival will result in the denial of bike privileges.

A.2. Playing with Bikes

Pupils are not to play on or around the bikes during the school day.

A.3. Using Other’s Bikes

Pupils may not use someone else’s bike without permission.

A.4. Leaving School

Bikers must leave under staff supervision. Bikers will be dismissed with walkers. Helmets must be worn.

B. Buses

B.1. Northbridge Buses

Our school is presently served by Northbridge buses. The Northbridge buses will transport students who reside in Northbridge according to the following distances from WCS.

- Kindergarten - at least .5 miles from WCS
- Grades 1-2 - at least 1 mile from WCS
- Grades 3-8 - at least 1.5 miles from WCS
- Grades 9-12 - at least 2 miles from WCS

B.2. Arrivals/Departures

Buses will arrive and depart from school as per the daily schedule set forth by the Northbridge Public Schools, in conjunction with Vendetti Busing.

B.3. Riding, a Privilege

Riding the buses is a privilege which may be removed if misbehavior or disobedience of the rules occur.

B.4. Transportation Change

Any changes in the routine transportation of students in grades K-5 must be reported to the teacher by note.

C. School Trip Policy

Educational field trips can benefit students by providing information, understanding and motivation for other academic and educational challenges. They may provide resources and atmospheres that cannot be duplicated in the classroom. Effective field trips can also help students understand that learning is not limited to activities within a school building, and thus independent learning can be given a different starting point. As well, field trips can provide occasions for learning social graces and manners in settings beyond school, home and church.

C.1. Policy

Whitinsville Christian School encourages teachers and students to utilize appropriate field trips in the educational process.

C.2. Guidelines

a. Educational Objectives

Field trips must be related to the educational objectives of a specific course, a specific school program or a general school goal.

b. Proper Planning

Field trips must receive proper planning and are not to be undertaken as amusements or rewards for other educational activities.

c. Normal School Operation

The normal operation of the school must not be adversely affected because of the absence of the teachers and students participating in the field trip.

d. Overnight Field Trips

Field trips involving overnight stays must receive extra planning with respect to eating and sleeping arrangements. Staying in hotels is discouraged. School gymnasiums, church basements, dormitories and private homes are recommended alternatives. Disciplinary procedures shall include the possibility of a student being sent home by public transportation at the parent's expense.

e. Supervision

Students must be supervised in a manner that ensures their health, safety and respectability. Regular school rules of conduct shall be in force. The number of supervisors and chaperones must be in the ratio of at least 1 adult for 10 students. Overnight trips should have supervisors in the ratio of at least 1 adult for 8 students.

f. Approval

To be undertaken a field trip must receive approval by the appropriate administrator.

C.3. Procedures

a. Teachers' Field Trip Plan

A teacher must develop the plan for a field trip—rationale, destination, costs, date and times of departure and arrival, transportation arrangements, names of supervisors and chaperones their duties, etc.—and submit the plan to the administrator for approval well in advance of the proposed date of the trip.

b. Overnight Field Trip Approval

Field trips involving overnight stays need to be submitted for approval by the headmaster.

c. Informing Staff

The administrator shall inform the staff about approved field trips in regular staff meetings or memoranda.

d. Informing Parents

The teacher or administrator shall inform parents about the specific field trip and usually require participating students to return a parental signature to acknowledge receipt of information about the trip.

14. Health

Massachusetts State Law requires that all children enrolling in Kindergarten be immunized for tetanus, diphtheria, pertussis, polio, measles, mumps, rubella, varicella (or have a documented case of chicken pox), and have 3 Hepatitis B vaccines. Upon entering seventh grade students are required to have a second MMR immunization booster, a varicella vaccine (or documentation of chicken pox illness), 3 Hepatitis B vaccines, as well as a tetanus booster within the past 5 years. Written documentation

from the physician is required to confirm these immunizations. A physical examination is also required for entry into kindergarten. State law mandates additional physical exams at grades 4, 7, and 10.

A. Injuries

A.1. Release of Liability

a. Trips

The school assumes no liability for accidents that may occur on athletic, field and music trips or at other school events.

b. Release Form

A form releasing the school from such liability will be signed by the parents for specific school related events.

A.2. Reporting Injuries

All injuries should be reported immediately to the teacher in charge of the class or to the teacher on supervisory playground duty.

A.3. Same Day Reporting

All injuries, whether or not insurance is involved, should be reported to the office the same day. A report form must be completed for each significant injury.

A.4. Claim Forms

For students purchasing school insurance, accident insurance claimants should obtain a claim from the office. For the claimant's own protection, the claim should be filed within ten days of the injury.

B. Illness

B.1. Illness or Injury

Should a student become ill or receive a significant injury while at school, the parents will be contacted.

B.2. Prescription Medications

The school nurse or her designee will administer medication when a written prescription has been received from the physician and when parental permission has been received. Medication must be in the original pharmacy container. Most pharmacies will give you an extra bottle if you request it. Students are not permitted to carry any forms of medication in school, with the exception of an inhaler or an EpiPen. Nursing and parental permission are required to carry inhalers and EpiPens. All medication must be brought to the nurse by a parent or responsible adult.

B.3. Over-the-Counter Medications

Whitinsville Christian School is required to follow Massachusetts state law and the regulations of the Board of Registration in Nursing (BORN). One such law (105 CMR 210.000) governs the administration of over-the-counter (OTC) medications in school. Dr. Dahl (WCS school physician) has written a standing prescription for Tylenol, ibuprofen, Tums, Benadryl, and certain topical medications. With parental permission, these medications may be given to your child, **only by a registered nurse**. Any other OTC

medication will require a physician's prescription in order for the nurse to administer the medication. **Non-nursing personnel are not permitted to administer any medication that is prescribed on an "as needed" bases. This includes ALL over-the-counter medications.** In the case of an inhaler for asthma, non-nursing personnel will give the student access to the child's inhaler. The student will self-administer.

15. Computer and Internet Resources

Whitinsville Christian School does not have control of the information on the Internet, although it attempts to provide prudent and available barriers. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. While Whitinsville Christian's intent is to make Internet access available to further its educational goals and objectives, users will have the ability to access other materials as well. Whitinsville Christian believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But ultimately, the parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their student should follow.

Questions should be directed to Bill Herrmann, Technology Coordinator, at Whitinsville Christian School, at (508) 234-8211.

The student and his/her parent(s) or guardian(s) must understand that student access to the Whitinsville Christian network is being developed to support the school's educational responsibilities and mission. The specific conditions and services being offered will change from time to time. In addition, Whitinsville Christian assumes no responsibilities for:

- A. The content of any advice or information received by a student from a source outside "School", or any costs or charges incurred as a result of seeing or accepting such advice;
- B. Any costs, liability or damages caused by the way the student chooses to use his/her "School" network access.
- C. Any consequences of service interruption or changes, even if these disruption arise from circumstances under the control of Whitinsville Christian.
- D. While Whitinsville Christian supports the privacy of electronic mail, students must assume that this cannot be guaranteed.
- E. Students are not permitted to use personal laptop computers in school without written permission from the Guidance Department. Students who have written permission are not permitted to use their personal laptops on the school network.

The student and his/her parent(s) and guardian(s) agree to the following terms:

1. My use of the Whitinsville Christian computer network must be consistent with the school's primary goals.
2. I will not use the Whitinsville Christian computer network for illegal purposes of any kind.
3. I will not use the Whitinsville Christian network to transmit threatening, obscene, or harassing materials. I will not hold WCS responsible if I participate in such activities.
4. Whitinsville Christian will not be held responsible if you participate in such activities.

5. I will not use the Whitinsville Christian network to interfere with, or disrupt network users, services, or equipment. This includes printing only to my local printer. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer viruses, and using the network to make unauthorized entry to any other machine accessible via the network.
 6. I will not use the WCS network to obtain or send E-mail and/or IM (instant messages).
 7. I will not use Whitinsville Christian network to access information or resources unless permission to do so has been granted by the owners, or holders of rights to those resources or information.
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16. Miscellaneous

A. Textbooks

The school furnishes textbooks to all students. Unreasonable damage to textbooks will result in fines. Lost textbooks or those damaged beyond repair will be assessed the full wholesale replacement price. Report cards will be withheld until fines for damaged texts are paid.

B. Lockers

B.1. Care of Lockers

Students are responsible for the care of their lockers.

B.2. Assignments

Locker assignments are made to students and are not to be exchanged without permission from the student's teacher or the principal.

B.3. Decoration

Photographs or drawings not in keeping with a Christian lifestyle are not allowed in lockers. Nothing is to be posted inside the lockers that cannot be easily removed without damage to the surface.

B.4. Inspections

Lockers will be periodically inspected. Lockers remain the property of the school and are subject to unannounced inspection and search by the administration. They may be inspected for cleanliness or illegal materials regularly or at random.

C. Lost and Found

Lost and found items are handled basically in three ways:

C.1. Clothing

Clothing is kept in the lost and found bin in the middle school. If children do not claim items they will be given to charity after one month if items are not claimed.

C.2. Jewelry

Watches, jewelry, eyeglasses and other valuables are kept at the office.

C.3. Money

Money found on school property will be kept for a period of three days. If unclaimed by the end of three days, the amount will be donated to a missions project as determined by WCS administration.

D. Valuables

If it is absolutely necessary for a student to have a sum of money or valuables in school, he/she should bring it to the office for safe keeping during the day.

E. School Visitors

E.1. Parents

Parents are invited to attend WCS at anytime. If you wish to visit a classroom, we ask that you telephone the office and let us know at least two days in advance.

E.2. Non-WCS Students

Non-WCS students will be permitted on campus as guests of WCS students only upon approval of the principal. Prospective students for WCS are encouraged to visit. Requests should be made at least two days in advance of the visit. Non-WCS students are subject to our code of conduct and dress while on campus.

E.3. Visitors/Volunteers at WCS

WCS is dedicated to providing as safe a campus as possible for the school community. During school hours, all visitors/volunteers must sign in at the elementary or middle/high school office before proceeding through the building. Visitors/Volunteers will be asked to wear a designated ID tag while they are in the building so they can easily be identified. As they exit the building, visitors/volunteers will sign out and return the tags. Any non-WCS staff adult in the building without an ID tag will be asked to comply with the policy or will be escorted out of the building.

F. Library

All pupils are given the opportunity to use the school library in weekly scheduled library periods. Our library is growing from year to year in number of volumes available for pupil reading. The task of providing quality reading that is acceptable by Christian standards is a challenging, ongoing task. We are doing our best to provide good reading for our pupils and hope to continue good judgment in book selection. A few basic rules required of all pupils are:

F.1. Check-Out Period

Books are checked out for one or two week periods.

F.2. Overdue Books

No fines are charged but students may not check out more books until overdue books are returned. Report cards are held if a student fails to return overdue books.

F.3. Lost Books

If books are lost, parents are charged a \$30 replacement fee per book(s).

F.4. Library Privileges

If library privileges are misused, the privileges of library use may be denied.

G. Standardized Testing

G.1. Basic Skills

The Iowa Test of Basic Skills is administered in the fall to students in grades 3-8. Seven basic areas are tested: Vocabulary, Reading, Language, Work-study skills, Mathematics, Science, and Social Studies. Results are communicated to parents.

G.2. Reading

The Gates-MacGinitie Reading Tests are administered in the spring to students in grades K-5. The tests are designed to reveal specific strengths and weakness in reading abilities and thereby to indicate the type of training most needed by a class or individual student.

G.3. PSAT

PSAT is required for all 11th grade students

H. Vending Machines

Elementary students are permitted to use vending machines after 3pm. Middle and high school students are permitted to use vending machines during the lunch period and after 3pm.

I. School Supplies

Parents are responsible for all needed supplies such as pens, pencils, rulers, etc. An individual list for each grade will be supplied.

Elementary

1. Introduction

Whitinsville Christian Elementary School has been in existence since 1928. Since that time the elementary school student body has grown to include over 180 students. During the 80's double sections of each grade were developed. The student body is a wonderful mix of personalities where each student is blessed with specific gifts and talents. Each child is an image-bearer of God and it is our desire at WCS to assist in developing the talents and gifts for use in service to God throughout their lives. It is a distinct privilege for WCS to participate in the nurture of very young lives. Throughout the early formative years of education, patterns and habits are developed. Our desire and prayer is that each student at Whitinsville Christian School will be challenged to develop very positive study habits, a strong sense of positive moral choices, appropriate use of their gifts, and through all of their studies and activities, to see Jesus Christ as Lord of every aspect of life.

Whitinsville Christian Elementary School is a place where Christian education is taken seriously and where students are challenged to do their best. WCES is also an environment of care and encouragement. There is an atmosphere of joy that emanates from the students (almost all the time). WCES is a place where discipline and order take place without regimentation. It is a place where, with exercise, the Christian educational health of students can flourish. The Parent/Student Handbook offers information, clarification and guidelines for the school year.

I am so pleased that you have chosen WCES for your child. Welcome to a community of people committed to the high calling of Christian education. With a foundation of church, home, and school all supporting the Christian education of students the likelihood of a successful year is very great. May Christ's name be honored through the school year!

Lance B. Engbers,
Headmaster and Elementary School Principal

2. Policies

A. Arrival and Dismissal

A.1. Grades K-5

Students arriving between 7:00 a.m.-7:30 a.m. must report to the early arrival classroom where they will be supervised. Students are encouraged to arrive after 7:30 a.m. if at all possible.

All students, upon arrival after 7:30, must enter school through the front entrance. Students should place backpacks on assigned hooks, in lockers, or in classroom cubbies and then proceed outside, playing there until 7:55am during nice weather.

A.2. Arriving Late

Grade K-5 students who arrive after 7:55 a.m. will be considered tardy unless an acceptable excuse is received within 24 hours. Reasons such as sleeping in, running late, feeling tired, not feeling well will not be counted as acceptable. The accumulation of five tardies per quarter will result in a detention, to be served from 2:35-3:30 p.m., within two days of the issuance of the detention.

A.3. No Waiting for Friends

Students may not wait for their friends in front of the school building. Upon arrival to school, students must proceed directly into the school.

A.4. No Walking Through Gym at Dismissal Time

Students must not walk through the gym to get to the foyer when dismissed at the end of the school day. Students in Grade K- 2 will wait for parent pick-up outside the gymnasium doors until 2:50 p.m. when they will move closer to the elementary doors. Students in Grades 3-5 will wait for parent pick-up to the left of the elementary doors. Parents or designated pick-up people are requested to refrain from blocking exit doors and from bringing pets to the pick-up area.

A.5. After 3:00pm

Any students waiting for a ride after 3:00 p.m. will be escorted to the WCS After-Care classrooms where they will be supervised (at the rate of \$7 per hour) until parents arrive to sign them out.

B. Attendance/Absenteeism Policy

B.1. Absences

a. Whitinsville Christian Elementary School recognizes that regular and punctual attendance is very important to the academic success of students. All students should be in school each day unless physically unable. Unnecessary absences develop poor work habits and make it difficult for students to keep their work up-to-date.

b. If the total number of absences exceeds 10 days for a semester or 20 days for the full year, the administrative team and the child's teacher

will meet to review the reasons for excessive absences and communication will take place with the parents. Consequences may include but not be limited to required tutoring, repeating the current grade, and required summer school.

c. The family may request an appeal of any decision in writing no later than the end of the grading period. The final decision regarding consequences will be made by the administrative team.

C. Discipline

Detentions are served as a result of incomplete work, missed assignments, violation of classroom and school rules, fighting, bullying and unacceptable behavior. Parental support for having students serve the detention promptly is appreciated and imperative in effectively changing behaviors that result in detentions. Although there is flexibility for each classroom in what actually constitutes a detention, the following general policies are followed.

a. When

Detentions will be served in a timely manner (the following Monday, Tuesday or Thursday) after a detention is given. Detentions will be served from 2:35 pm to 3:30 pm. There will be no detentions served before school or during school hours.

b. Where

Detentions will be served in one room for grades 3-5, supervised by one teacher on a rotating basis.

c. Why

Each classroom teacher will explain how students receive detentions and for what reasons. Detentions are intended to serve as a consequence for unacceptable behavior as well as to encourage more positive behavior in the future.

d. Communication

Parents will be informed regarding the specific time and reason for detentions. Detention forms must be returned with a parent signature on the day following issuance.

C.1. Suspension and Expulsion

Suspension and expulsion are used rarely in the elementary school. However, in cases of extreme misbehavior such as stealing, persistent disobedience and other flagrant misbehavior, they may be used. In case of such occurrence, the following procedure will be used:

a. Suspension

The parent will be notified of suspension and a conference will be arranged between parents, teacher(s) and principal to resolve the problem.

b. Expulsion

In case of expulsions there will be a meeting arranged between parents, teacher(s), administration and education committee of the board. Expulsion can only occur by Board decision.

D. Homework

Homework responsibility varies with grade levels. In general, homework falls into the following categories.

D.1. Grades K-3

Generally, homework at these grade levels is not routine as far as daily assignments are concerned. There may be some projects that pupils are asked to do at home that are related to daily work.

D.2. Grades 4-5

At these grade levels, homework will vary according to the individual child's needs and subject demands. If time is used efficiently, much work can be done in school. Again, there may be assignment related projects that can be only or best done at home.

E. WCES Daily Schedule

7:55 A.M.	Entrance Bell
8:00	Final Bell
9:35	Recess Grades 3-5
9:50	End Recess Grades 3-5
9:50	Recess Grades K-2
10:05	End Recess Grades K-2
11:20	Clean-up Grades 3-5
11:25-12:05	LUNCH for Grades 3-5
12:10	Final Bell for Grades 3-5
12:10	Clean-up Grades K-2
12:15-12:50	LUNCH for Grades K-2
12:55	Final Bell Grades K-2
2:30	Clean-up Bell
2:35	Dismissal

3. Academic Information

The curriculum stresses a challenging basic education throughout the grades. The core subjects offered in all grades include Bible, Language Arts, Mathematics, Social Studies, and Science. In addition, the school offers:

A. Art Classes

Art is taught weekly in grade K-5. Art emphasizes the creative ability of students as image bearers of God.

B. Music

B.1. Music Classes

Weekly music classes are held for all students in grades K-5.

B.2. Strings Program

Children in K-12 as well as some pre-school age children are invited to join the program. Lessons are arranged by the teacher. When possible lessons are scheduled at non “prime-time” school hours.

C. Physical Education

Classes are conducted twice each week for students in grades K-5.

C.1. Objectives

A well-planned variety of activities is arranged to improve small and large motor development of the child. Learning game skills is also an integral part of the program.

C.2. Shoes

It is expected that all students have available an appropriate pair of sneakers (gym shoes) to wear during the physical education period.

D. Spanish

Spanish is taught on a weekly schedule to students in Grades 3-5. Conversational Spanish is stressed using the development of a basic vocabulary that builds on the progress of the student’s previous year of Spanish instruction.

E. Student Academic Services

E.1. Learning Disabilities

Discovery Program is a concentrated and intensive therapy for students with identified learning disabilities. There is no additional cost for students participating in the program.

E.2. Discovery Reading

Discovery reading is offered to children needing specific help in Grades K-5 with emphasis on children in the primary grades.

F. Grading

F.1. Academic Grades

The student’s report card is an evaluation (each quarter) of the performance of the child in relation to ability as well as how well the child has mastered the subject matter.

Grades K-1

Students in grades K-1 are evaluated primarily based on their performance in a variety of skill set areas. They do not receive an overall subject grade either quarterly or as a final grade. The following academic scale is applied to each of the skill sets that is being evaluated.

Grades K-1 Academic Grade Scale

- 4 Fully understands material taught and can apply what has been learned. Work is consistently high quality. 94% and above.
- 3 Understands material taught and can frequently apply what has been learned. Work is from moderate to high quality. 80-93%.

- 2 Difficulty understanding and applying material taught. Work is inconsistent. 70-79%.
- 1 Serious difficulty understanding and applying material taught. Work is consistently poor. 69% and below.
- C Consistently
- U Usually
- O Occasionally
- R Rarely
- EE Exceeds Expectations
- ME Meets Expectations
- AE Approaching Expectations
- BE Below Expectations
- EX Exempt From Class
- I Incomplete

Grades 2-5

Students in grades 2-5 receive an overall subject grade for most subjects and, in addition, may also be evaluated based on their performance in a variety of skill set areas. Each quarter will contribute 25% to the final grade with the exception of math courses which contribute 20% for each quarter and the remaining 20% for the end of year exam. The following academic scale is used to evaluate each of the subject areas and applied to each of the skill sets that is being evaluated.

Grades 2-5 Academic Grade Scale

A	Excellent 96-100%
A-	Excellent 90-95%
B+	Above Average 87-89%
B	Average 84-86%
B-	Average 80-83%
C+	Average 77-79%
C	Average 74-76%
C-	Below Average 70-73%
D+	Below Average 67-69%
D	Below Average 64-66%
D-	Below Average 60-63%
F	Failing 0-59%
EE	Exceeds Expectations
ME	Meets Expectations
AE	Approaching Expectations
BE	Below Expectations
AU	Audit
I	Incomplete
EX	Exempt From Class

Middle School

1. Introduction

A. Welcome

Middle schools are characterized by their abilities to meet the needs of students at the middle school age. Young adolescents are at a crucial stage in their development as they prepare for a future in a world that is always changing. Whitinsville Christian School wants to prepare them for continuing service to Jesus Christ in His world. Our middle school is organized around grades 6-8. It is our prayer that as a Christian school we will be able to increase our ability to guide young people during these important years.

Administrative responsibilities for the middle school are handled by Mr. Don Godeke, middle school principal. The principal chairs middle school staff meetings, acts as liaison to the headmaster, and is very involved with the planning and day to day programs of the middle school.

B. Communication Between Home and School

Should you have a question, first speak to the teacher most closely involved. Then, if you and that individual cannot come to a solution, the middle school principal should be contacted. If you and the principal cannot resolve the problem together, the next step is to contact the Headmaster.

Don Godeke

Middle School Principal

2. Four Guides to Good Schooling

A. Do It on Time

Missing classes and coming late disrupts classroom procedures. Miss school only as a last resort. Arrive well ahead of the bell, not five or more seconds after. Get up earlier in the morning to get to school on time. Students will be able to enter the first period class either before 7:55am. or after devotions.

B. Bring the Right Materials

Keep careful track of textbooks—they are worth \$70 or more each. Bring the correct ones to class. Get good notebooks, take good notes, bring everything you need—gym clothes, pens, pencils, compasses, etc.

C. Do the Work

Students must complete the activities prepared for the class by the teacher, e.g., regular lesson, a quiz, an assignment, or project. There are no automatic releases from that obligation because of absences, lates or other reasons. Only the teacher can release students from their academic obligations.

In general, students need to keep careful track of assignments and tests. If absent, a student can easily check with a classmate by telephone about upcoming quizzes or tests. Thus, do not assume that writing a test can be put over to the next day. A teacher may, however, allow a student to do so, if appropriate.

Effective learning also needs oral participation. Give the class discussions a lot of energy. In the evenings, study, review and make additional notes on the topics covered. Use wise study skills.

D. Do the Right Things

Offer upbuilding comments to your classmates, both about them as young Christians and about the course work they do. Don't ridicule school events or make sarcastic comments about people. Help dignify all of your associates, i.e., love one another in the name of Jesus.

3. WCMS Daily Schedule

Homeroom/Period One:	7:55- 8:42
Period Two:	8:45- 9:29
Period Three:	9:32-10:16
Period Four:	10:19-11:01
Period Five:	11:04-11:46
Lunch	11:46-12:14
Period Six:	12:17-1:01
Period Seven:	1:04- 1:48
Period Eight:	1:51-2:35

4. School Attendance

A. Approved Absences

A.1. Arriving Late

Students that arrive in school between 7:55-8:05a.m. will not be admitted to their first period classroom and, instead, must register in the designated tardy room. They will be permitted to proceed to their first class at 8:05 with a tardy.

An acceptable excuse will be defined as a note from a parent or guardian received by the office within 24 hours stating the reason for the tardy. Reasons such as sleeping in, running late, feeling tired, not feeling well will not be counted as acceptable.

A.2. Notify School

If a student is absent from school, one of the parents should call the school office by 8:30 a.m. on the day of the absence so that the absence can be recorded as an excused absence. If no telephone call, or note, with an acceptable reason for the absence is received within 24 hours, the absence will be recorded as unexcused. Absences are recorded on report cards.

A.3. Missed Assignments

If a student is absent for any reason - illness, appointments, athletic events, musical events - he or she may contact a classmate about the homework, assignments, or tests scheduled during that absence. Students and parents should also check on the Middle School Assign-A-Day, where daily work is always listed. Instructions for going to Assign-A-Day will be given out at the beginning of year. When a student returns to school, he or she should be ready for the classes of that day. If additional time is needed due to the illness, the parent should send a note asking for that extension.

A.4. Acceptable Absences

The following reasons are acceptable for a student's absence from school: illnesses, church retreats, funerals of relatives or friends, medical or dental appointments. Other acceptable reasons for absences are determined by the administrator in consultation with parents.

A.5. Family Trips

Parents should make every effort to plan family trips to coincide with the normally scheduled school vacation days. "Making up" homework assignments is not an adequate substitute for missed class time. In addition, missed class time requires special efforts by the faculty. However, if a family trip is planned for school time, parents are asked to inform the school one week in advance so that students can discuss what school work they should complete before leaving on the trip or by the time you return.

B. Unexcused Absences

B.1. Principal's Decision

Recording absences as approved or unexcused will usually be done by the

school secretary. Difficult cases will be determined by the principal. Penalties for unexcused absences may include detentions, in-school suspensions, suspensions from school including a two percent loss of the quarter's marks in courses missed or other disciplinary actions.

B.2. Truancy

Truancy is absence from school or educational facility, by a school-aged person, with or without parental consent and without a valid reason. A student who misses school without his or her parents' knowledge will be considered truant and must normally serve a one-day in-school suspension. Two percent (2%) of the student's quarter grade will be deducted for each class missed. A second offense will result in an additional two percent (2%) grade reduction and a three-day in school suspension

B.3. Total Absences

If the total number of absences (excused or non-excused) in a course exceeds 10 class periods during a semester course or 20 periods during a full year course, (10 per semester maximum), a student may fail the course. The status of students with extenuating circumstances will be determined by the administration on a case-by-case basis.

5. Conduct General Guidelines

A. Eating Lunch

Students are to eat their lunch in the home rooms. They must remain in their lunch room for at least ten minutes. Sound nutrition means lunches should not be heavily dependent on sugar based foods. Students will eat lunch in assigned rooms and spend the remainder of the time outside or in a classroom activity.

B. Demerits

Teachers may assign demerits to students that need to return to their lockers for forgotten materials. A demerit will also be given for not having an assignment, book or other necessary materials for class. Demerits will be issued for minor classroom infractions.

C. Tardies

Please note the school practice regarding late arrivals for period 1 as described elsewhere in the handbook. For other classes teachers will assign a tardy to any student that comes late, i.e. no tardies will be excused. Teachers or other staff members may, however, send a student into a classroom late with a pass if the student was under their care.

D. Accumulated Tardies and Demerits

Students will be allowed 4 demerits per quarter without any discipline. It is assumed that the rate of unforeseeable events is reasonably contained within 4 events per quarter. Students should simply move more quickly, and exercise greater self control if assigned tardies or demerits. A detention will be assigned for the 5th tardy/demerit, and then for each additional 5th demerit or tardy. If a 4th detention in any quarter is assigned, there will be a 2% grade reduction for that 4th detention and for each additional detention beyond the 4th during that quarter.

E. Detention

E.1. Reasons for Detentions May Include

- abusive, profane or vulgar language
- disruptive or disrespectful behavior
- dismissal from class
- chewing gum in a class
- leaving school without permission
- running in halls
- failing to sign out
- dress code violation
- receiving accumulated tardies/demerits
- lying
- cheating
- bullying
- Using cell phones or other electronic devices during school hours. Such devices **may only be used after school hours**

E.2. Serving Detentions

Detentions are to be served as assigned by teachers or the administrator. Detentions are served on Tuesday and Thursday afternoons from 2:40 to 3:40pm. Failure to appear for a detention will result in an additional detention. Continued failure to appear for detentions may result in the immediate suspension of the right to attend school.

F. Suspensions

F.1. Reasons for Suspensions May Include

- abusive, profane or vulgar language
- disruptive, disrespectful or disobedient behavior
- cheating
- fighting
- unexcused absences
- use or possession of tobacco, drugs, alcohol or weapons
- stealing
- dishonesty
- bullying

F.2. Serving Suspensions

A suspension prohibits a student from attending school or school functions for the day of the suspension. An in-school suspension requires a student to spend one day (7:55am-2:35pm) in a suspension room at school. The student will not be permitted to have contact with other students.

F.3. Grades Lowered

Depending on the nature of the infraction, a student's quarter grades may be lowered by two percent (2%) for all the classes from which he or she is suspended.

G. Expulsions

G.1. Reasons for Expulsions

- A consistently negative attitude and behavior pattern detrimental to the goals of the school
- Failure to respond positively to repeated efforts at correction by the school staff
- Possession or use of alcohol, illegal drugs or weapons

G.2. Notification

Students and parents will be notified when the processes leading to an expulsion are initiated. A substantial suspension from school will normally indicate that something is seriously wrong.

G.3. Length of Time

Expulsion from school is done by the board and suspends the right of a student to attend school for at least one semester.

H. Eligibility for Athletic Activity

H.1. Scholastic Eligibility

Official MIAA Athletic events will be limited to students in grades 7 and 8. A copy of the revised policy is available upon request. For those middle school sports that require approval, eligibility for participation in sports will be determined by MIAA requirements, i.e., a passing grade in the equivalent of four major subjects. For those middle school sports that do not involve MIAA approval, eligibility for participation in sports will be determined by the middle school staff on the basis of school conduct and effort. If students receive more than one unsatisfactory grade on their report card including conduct and effort, they will be suspended from playing in that sport for the following quarter. Team selections will be made based on athletic ability and skill, conduct and behavior of the student, and on the student's ability to make a positive contribution to the team and the school.

H.2. Attendance at Practice

Attendance at practices and games is needed for a team to give its best performances. Faithful attendance represents the athlete's commitment to the team. Thus it is expected that team members avoid missing practices or games. We understand that family commitments may make this difficult from time to time. With appropriate notice some of these absences will be excused by the coach. An individual who is absent from a practice will not be permitted to suit-up or play in the team's next game. Similarly, a student who is absent from school on the day of a game or comes to school *after 9:30am* will not be allowed to play in the game except in special circumstances, e.g. attending a

funeral. Three unexcused absences from practices will result in the individual being removed from the team.

I. Extra-Curricular Extended Trips

Eligibility for extended trips such as String tours, track meets, etc. will be determined by the middle school staff. Criteria for eligibility will include consistent classroom performance throughout the school year, positive Christian attitude and conduct and respect for school rules and policies.

J. Athletics and Interscholastic School Sports

Our school teams will not participate in athletic events scheduled on Sundays. Students are encouraged to participate in any of the following sports.

J.1. Baseball

Boys: 6-8 Junior Varsity

J.2. Basketball

Girls: 6-8 Travel Teams, Middle School

Girls: 8 Junior Varsity (need based)

Boys: 6-8 Travel Teams, Middle School

J.3. Cross Country

Girls: 6-8 Middle School

Girls: 8 Junior Varsity (need based)

Boys: 6-8 Middle School

J.4. Soccer

Girls: 6-8 Middle School

Boys: 6-8 Middle School

J.5. Softball

Girls: 6-8 Junior Varsity

J.6. Spring Track

Girls: 6-8 Middle School

Boys: 6-8 Middle School

J.7. Tennis

Girls: 6-8 Middle School

Boys: 6-8 Middle School

J.8. Volleyball

Girls: 6-8 Junior Varsity

J.9. Winter Track

Girls: 6-8 Junior Varsity

Boys: 6-8 Junior Varsity

6. Academic Information

A.1. Academic Core Subjects

All academic core subjects are full year courses in the middle school grades. Each quarter will contribute 25% to the final grade. Quarter and final letter grades will be determined according to the following percentage ranges:

A	96-100	B-	80-83	D+	67-69
A-	90-95	C+	77-79	D	64-66
B+	87-89	C	74-76	D-	60-63
B	84-86	C-	70-73	F	00-59

Teachers will explain more specific features of their grading procedures with their classes.

A.2. Grade Point Average

A 4.0 point system will be used to determine the grade point averages. G.P.A. in Middle School will be calculated based on core courses as well as some encore courses such as P.E., Art, Health, and Music Theory, which are weighted according to the amount of time each class meets in a week. Bible, English (Grade 6 = Language Arts and Reading), History, Math and Science. The chart below lists the points assigned to each letter grade.

A	4.0	A-	3.7	B+	3.3	B	3.0
B-	2.7	C+	2.3	C	2.0	C-	1.7
D+	1.3	D	1.0	D-	0.7	F	0

A.3. Honor Roll

Students achieving a G.P.A. (grade point average) of 3.7 or more in the quarter will be placed on the High Honor Roll. Students earning G.P.A. scores from 3.3 to 3.7 will be placed on the Honor Roll. Students who are not taking a full course load of five core subjects are not eligible for the honor roll.

A.4. Course Failures

To receive credit for a course a student must receive a final grade of 60% or higher. Each quarter will earn 25% of the final grade. Students failing a math course for the year will be required to take a summer session of math tutoring or a math summer school course that is comparable to the class that was failed. Students whose yearly average for a specific course falls below 70% may be required to receive summer tutoring in that course.

Middle school students who fail three or more core subjects for the year may be required to repeat the grade during the following year.

High School

1. Introduction

On behalf of the faculty, staff, and school board, welcome to Whitinsville Christian High School. I am excited about the new school year and pleased to welcome new students and their parents, as well as returning students, to the Christian school community. It is my prayer that we can live and work together as a community of growing Christians, a community of students, parents, and faculty striving for academic excellence, social development, and spiritual and physical growth.

Whitinsville Christian School was founded to assist parents in providing their children with a God-centered world and life view. God founded two institutions: the home and the church. God has entrusted the responsibility of training children to parents. The church, home and Christian School must work together in the serious business of raising up children to love the Lord, develop God-given talents and gifts, and help equip them to be effective servants in the world they live. The mission of WCHS is to foster the academic, spiritual, personal, social, and physical development of students from Christian families for effective service to our Lord.

Education is about growth and change. Abe Lincoln said, “The philosophy of the school room in one generation will be the philosophy of government in the next.” Whitinsville Christian School is dedicated to the glory of God and founded on the belief that God is the source of all Truth. Education has its highest meaning and purpose only as it is related to God’s sovereign plans and purposes. True wisdom and maturity in students has as a prerequisite, spiritual rebirth and growth. WCHS seeks to demonstrate to students the wisdom of a God-centered world view through the curriculum, faculty, and staff.

Each child is a unique creation of God. Because each student is created in God’s image and has been entrusted with unique and distinct gifts and talents, WCHS will strive to treat students with love and respect, provide students with opportunities for educational, physical, spiritual, emotional, and social growth, mature and affirm various gifts, and provide students with a healthy safe learning environment.

We encourage active involvement and support in the educational process at WCHS. There are many opportunities to serve and participate. We ask for your fervent prayer as we go about the challenge of working with your children, maximizing the talents and potential they possess!

The growing experience that takes place in school is considered meaningful and an essential part of the educational process. The call to develop the “whole person” as part of the school philosophy includes the formation of a responsible student who is caring and has a sense of community. Ultimately, the education of children is the parents’ responsibility. Parents expect Whitinsville Christian High School to set guidelines and policies which create the best academic learning environment for students. Additionally, students must realize that they are here to engage in the pursuit of an education. Furthermore, state law requires students to be in school for all classes all day.

This handbook aims to help students and parents understand the rules and guidelines of the school. We encourage parents and students to read the handbook and follow the procedures it provides.

Christopher J. Vander Baan,
High School Principal

2. Course Schedule

Normally, students must be enrolled in 6 of 8 periods per day. The occasional exception occurs when the course schedule fails to provide a satisfactory course as determined by the guidance counselor and principal.

3. School Attendance

The attendance policy at WCHS encourages punctuality and regular attendance by all students. We believe this is important for these reasons:

- We are responsible to God for using both our time and talent wisely.
- No student can achieve his/her full potential by receiving the benefit of only part of a discussion or assignment.
- Good work habits and attendance habits, cultivated in school, will help students be prepared for higher education and lifetime work.
- State law requires students to be in school for all classes all day.

Once students arrive on campus, they are to remain on campus until the conclusion of the school day, including lunch time.

A. Tardiness – A student is marked tardy if they arrive late to class.

A.1. Beginning of the day - Students who arrive in school within the first 15 minutes of the school day (typically 7:55-8:10 a.m.) must register in the designated tardy room immediately upon arrival. They will be given a pass that they must give to their first period teacher. Students will not be allowed into their first period class without a tardy pass.

Students who arrive in school after the school day has been in session for 15 minutes or more are considered absent for their first class. Immediately upon arrival, the student must sign in at the high school office and receive a pass to their class. A note or phone call from the parent **MUST** be received prior to or at the time of the student's arrival. If contact with a parent is not received at that time, the student is responsible for ensuring that parent communication is received by the office within 24 hours of the late arrival. If parent communication is not received within that timeframe, the student will be issued a detention.

Tardies for first period may be excused if the attendance administrative assistant in the office receives a written or verbal parental explanation of an acceptable reason for the student's tardiness. Oversleeping, running late, or not feeling well (whether for themselves or another family member) are not acceptable reasons. Acceptable reasons are determined by the principal.

For first period classes, students will be allowed four tardies per quarter without consequence. It is assumed that the rate of unforeseeable events is not larger than this. Students should simply get up earlier and be more responsible for getting to school promptly. A detention will be assigned for every fifth tardy for first period classes.

A.2. Within the school day - A teacher will assign a tardy to any student that arrives late to class. No tardy is excused unless the student comes to class with a pass from another teacher or staff member because the student was under their care.

For classes held periods 2-8, students will be allowed two tardies per class per quarter without consequence. A detention will be assigned for every third tardy.

B. Absences - A student is marked absent for each class in which 15 minutes or more of class time is missed.

B1. Maximum allowed absences. If the total number of absences (excused or unexcused) in a course exceeds 10 class periods during a semester course or 20 periods during a full-year course, a student will automatically fail the course. Classes that meet every other day will follow semester course attendance guidelines. Absences are recorded on the report card. A long-term illness exception may be granted by an appeal that includes a doctor's signed statement that the student was physically not able to be in school. The status of students with extenuating circumstances will be determined by the administration on a case-by-case basis.

B2. Unavoidable Absence: Unavoidable absences include personal illness, serious illness or death in your family, and medical or dental appointments which cannot be scheduled before or after school. The student's absence or tardiness will be excused when parental contact is made. Unavoidable absences are counted toward the maximum allowed absences.

B.2.a. Notify School - On the day of a student's absence from or anticipated late arrival to school, parents should notify the high school office no later than 8:30 a.m. (The office voice mail is accessible 24 hours a day - ext. 10.) If no call is received, a call from the office will be made home. The purpose of this call is to let the school know why the student is absent, make sure the parent is aware that the student is not in school and, most importantly, to insure that the student is safe. Calls from students themselves or siblings are not acceptable for verification. If office personnel are not able to reach the parents, others on the emergency contact list may be notified. (Significant time will be spent by office personnel to make contact with parents to ensure the safety of the student. We appreciate parents' cooperation in keeping the office informed regarding student absences to allow greater efficiency in the attendance process.) If parental contact is not made the day of the absence, the student will be given a detention upon their return and further disciplinary action may be taken if the student is found to have been truant. Exceptions to the attendance policy can only be made by the high school principal or administrative team.

B.2.b. Early Dismissal - Students who need to be dismissed prior to the end of the school day must present a parent note to the high school administrative assistant upon arrival in the morning. At the authorized time of dismissal, the student must sign out in the high school office. Students who do not present parental permission will not be allowed to leave school until a parent has been contacted. Students who leave school without prior parental notification to the office will be given a detention.

B.3. Planned/Pre-Excused Absences - Absences for non-academic reasons while school is in session are strongly discouraged by the school. However, parents may request that the school excuse a student provided the request is made prior to the date of the absence by use of a "pre-excused absence form." Families requesting more than five days must receive an administrative waiver. All pre-excused absences

are counted toward the maximum absences policy. Pre-excused absences are not permitted during exams or during the last week of a semester.

B.4. School-Related Absences – Students should limit the number of school-related activities that will result in missed classes. Absences due to field trips or school-sponsored extracurricular activities will not be counted toward the maximum allowed absences. See B.6. regarding missed work as this applies also to a school-related absence.

B.5. Senior privilege – Seniors who do not have class during the last period of the school day (typically 1:51-2:35 p.m.) may leave the school campus at the beginning of that class period. Students must sign out in the office and leave the school grounds. Seniors who do not wish to take advantage of this privilege must remain in an assigned study hall until the close of the school day. Students found loitering anywhere on school campus will be subject to loss of this privilege.

B.6. Missed Assignments Due to Absence – If a student is absent from class one day for any reason, he or she should contact a classmate about the homework, assignments or tests scheduled during that absence. The simplest way to check on what has been missed is to telephone a classmate after the school day is complete. When a student returns to school, he or she may be expected to do the work being done by the others in the class. For planned absences, the following procedure is recommended:

- a. Prior to their leaving, students should make arrangements with other students to collect homework assignments and to take notes in their absence.
- b. Students may request work from teachers when notifying them of an upcoming absence (see Pre-Excused Absence form). However, for practical reasons, it is possible that the teachers may not have work ready to distribute. The teacher may change lesson plans based on what is happening in the classroom during the time the student is gone. The reality is that most work will have to be made upon the student's return.
- c. On their return, students are encouraged to seek help from other students to learn concepts and material taught in their absence.
- d. On their return, the student must initiate contact with the teacher. An appointment will be set at a time convenient for the teacher for the purpose of setting up a schedule for turning in homework/projects and taking missed quizzes/tests. Students who fail to initiate contact with the teacher within 24 hours of their return might not at the teachers' discretion be allowed to submit missing work.
- e. All homework, projects, and tests must be completed in a timely manner. The time frame will be determined by the teacher at the scheduled appointment.
- f. Teachers have the option of giving an alternate version of a missed test or quiz.

B7. Extra-Curricular Participation.

Students may not attend any extra-curricular activity on the day of an absence whether it is held on the school grounds or not. This includes athletic events (either a player or

spectator), dances, drama productions, musical concerts, tours, Robotics Team, class trips or socials. Exceptions to this rule can only be made by the principal. In addition, any student arriving at school later than 9:30 a.m. will be excluded from all extra-curricular events. Students must be in class for a minimum of 4 consecutive periods during the school day to be eligible for any extra-curricular events.

B8. Truancy – A student who misses school or class without her or her parents' knowledge will be considered truant and must normally serve a one-day suspension. Two percent (2%) of the student's quarter grade will be subtracted for each class missed.

4. Conduct General Guidelines

A. Conduct Policy

As young and developing Christians and as members of the body of Christ, WCS students are expected to behave in a manner consistent with biblical standards for Christian conduct. All words, actions and activities should conform to biblical guidelines and through that glorify our heavenly Father. "Say those things that are helpful for building others up according to their needs. Be imitators of God and live a life of love just as Christ loved us." (Ephesians 4:29, 5:1)

Parents need to maintain responsibility for and an interest in the conduct of their sons and daughters while at school or school events. They should ensure that their children complete homework and assignments. Beyond that parents could impose appropriate punishments for incomplete homework, tardies, improper choice of clothing, use of foul language, fighting, use of alcohol or illegal drugs, and so on. The school and home should be powerfully consistent in attitude and approach at such key points.

The school will encourage proper conduct in both the positive and negative sense. Doing that which is right should be the main focus for guiding conduct. But institutional integrity also requires the exercise of disciplinary action. Students will need to abide by classroom, hallway and school rules and principles. They must avoid participating in negative, destructive or sinful activities. "Do not even be partners with anyone who does such things." (Ephesians 5:7) Our school should be free of offensive behavior or language.

Oral or written reprimands, removal from class, detentions, suspensions from school and suspensions from extra-curricular activities may be given by the school for activities such as those that follow.

- bullying
- hazing
- disruptive, disrespectful or disobedient behavior
- crude, vulgar or profane language
- leaving classes or school during the day without permission
- lying
- unexcused absences
- cheating or stealing
- fighting
- use or possession of tobacco, drugs or alcohol

- harassment or conduct that subjects other persons to unwanted comments or actions because of race, national origin, age, sex, physical characteristics or disability.
- dress code violations

Students who violate the principles of good conduct during school hours or at school events will be subject to school discipline.

A school event is understood to be an event involving our students and given direction by, or sponsored by, a staff member or coach. Thus a volleyball team party involving the volleyball coach would be a school event. Student Council activities are school events. A graduation party visited by staff members would not be a school event.

The school maintains an interest in non-school events involving members of the school community since such events help to characterize our school. Students, staff, and parents are always ambassadors of our school and our Lord. Even if not at school sponsored events, our actions and talk help define our Lord's school in the larger community. If members of the school are active participants in improper activities, our school fails to show wholehearted commitment to Jesus.

B. Senior Class Trip/Overnight Trips

WCHS helps the senior class plan a senior class trip. Senior class advisors work with class officers to plan a midyear senior class trip. Seniors who have been suspended for any reason during their senior year are ineligible to participate in the senior class trip. (Students/parents may appeal this policy by writing a letter of appeal to the administrative team.)

Each student of the senior class who participates in the senior class trip will be given information in written form with the requirement that the Senior Class Trip Contract be signed. The Senior Class Trip Contract includes established expectations for all students that ensure a safe and enjoyable trip. The faculty advisors, who are in communication with the administration of WCS will discipline students who fail to abide by the established expectations. If it has been determined that a student is to be sent home for disciplinary reasons, the following will apply:

- The expense for travel home will be that of the student and the student's family.
- WCS will assess a \$500 fine.
- The WCS Board of Trustees will determine any additional consequences.

The above guidelines apply and are enforced for all overnight high school trips (choir tour, athletic trips, All-State musical events, and orchestra tours). Each participant must sign an "Overnight Trip Contract" prior to participation.

C. Athletic Conduct

While our conduct policy applies to all school activities including athletic activities, our membership in the MIAA (Massachusetts Interscholastic Athletic Association) imposes additional disciplinary requirements for chemical abuse. Students abusing illegal chemicals during school time or non-school time during a sport season are subject to the additional discipline. It should be noted that the discipline given below would apply in a similar way to non-athletic activities.

Thus any student found guilty of using, possessing, acquiring, delivering or transporting drugs, alcohol or tobacco on or off the school grounds during a sports season—practice and play—shall become ineligible to participate in interscholastic contests with that sport. The athletic director and principal shall implement the decisions regarding such cases.

C.1. Offenses during Athletic Events

For a drug, alcohol or tobacco offense committed during a school athletic event, e.g., on the way to a game, at a game or returning from a game, the student can be dismissed from the team for the remainder of the season. The student will also be suspended from school for an appropriate number of days of school for committing the offense. (MIAA rules require that a student lose eligibility for two games or two weeks, whichever is greater, and that this suspension carry over into the student's next sport season. Since our school complies with MIAA rules, an offense occurring towards the end of the season will result in suspensions carrying over into the student's next sport season.)

Following a second school offense, a student will be prohibited from participating in any further Whitinsville Christian School athletic activities for the remainder of their high school career. An appropriate suspension from school will be assigned.

C.2. Offenses During Non-WCS Events/After School Hours

For the first non-school offense, the student shall be suspended from team play for at least four games. The length of the suspension can be increased according to the specific nature of the offense and the athletic director and principal shall determine the length of the suspension.

A second non-school violation will result in the student's suspension from the remainder of his or her current season, any playoff games and that number of games from the student's next sport season so that the total number of suspended games is at least ten.

Except in the most unusual of circumstances, a third non-school offense will result in a student being prohibited from participating in any future Whitinsville Christian School athletic activities.

5. Extra-Curricular Activities

Our school encourages students to participate in a variety of extra-curricular activities. Students must, of course, maintain a satisfactory level of academic performance. A student's right to participate will be suspended during the next quarter upon receiving a report card with two F's, or an unsatisfactory (4) in effort in two subjects, or a GPA below 1.50. Any student coming in after 9:30am will not be able to participate in any extra-curricular activity. Students must attend a minimum of 4 consecutive academic classes to participate in extra-curricular activities. Only full time students are eligible for WCHS' extra-curricular events. Part time students are subject to MIAA guidelines which forbid extra-curricular participation. Participation in extra-curricular activities is a privilege which is at the discretion of the administration and the Guidance office.

High School student eligibility for continued participation in athletic activities will be determined at the end of each quarter. (See Section M. Eligibility for Athletic Activity.) Students with certified learning disabilities receive special consideration. A student's right to participate will be suspended during the next quarter upon receiving a report card

with two F's; or a GPA below 1.50; or, an unsatisfactory (4) in effort in two subjects. Receiving the above grades at the end of the school year (fourth quarter) will place the student on suspension for the next fall's athletic season (1 quarter).

Incoming freshmen from WCS or transfer students must have passed the equivalent of four (4) major subjects during the fourth quarter of the previous school year, and have no more than one (1) unsatisfactory grade in effort or conduct.

Successful completion of summer course work to compensate for classes failed for the year or semester *does not* make up for poor final quarter performance. Therefore, academic performance during the final quarter of the school year is important for prospective athletes for fall sports.

A. Audio-Visual Club

The Audio-Visual Club helps set up electronic equipment for chapels and other functions in the gymnasium.

B. Student Council

The Student Council organizes various student activities for the high school student body. Class officers are elected shortly after school begins while the president is elected just prior to the end of the previous school year.

C. National Honor Society

Members of the National Honor Society are elected to the Society by the faculty on the basis of academic performance (a minimum cumulative GPA of 3.5), leadership, service and character in school activities. They help in various school functions. (Eligibility is based on NHS bylaws)

D. Crusader Outreach

E. Impact

F. Drama Club

The WCHS Drama Club sponsors 2 productions annually (November/May).

G. Yearbook

The school produces a yearbook every year. Students can help with the photography, text and layout.

H. Musical Tours

The music department sponsors tours in Choir and Orchestra. Any additional criteria for participation is developed by each individual director.

I. Robotics

J. Chamber Orchestra

K. Brass/Flute Ensemble

L. Pep Band

M. Eligibility for Athletic Activity

M.1. Scholastic Eligibility

High School student eligibility for continued participation in athletic activities will be determined at the end of each quarter. Students with certified learning disabilities receive special consideration. A student's right to participate will be suspended during the next quarter upon receiving a report card with two F's; or a GPA below 1.50; or, an unsatisfactory (4) in effort in two subjects. Receiving the above grades at the end of the school year (fourth quarter) will place the student on suspension for the next fall's athletic season (1 quarter).

Incoming freshmen from WCS or transfer students must have passed the equivalent of four (4) major subjects during the fourth quarter of the previous school year, and have no more than one (1) unsatisfactory grade in effort or conduct.

Successful completion of summer course work to compensate for classes failed for the year or semester *does not* make up for poor final quarter performance. Therefore, academic performance during the final quarter of the school year is important for prospective athletes for fall sports.

M.3. Game Attendance & Transportation Policy

An unexcused absence from a game will permanently suspend an individual from the team. All athletes and coaches are expected to travel to and from athletic contests in the school van or bus. If a parent wishes to take their son or daughter home from a contest because of travel difficulties, a note with the request must be presented to the coach or A.D. prior to leaving for the contest. In the event of injury, parents may take their child home after appropriate notice to the coach.

M.4. Substance Abuse Policy

Please see the conduct policy for the school policy on substance abuse by athletes.

M.5. All Athletes

At the beginning of each season, athletes will be required to sign a statement acknowledging their full understanding of the rules bearing on athletic events. Students must also have passed a physical examination within the previous 12 months, sign and return the MIAA form to the Athletic Director before participating in the first practice.

M.6. Parents

Parents must also sign this document to grant permission for their son/daughter to travel to games at other schools in vehicles supplied by the school.

N. Athletics and Interscholastic School Sports

Our school teams will not participate in athletic events scheduled on Sundays. Students are encouraged to participate in any of the following sports.

N.1. Baseball

Boys: Junior Varsity, Varsity, Grades 7-12

N.2. Basketball

Girls: Middle School, Junior Varsity, Varsity, Grades 7-12

Boys: Middle School, Junior Varsity, Varsity, Grades 7-12

N.3. Co-op Golf

Boys: Varsity, Grades 9-12

N.4. Cross Country

Girls: Grades 6-12

Boys: Grades 6-12

N.5. Indoor Track & Field

Girls: Junior Varsity, Varsity, Grades 7-12

Boys: Junior Varsity, Varsity, Grades 7-12

N.6. Soccer

Girls: Grades 7-12

Boys: Middle School, Grades 7-8, Junior Varsity, Varsity, Grades 9-12

N.7. Softball

Girls: Varsity, Grades 7-12

N.8. Tennis

Girls: Junior Varsity, Varsity, Grades 9-12

Boys: Junior Varsity, Varsity, Grades 9-12

N.9. Track & Field

Girls: Grades 7-12

Boys: Grades 7-12

6. Eating Lunch

Students are to eat their lunch in their assigned lunch room. Sound nutrition means lunches should not be heavily dependent on sugar based foods. After eating their lunches students are invited to socialize with other students in the high school classrooms, hallways and appropriate outside picnic areas. Students are not permitted to eat lunch in the hallways, science labs or in the parking lot.

7. On Campus Student Parking

Parking on campus is a privilege for responsible student drivers. Students will be charged \$35.00 for the privilege of driving and parking on campus. \$25 of this amount is a deposit that will be refunded at the end of the school year to students who have not incurred two driving offenses.

Consequences for reckless driving or parking in unauthorized parking areas are:

First offense: Detention

Second offense: Loss of deposit

Third offense: Loss of driving privilege for 2 weeks

Fourth offense: Loss of driving privilege for the remainder of the school year

Students will receive a parking permit sticker that must be clearly displayed on the window farthest to the rear of the driver's side of the vehicle. Any permit stickers from previous years must be removed. Designated areas of the parking lot have been assigned to faculty and students. Students may only park in their assigned area. Information about assigned areas may be obtained in the high school office.

8. Tardies

Please note the school practice regarding late arrivals for period 1 as described elsewhere in the handbook (high school A.1 Tardies). For other classes teachers will assign a tardy to any student that comes late. No tardy is excused unless the student comes to class with a pass from another teacher or staff member because the student was under their care.

For first period classes students will be allowed four tardies per quarter without consequence. In all other classes (periods 2-8), students will be allowed two tardies per class per quarter without consequence. It is assumed that the rate of unforeseeable events is not larger than this. Students should simply get up earlier and be more responsible for getting to class promptly. A detention will be assigned for every fifth tardy for first period classes and every third tardy for every other class. Students who accumulate more than five detentions per semester will automatically receive a Saturday suspension (7:55 a.m. - 2:30 p.m.); date determined by administration based on staffing.

9. Detention

A. Reasons for Detentions May Include

- abusive, profane or vulgar language
- disruptive or disrespectful behavior
- leaving school without permission
- going to car without permission
- receiving accumulating tardies
- chewing gum in a class
- dress code violations
- dismissal from class
- failing to sign out
- cheating
- lying
- bullying

B. Serving Detentions

Detentions are to be served as assigned by the teachers, office or the principal. Detentions are served on Tuesday and Thursday afternoon 2:40-3:40 pm. Failure to appear for a detention will result in an automatic second detention and may result in the immediate suspension of the right to attend school.

Students are permitted to move detention dates with administrative consent. Moving a detention (typically) results in one additional detention. Students who cannot not attend detention for any legitimate reason may elect to miss detention or change the detention date but will receive one additional detention. All changes must be approved in advance by the office or the principal.

Any student accumulating more than **5 detentions in one semester** will receive an automatic 1 day suspension. Students who are suspended for 5 or more detentions (for being tardy) will also receive an automatic two percent (2%) grade reduction in all classes. **Students suspended for accumulating more than five detentions will be required to serve their suspension on a Saturday (7:55 a.m. - 2:35 p.m.); date to be determined by administration based on staffing.** Any students accumulating **8 detentions in one semester** will receive an additional 2 day suspension and may be required to meet with the administrative team to discuss additional consequences.

C. Cheating

Since cheating is a form of theft and dishonesty it has no place in our school. Cheating includes but is not limited to copying from another's test, quiz or homework, using notes or other aids without permission of the teacher. Plagiarism (the using of another's work and presenting it as your own), fabrication, falsification, or invention of any information or citation in any academic exercise, facilitating dishonesty, helping (or attempting to help) another commit an act of academic dishonesty, including misrepresenting oneself, or allowing others to present as their own papers, reports, or academic work, are all strictly prohibited.

Students are responsible for doing their own work, even if they "work together". Individual teachers will define/clarify when working together is appropriate. Students should discuss any questions or concerns with individual teachers. If two assignments are turned in that show great similarity such that the instructor interprets it as evidence of cheating or plagiarism, both students will be penalized. A student found cheating shall be subject to the following disciplinary action:

C.1. First Offense

A grade of zero (0) on the work where cheating occurred and a detention. (Parents will be notified.)

C.2. Second Offense

A grade of zero (0) on the work where cheating occurred and a one day in-school suspension with an additional two percent (2%) overall grade reduction in all classes. Parental notification and conference.

10. Suspensions

A. Reasons for Suspensions May Include

- bullying
- hazing
- abusive, profane or vulgar language
- disruptive, disrespectful or disobedient behavior
- use or possession of tobacco, drugs or alcohol
- absences
- cheating
- fighting
- stealing
- lying
- truancy
- excessive detentions

B. Serving Suspensions

A suspension prohibits a student from attending or participating in school or school functions for the day of the suspension. An in-school suspension requires a student to spend one day (7:55am-2:35pm) in a suspension room at school. The student will not be permitted to have contact with other students.

C. Grades Lowered

Depending on the nature of the infraction a student's quarter grades may be lowered by two percent (2%) for all the classes from which he or she is suspended. Students who are suspended for 5 or more detentions (for being tardy) will also receive an automatic two percent (2%) grade reduction in all classes.

D. Class Skipping

Students who skip or "cut" class without permission from the principal will receive an automatic two percent (2%) grade reduction for the class skipped and a detention. A second offense will automatically result in a one day in-school suspension and a two percent (2%) grade reduction for all classes.

11. Expulsions

A. Reasons for Expulsions

- A negative attitude and/or behavior detrimental to the goals of the school.
- Failure to respond positively to repeated efforts at correction by the school staff.
- Possession or use of alcohol, tobacco, illegal drugs or weapons.

B. Length of Time

Expulsion from school is done by the board and suspends the right of a student to attend school for at least one semester.

C. Notification

Students and parents will be notified when the processes leading to an expulsion are initiated. A substantial suspension from school will normally indicate that something is seriously wrong.

12. Academic Information

A. Graduation Credits

To be eligible for a diploma from Whitinsville Christian High School, a student must complete the course of studies prescribed by the Whitinsville Christian School Board of Trustees. Students in the class of 2012 must successfully complete 121.5 credits. Beginning with the class of 2013, all students must successfully complete 124 credits. Most full-year courses are worth 5 credits each; most semester courses are worth 2.5 credits each. In order to be promoted, a freshman must successfully complete 32.5 credits, a sophomore must successfully complete 30 credits, a junior must successfully complete 30.5 credits, and a senior must complete 31 credits. In addition, a minimum of 3.5 credits from a Virtual High School course must be completed during one of the four years attending WCHS.

In some courses it is possible to do honors work (see Honors section). Honors requirements are explained in the curriculum guide. It will then be the student's responsibility to pursue their interest with the appropriate teacher. The high school transcript will note the honors component and award an additional .3 to the GPA.

A student who does not earn sufficient credits or the appropriate credits will be given a certificate of attendance rather than a diploma.

A.1. Receive Credit

To receive credit for either a semester or a full year course a student must earn a final course grade of 60% or higher. Each semester grade will be calculated using the following scale:

1st quarter = 45%

2nd quarter = 45%

Exam = 10%

A final grade for a full year course will be determined by averaging the two semester grades.

A.2. Graduation

In order to graduate from Whitinsville Christian High School, students must earn 84 credits in the courses listed below and earn at least 37.5 credits from other courses available. It is possible to earn 160 credits in the four high school years.

A.3. Full and Part-time Students

In general, students admitted to Whitinsville Christian High School are expected to participate in a full program of studies and will have their tu-

ition fees determined on that basis. Full time students must be enrolled in a minimum of 30 credits per school year. Part time students, enrolled in less than 30 credits, are typically not permitted to participate in extracurricular activities. Part time students are not eligible for a WCHS diploma. Tuition rates for part time students are determined by the Business Office.

Course	Credit	Number of Courses
Bible	10 credits	4 semester courses
English	20 credits	4 full courses
Mathematics	10 credits	2 full courses
Science & Health	12.5 credits	2 full & 1 sem. courses
History	2.5 credits	2 full & 1 sem. courses
Government	2.5 credits	1 semester course
Physical Education	5 credits	2 semester courses
Spanish	5 credits	1 full course
Senior Paper	1 credit	senior year
Speech	2.5 credits	1 semester course
Comp. Appl. I & II	5 credits	2 semester courses
Junior Paper	.5 credits	junior year
Virtual High School	2.5 credits	1 semester course

A.4. International Students

An international student is defined as a student who attends WCHS (full time student with intent to graduate from WCHS) with an F-1 student visa or is in the U.S. with their family on an employment visa. WCS does not currently accept foreign exchange students with a J-1 visa. WCS has a Coordinator of International Student Enrollment who handles all international student inquiries.

- 1.** International Students records will follow WCHS C.5. Transfer Student policies. (See Parent/Student Handbook)
- 2.** International Students must meet all WCHS requirements for extracurricular activities.
- 3.** International students must meet all WCHS requirements for graduation. Language requirements may be waived.

A.5. Student Records

WCHS adheres to the General Laws of Massachusetts (Chapter 71, section 34E) regarding the inspection of student records and those persons authorized to access those records: “Each school committee shall, at the request of a parent or guardian of a student, allow such parent or guardian to inspect academic, scholastic, or any other records concerning such student that are kept or are required to be kept, regardless of the age of such student. Each school committee shall, at the request of a student eighteen years of age or older, allow such student complete access to all school records relative to him or her. WCHS reserves the right to produce these records after a written request has been submitted and the school has been given at least 48 hours to respond.

B. Grades And Grade Point Averages

B.1. Report Card Grades

For full year classes, each of the 4 marking periods will contribute 20% to the final grade, and the midterm and final exam will contribute 20%. For semester classes, each of the 2 marking periods will contribute 45% to the final grade and the final exam will contribute 10%. Quarter and semester letter grades will be determined according to the following percentage ranges:

A	96-100	C	74-76
A-	90- 95	C-	70-73
B+	87- 89	D+	67-69
B	84- 86	D	64-66
B-	80- 83	D-	60-63
C+	77- 79	F	00-59

Teachers will explain more specifics of their grading procedures with their classes. Earning an “A” at our school represents excellent achievement. Earning a “B” is a good achievement and earning a “C” represents a satisfactory achievement.

B.2. Grade Point Average

A 4.0-point system will be used to determine grade point averages. The chart below lists the points assigned to each letter grade. A grade in an honors course component will increase the points by .3. For example, an A in AP calculus will be assigned a 4.3, a B+ will be given 3.6, a C+ will be given 2.6.

A 4.0	B+ 3.3	C+ 2.3	D+ 1.3	F 0
A- 3.7	B 3.0	C 2.0	D 1.0	
	B- 2.7	C- 1.7	D- 0.7	

B.3. Honor Roll

Students achieving a GPA (grade point average) of 3.7 or higher in the quarter will be awarded High Honors and placed on the High Honor Roll. Students earning a GPA of 3.3 up to 3.69 for the quarter will be awarded Honors and placed on the Honor Roll.

C. Course Failures & Transfers

C.1. Course Failures

If a student fails a course he/she may attend an approved summer school to remedy the deficiencies. However, summer school will be treated as a 5th quarter. The WCS grade shall consist of the final grade weighted at 80%. The summer school grade shall be weighted at 20%. The average of the grades weighted as described must be 60% or better. For example: If a student were to receive grades of 55% as a final grade (i.e., total of 220 pts), then a student would have to earn at least an 80% (i.e., total of 300pts for a 60% average) at summer school to receive credit at WCS. The summer school grade would be marked on the high school transcript and a final course grade would be given.

C.2. Dropping Courses

Courses may only be dropped with written permission of the parent and guidance counselor. Courses may only be dropped during the first week of the school year or during the first week of a new semester without consequence. Students will not be permitted to drop a course if their credit total drops below 30 credits.

C.3. Withdrawing From Courses

Any course a student wants to “drop” after the first week must be withdrawn from. Students may not withdraw from a course without written permission from the parents, guidance counselor and administration. If a student withdraws from a course and is passing at the time of withdrawal, a “WP” will be noted on the student’s transcript. If a student withdraws from a course and is failing at the time of withdrawal, a “WF” will be noted on the student’s transcript. Students may withdraw from a course at any time during the semester. A student will not be permitted to withdraw from a course if their credit total will drop below 30 credits.

C.4. Homework Policy

Whitinsville Christian High School subscribes to the belief that homework is an integral part of education for many reasons. It develops self-discipline, reinforces good study habits, and allows students the opportunity to practice material being taught. It is a natural follow-up to the learning experiences begun in the classroom. Students who do not complete homework will be given a zero. Parents are encouraged to monitor students’ out-of-school schedules to allow the necessary time to study and complete homework which may include written assignments, reading, studying for tests and quizzes..

The amount of homework assigned will be determined and clearly communicated by each teacher, depending on the requirements and level of each course.

During the first week of school, teachers will provide students with details regarding the amount of homework to be assigned in that class. Also included will be the percentage of the grade that homework will count toward in that class.

The following general guidelines apply to the average amount of homework that will be assigned for each grade per night:

Grade 9 & 10	1.5 to 3 hours
Grade 11 & 12	2 to 3 hours

The student is responsible for determining what assignments have been missed due to absenteeism and for making arrangements for completing this work. The amount of homework may vary significantly from night to night depending on the course. In addition to written assignments, reading, studying, and reviewing are expected nightly and are considered homework.

C.5. Making Up Work

It is the responsibility of the student to make up any work and/or tests/quizzes missed because of an absence. The student should be prepared to

make up tests, quizzes, class work and /or homework within 24 hours of the students return to school unless the teacher feels more time is needed because of a prolonged illness. Students who have not made up work within the time allotted by the teacher will receive a zero (0) for that work.

C.6. Transfer Student Policies

- a.** Transfer Student Transcripts will be attached to the WCHS transcript and will not be calculated into the WCHS student cumulative GPA.
- b.** Courses taken at other schools contribute to graduation requirements if the student is transferring to WCHS. (Credits will be accepted on a case by case basis per approval of the guidance/HS principal/admin. team.)
- c.** Home school transfers must submit a transcript that will be attached to the WCHS transcript.
- d.** Transfer students' cumulative GPA will be determined by coursework completed at WCHS.

C.7. Non-WCHS Coursework

Courses taken outside of WCHS must be approved in writing in advance. Correspondence courses, Online, or College level courses will be accepted as makeup work and for advanced credit. All non-WCHS courses must be approved by the WCS Education Committee. Non-WCHS coursework, taken by WCHS students, will be attached to the permanent transcript but will not factor into their cumulative GPA. Non-WCS coursework cannot be used as a substitute for WCHS graduation requirements.

C.8. Retaken Courses - at WCS

If a course is retaken at WCS, only by permission of the principal and guidance counselor, both grades will be reflected in grade point average calculation and both grades will be recorded on the permanent transcript.

C.9. Incompletes/Uncompleted Assignments

a. Work Not Completed

Any student failing to complete assigned work in any subject prior to the closing of the marking period will receive a score of zero (0) for the uncompleted work. Students that fail to complete work due to approved health and family related circumstances will receive an incomplete (indicated by an "I" on the report card) in lieu of a letter grade.

b. Responsibility

The responsibility to complete all outstanding assignments belongs to the student. Teachers will assist insofar as possible and wise.

c. Incomplete Make-up

All incomplete work must be completed within two weeks following the end of the marking period. Failure to complete outstanding assignments within this time period will result in a score of zero (0) for the incomplete assignments.

C.10. High School Exams

High School students are required to complete midterm and final examinations each semester. Midterm and final examinations are weighted as

10% of the final course grade. Seniors enrolled in full year courses who maintain a 90% average for all four marking periods may be exempt from final examinations.

C.11. Class Rank Policy

WCHS uses class ranking for determining Valedictorian and Salutatorian purposes only.

D. Effort and Conduct

D.1. Effort

- 1=Outstanding
- 2=Evident and Satisfactory
- 3=Inconsistent
- 4=Unsatisfactory

E. Reporting Process

E.1. Report Cards

Report cards will be given to all high school students one week after the closing of each quarter. Final report cards will be mailed home the third week of June.

E.2. Progress Reports

Progress reports will be sent home at the mid-quarter for all students in the high school. During the final quarter, progress reports will be sent home for those students needing encouragement and assistance with their studies. Teachers are encouraged to call or send home notes to parents at other times as well.

E.3. Transcript

Final grades are recorded on the student's transcript and become part of the student's permanent record. Official transcripts will be sent to the colleges and universities to which a student is applying. Unofficial transcripts may be sent to coaches and colleges on a case by case basis. All requests for transcripts will be handled through the guidance department with administration input.

E.4. Parent's Signature

Progress reports are to be signed by a parent and returned to the high school office within one week of being issued. Failure to do so will result in a detention for the student.

F. Academic Awards & Scholarships

The following awards are given to high school students at the Awards Assembly or at Commencement. The principal, guidance counselor, and/or faculty participate in selecting students to receive these awards. In addition, faculty members who have children in the graduating class are not permitted to participate or have input in the selection of awards and scholarships.

F.1. Valedictorian/Salutatorian

Typically the senior achieving the highest cumulative GPA over his/her four years at WCHS will be selected as Valedictorian. Salutatorian typically is awarded to that senior student who has attained the second highest cumulative GPA during his/her four years at WCHS.

Selection for valedictorian/salutatorian is determined by the administration/guidance office based on cumulative grade point averages of final grades. Students are notified of tentative valedictorian/salutatorian status at the end of third quarter. Final determination, at the discretion of the high school faculty, guidance department, and administration, includes demonstration of a Christian lifestyle. Minimally, a candidate for Valedictorian/Salutatorian must attend WCHS for at least his/her junior and senior years.

F.2. Honors

Students who achieve a cumulative GPA of 3.3 at the completion of their senior year will graduate with honors. Students who achieve a cumulative GPA of 3.7 or higher at the completion of their senior year will graduate with high honors. Both Honors and High Honors students receive a gold tassel. Transfer students who have completed both their junior and senior years at WCHS will be eligible to graduate with honors (Eligibility will be based on transfer transcripts and their junior/senior years at WCHS).

F.3. Outstanding Senior Graduate

Outstanding senior graduate award goes to a senior who is hard working and strives for academic excellence in the classroom. This student is actively involved in extracurricular activities. This student must demonstrate leadership qualities and have a spiritual maturity that reflects his/her love for the Lord. This student needs to use his/her God-given talents and abilities to the fullest in service to his/her peers, faculty, family, and community. The Jorritsma Scholarship will be awarded to this student.

F.4. Telegram & Gazette Award

The senior student who demonstrates academic success, school involvement, and leadership. Determined by the faculty. Typically, this student has been enrolled at WCHS for all four years of his/her high school experience.

F.5. Sadie DeYoung Memorial Scholarship

A senior student planning to attend either Calvin College, Dordt College, or Trinity College. A special committee selects the student annually.

F.6. Unibank Scholarship

The senior student contributing powerfully to the mission of the school with regard to academic, spiritual, social, personal goals and financial need. Chosen by a scholarship committee of faculty members.

F.7. Eric J. Cook Scholarship

The senior who best exemplifies the academic, social and spiritual characteristics displayed by Eric J. Cook, who died in the spring of 1996 after a battle with cancer. Chosen by a special committee of family members and WCS staff.

F.8. Milford Federal Savings and Loan Association

The senior student contributing powerfully to the mission of WCHS with regard to academic, spiritual, social, and personal goals. Financial need is a consideration. Chosen by a scholarship committee of faculty members

F.9. Arthur A. Wiersma Memorial Scholarship

The Arthur A. Wiersma Memorial Scholarship goes to that student(s) who has worked hard to overcome academic difficulties. This student may not be at the top of his/her class academically, but certainly one of the top in terms of how hard he/she has tried and how tirelessly he/she has worked to succeed. Chosen by committee.

F.10. Bob Wood Memorial Robotics Award

The Robert (Bob) Wood Memorial Robotics Award is given each year to WCHS graduating seniors who have participated in the Robotics Club for all four years of high school. Students must apply.

F.11. Jim and Jean Nydam Honorary Scholarship

The Jim and Jean Nydam Honorary Scholarship goes to a returning WCHS student who is selected by a scholarship committee of eight individuals. The student must be a full time student for a minimum of three consecutive years prior to application. Selection is made based on academics, service, school activities and financial need.

F.12. Thelma DeYoung Memorial Award for Excellence

This scholarship is given in memory of Thelma DeYoung by her children and benefits a current WCHS junior regardless of financial need. To be eligible for the award, the student must have been a full time student at WCHS from 9th to 11th grade and continue at WCHS for his/her senior year. Students are required to complete a scholarship application. The scholarship selection committee bases its selection on academic excellence (cumulative GPA of 3.3), service to school/church/community and excellence in sports, fine arts or extracurricular activities.

F.13. Founders Award

This award is given to those seniors who have attended WCS as full time students from grades K-12.

F.14. Course Awards

The following academic awards are presented to high school students at the annual Awards Assembly. These awards are selected by the high school faculty and are given to students who best achieve the goals of these respective courses:

- Outstanding English Student
- U.S History
- European History
- Outstanding Mathematics Award
- NE Math League Award
- Outstanding Biological Science Award
- Outstanding Physical Science Award

Outstanding Science Student Award
Strong Academic Endeavor Award
Art Award
Band Award
Choir Award
Bible Award
Business Award
Drama Award
Orchestra Award
Founders Award (13 years at WCS)
Spanish Award
Male/Female Athlete of the Year (Varsity athletic banquet)

G. Advance Placement/Honors Courses/ Honors Components

AP, honors courses and honors components are more intensive than our regular course offerings. Classroom activities require a great deal of independent learning. Course content demands critical, creative, and analytical thinking. Additional time outside of class time is required to meet the objectives of the course work. Honors guidelines are listed below:

1. Students must have a minimum final grade of 90% in a prerequisite course or must have faculty approval before they can participate in the honors program.
2. Calculus and English Literature are offered as AP courses. Enrollment in this course will be restricted. This course will require that course work be completed during the summer months with submission of summer work by the first week of class. See course description for prerequisites. Students enrolled in AP classes must take the AP exam in May.
3. For honors courses or for a course in which an honors component is offered (see list below), students will be required to complete some course work prior to the first week of class. Additional work must be submitted to the teacher at least two times during each quarter, the first being at or before the time of progress reports and the second before the end of the quarter.
4. If a student does not successfully complete the preliminary work during the summer months and submit this work during the first week of class as assigned, a student in an honors course will have the option of transferring out into another course or will remain in the honors course and receive a zero for the work not completed. After the first week of class a student who enrolls in an honors course or an honors component of a course must maintain that status for the duration of the course.
5. The honors work in the courses that offer honors components will be averaged with the regular course work at a rate of 10% of the quarter grade. A guideline for the amount of additional work that needs to be completed to receive honors credit is, therefore, 10% additional work.
6. Each quarter honors courses and honors components will have additional teacher contact time at the direction of the teacher.
7. Honors work will be credited to the student's permanent transcript by the addition of 0.3 to each grade in which honors credit has been earned. This 0.3 value will be added when a student's GPA is calculated.

For a complete listing of Honors Courses and Honors Components, please see the

13. Guidance

Guidance and counseling form an integral part of the education of our students. Because WCHS aims at the total development of the person, guidance services include personal, social, educational, and career counseling. The program assists students to understand themselves by focusing on their interests, abilities, gifts and talents, and their needs in relation to their home and school.

Guidance Department Services:

A. Information

Group orientations, conferences, reference materials about careers and colleges, and job training opportunities.

B. Placement

Counselors assist students in making the transition from middle school to high school, from high school to higher education and the work place. Assistance in searching for colleges, vocational/technical schools and financial aid is also provided.

C. Evaluation

Counselors provide thorough review of each student's areas of strength and weakness as shown by test results, academic activities records, and teacher observations. Counselors will assist students in understanding their personal aptitude tests and interpret the results of the "Discover" self-directed career search inventory.

D. College Visitations

WCHS strongly encourages students to visit those college campuses that they are interested in attending and to meet with various admissions personnel. All juniors and seniors making college visits are reminded of the absentee policy. Any questions regarding this issue must be referred to the high school principal.

E. College Application Process

Applications for colleges are due in the Guidance Office (14) days prior to application due dates. Applications received after this time may not be processed on time. Financial aid and scholarship applications are due (14) days before their respective deadlines to ensure all material will be mailed in a timely fashion.

