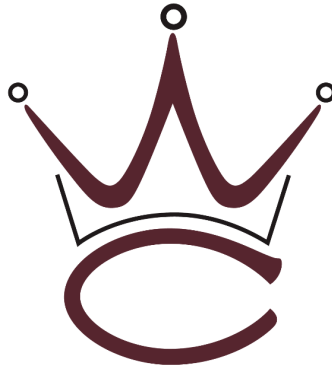




WESTERN CHRISTIAN HIGH SCHOOL

Parent-Student Handbook | 2026-2027

Updated: July, 2026

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“LEARNING . . . TO SERVE THE KING”



western.christian



Western Christian High School



TheWCWolfpack

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Established 1919

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Administrative Team & Directors

Throughout the handbook we use the phrase “administrative team” to describe the Western Christian employees who may be directly involved with decisions regarding students.

Mr. Brian Verwolf, Ed. D	Head Administrator
Mr. Justin Negen, M. Ed	Chief of Finance & Operations
Mr. Waylon Pollema	Director of Campus Safety & Student Support
Mrs. Sarah Wilson, M. Ed	Director of Learning
Mrs. Karen Christians	Director of Discipleship
Mr. Mark Fenchel, M. Ed	Director of Informational Technology
Mr. Travis Kooima, M. Ed	Activities Director
Mr. Derek Keizer, M. Ed	Assistant Activities Director
Mrs. Megan Kooima, M.A.	Director of the Learning Center
Mrs. Molly Khang, LPC	College, Career, and Academic Registrar
Mr. Shawn De Stigter, M.Ed	JumpSTART and CTE Director
Ms. Abby Vanden Bosch, LMSW	Social Worker

Office Personnel

Mrs. Kathy Mouw	Administrative Assistant
Mr. Klay Byker, M. Ed	Attendance Director
Mrs. Haley Jager, MBA	Marketing, Communications, & Front Office Support
Mr. Justin Negen, M. Ed	Chief of Finance & Operations
Mrs. Connie Grevengoed	Business Director
Mr. Brad Vis, M. Ed	Director of Mission Advancement

Area Specialists

Mrs. Nancy Driesen	Head Cook
Mr. Nathan Van Niejenhuis	Director of Facilities & Grounds
Mr. Shannon Van Wyk	Director of Maintenance
Mr. Travis Kooima, M. Ed	Transportation
Mr. Harv Sandbulte	Bus Mechanic & Driver Support

Class Sponsors

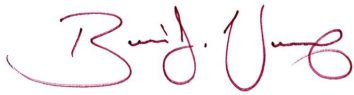
Freshmen.....Class of 2030	Mrs. Lesley Chachere & Mrs. Megan Kooima
Sophomores..... Class of 2029	Mr. Austin Van Vleck & Mr. Max Wolgen
Juniors.....Class of 2028	Mr. William Aranas & Ms. Abby Vanden Bosch
Seniors.....Class of 2027	Ms. Bobbi Jeltema & Mr. Klay Byker

Introduction

Welcome to Western Christian High School, a 9-12 education institution deeply rooted in the Reformed faith. We teach that our world belongs to God, and it is our goal to work together to learn as much as possible about God's creation and our purpose in it.

This Parent-Student Handbook is designed to inform parents, students, and staff about the daily operation of our school in the learning community. Please read it carefully so that you understand the procedures and policies that help Western Christian run smoothly. If you feel certain policies or procedures need further revision or clarification, we will make adjustments through board approval.

Please uphold each student, educator, administrator, board member, and fellow parent in prayer as we enter another school year. It is my hope and prayer that the policies and procedures put in place for the staff and students at Western Christian will lead us towards a greater understanding of God's will for us and how we are to use our gifts for His glory.



Dr. Brian Verwolf,
Head Administrator

MISSION STATEMENT

The mission statement was revised in 2022 to clearly articulate who we are, what we do, and why we do it.

As a high school institution committed to a distinctly Reformed, Christian perspective...

"Western Christian is a Christ-centered learning community upholding biblical Truth, fostering academic growth, and equipping all learners to love God and serve others."

STATEMENT OF NON-DISCRIMINATION

The commitment of Western Christian High School to nondiscrimination on the basis of age, color, disability, gender, national or ethnic origin, veteran status, or race in its employment, educational, admissions, athletic, and tuition assistance policies is consistent with federal and state requirements.

PORTRAIT OF A GRADUATE

PASSIONATE APPRENTICES OF CHRIST • I AM STARTING THE JOURNEY OF LIVING-OUT MY IDENTITY AS A CHILD OF GOD WITH CONFIDENCE, HUMILITY, JOY, AND CURIOSITY • I AM STARTING THE JOURNEY OF UNDERSTANDING THAT I AM SAVED BY GRACE AND WILL GROW FROM MY MISTAKES • I AM STARTING THE JOURNEY OF FOLLOWING CHRIST WITH FAITHFULNESS, RESILIENCE, AND HUMILITY IN A BROKEN BUT HOPEFUL WORLD • I AM STARTING THE JOURNEY OF ACTIVELY PURSUING GREATER WHOLENESS IN THE WORLD BY WORKING FOR JUSTICE AND MERCY	SERVANT-HEARTED LEADERS • I AM LEARNING TO SERVE ALL PEOPLE WITH HUMILITY AND EMPATHY • I AM LEARNING TO SHARE MY TIME AND TALENTS WITH OTHERS • I AM LEARNING TO POSITIVELY INFLUENCE TEAM EFFORTS WITH CREATIVE IDEAS, ACTIONABLE SUGGESTIONS, AND HARD WORK • I AM LEARNING TO DEMONSTRATE PERSEVERANCE, TENACITY, AND RESILIENCE IN THE FACE OF DIFFICULT TASKS AND ADVERSITY
PORTRAIT OF A WESTERN CHRISTIAN GRADUATE	
EFFECTIVE COMMUNICATORS & COLLABORATORS • I AM PREPARING TO LISTEN WELL AND ENGAGE RESPONSIVELY WITH THE FULL DIVERSITY OF ALL PEOPLE • I AM PREPARING TO PROFESS MY FAITH AND BIBLICAL WORLDVIEW • I AM PREPARING TO CONSIDER MULTIPLE VIEWPOINTS AND COLLABORATE WITH OTHERS IN A TEAM ENVIRONMENT • I AM PREPARING TO USE A VARIETY OF METHODS TO COMMUNICATE IDEAS CLEARLY, CONCISELY, AND PROFESSIONALLY	ENGAGED LEARNERS & CRITICAL THINKERS • I AM LEARNING TO THINK CRITICALLY AND ANALYTICALLY THROUGH A FAITHFUL AND BIBLICAL PERSPECTIVE • I AM LEARNING TO RECOGNIZE MY UNIQUE ROLE IN THE GREAT COMMISSION AND MAXIMIZE THE POTENTIAL OF MY GOD-GIVEN GIFTS AND CALLINGS • I AM LEARNING TO IDENTIFY PROBLEMS AND WORK PERSISTENTLY TOWARD SOLUTIONS, NOT GIVING UP EASILY • I AM LEARNING TO MEET STANDARDS AND EXPECTATIONS THAT HELP ME THRIVE IN LIFE BEYOND HIGH SCHOOL • I AM LEARNING TO EMBRACE CURIOSITY AND AN ENDLESS PURSUIT OF LEARNING

WESTERN CHRISTIAN DISTINCTIVENESS

Western Christian High School is committed to the following distinctives:

1. Clear commitment to biblical values and personal faith in Jesus Christ.
2. Positive Christian climate for learning and growth in covenant community.
3. Focus on building Christian character to reinforce Christian virtues of faith, integrity, obedience, diligence, and self-control.
4. Commitment to academic and professional excellence in relationship and actions.
5. Strong emphasis on mastering core academic standards.
6. Exposure to art, music, travel, and international affairs to encourage a biblical worldview.
7. Parental involvement in the educational process.
8. Sensitivity to spiritual and academic needs of students.
9. Restorative discipline, seeking growth in the spirit of humility, repentance, and reconciliation.
10. Effective Christian counseling services and partnerships.
11. School personnel who model Christian character in all areas of life.
12. School administration and Board that actively promote vision and planning with spiritual discernment.

We acknowledge that we are fallen people by nature as we attempt to deliver these distinctives on a daily basis. Even so, we are committed to this effort depending on the power of the Holy Spirit to guide us in Grace and Truth.

ACADEMIC POLICIES AND INFORMATION

GRADUATION REQUIREMENTS

The general requirements for everyone who earns a diploma from Western Christian High School are (1 credit = 1 semester):

English	8 credits
Mathematics	6 credits
Science	6 credits
Social Studies	6 credits
Physical Education/Health	2 credits
Bible	4 credits
Financial Literacy	1 credit
Fine Arts	1 credit *
<u>Electives</u>	<u>13 credits</u>
TOTAL	48 credits

*The fine arts requirement may be satisfied with a one semester course of art, or one semester of band, choir, or orchestra.

Students must earn at least 48 credits to qualify for graduation. However, students are encouraged to earn more than 48 credits.

Transferring in credits that students would take at any other educational institution needs prior approval.

All students must take a minimum of 6 WCHS courses per semester.

Exceptions to the 6 course minimum may be granted in special circumstances with Administrative approval.

Senior students who are enrolled in two periods of work release or CTE may have one study hall in their schedule. Students must be on track to meet graduation requirements.

WEIGHTED COURSES

Students have the opportunity to take a number of advanced level courses that are not required for graduation. In order to encourage students to enroll in these courses, Western Christian offers a higher weight to specific advanced elective courses. Students will receive up to a 5.0, rather than the traditional 4.0, for these specific courses. We will calculate both weighted and unweighted GPAs for various purposes, but weighted GPAs will be used in determining our senior valedictorian, salutatorian, and top of class rankings at each grade level. If the class becomes too full, decisions on enrollment will be based on cumulative GPA.

The following courses will be weighted at 5.0:

- Physiology and Anatomy
- AP Calculus
- Honors Chemistry
- Physics
- Core 120 (Dordt University Writing accepted in lieu of WC College Composition)

HONOR CORDS

To graduate with honors, a student must accumulate a total of 150 honor points over the first 7 semesters, and have a cumulative 3.5 G.P.A. over the first 7 semesters, at the end of the 7th semester. Honor points are awarded on all semester grades as follows:

A / 4.00; **A-** / 3.67
B+ / 3.33; **B** / 3.00; **B-** / 2.67
C+ / 2.33; **C** / 2.00; **C-** / 1.67
D+ / 1.33; **D** / 1.00; **D-** / .67

COURSE WITHDRAWAL

A course may be dropped **during the first week** of a semester without penalty. Withdrawals which take place during the remainder of the semester will be equivalent to failing the course. Students only have **one week to add a course** after a semester has begun. Exceptions can be made for students deciding between Algebra I and Pre-Algebra.

The withdrawal form must be signed by the parent, teacher and registrar before the course is officially dropped. The student is to remain in attendance in the class until notified by the office that the withdrawal is completed.

PASS/FAIL OPTION

During the Junior and Senior years, students may opt to take no more than one elective course a semester on a pass/fail basis. This option is only for students taking 7 or 8 credits that semester. The decision to take a course pass/fail must be decided by the student by the end of the 6th week of that semester. The decision needs to be recorded by the Registrar. A "pass" in the course will not affect the student's grade point average but a "fail" will affect it similar to a "F" in any course.

If, according to the discretion of the teacher and the administrative team, the student is not making sound educational use of the course, the student can be dropped from the course with no credit.

EXEMPTION FROM CERTAIN GRADUATION REQUIREMENTS

This policy allows for parents to request an exemption from certain graduation requirements for their student. This request could be based on a verified disability, reason of conscience, or other limited situations that may arise.

The request must be made in writing and submitted to the Governance Committee.

The Governance Committee's decision and ultimate approval of the Board of Directors will be final in determining whether any request for exemption is granted or denied.

Parents will be notified in writing of the decision within 30 days of the exemption request.

EXTRA CREDIT WORK

Faculty may allow extra credit work, **but only after** all the required course work is completed. Extra credit work may not be substituted for regular course work.

GRADING SCALE

The following grading scale will be implemented for all classes at WCHS:

<u>GRADE</u>	<u>HIGH</u>	<u>LOW</u>
A	100	96
A-	95	92
B+	91	89
B	88	85
B-	84	82
C+	81	79
C	78	75
C-	74	71
D+	70	67
D	66	63
D-	62	60
F	59	0

QUARTER GRADES

Quarter grades are based on grades from the student's work within the first nine-week period of each semester. They are intended to provide a helpful indicator of student progress and **do not** become a part of the student's permanent record.

SEMESTER GRADES

Semester grades are the result of cumulative grades received within the semester and **do** become part of the student's permanent academic record.

INCOMPLETES

Students have ten school days from the time grades are posted to get work completed for incomplete grades. After ten school days, if the work is not completed, the incomplete becomes an F.

G.P.A.

G.P.A. (Grade Point Average) is a system used to compute an average for a semester or for the student's total coursework for four years. G.P.A. is used to compute honor roll, class rank, eligibility, probation, etc.

HONOR ROLL

To receive Honors (B+), a student must obtain a G.P.A. of 3.17-3.49. For High Honors (A-), a student must obtain a G.P.A. of 3.50-3.99. Highest Honors (A) is a 4.0.

TRANSCRIPTS

Transcript request forms are available from the office or the Academic Registrar. Before final transcripts will be released, all tuition must be paid in full for all years of attendance or arrangements for payment must be made with the Finance Committee of the school board prior to any transcripts being released.

PLANNING THE STUDENT'S EDUCATION BEYOND HIGH SCHOOL

Juniors will be scheduled to attend the career fair at Northwest Iowa Community College.

Seniors will have the opportunity to meet with the counselor at the beginning of the year in order to give them an opportunity to indicate which representatives they might wish to see. The counselor can then inform the students in advance which representatives will be at Western.

A. Representatives' Visits to Western

1. College/University admissions representatives, military recruiters, etc. are only permitted to meet with students over their lunch. Students may schedule individual meetings with them through the counselor.

B. College Visitation/Career Exploration Days

1. Seniors are allowed **two** College Visit/Career Exploration Days. Juniors are allowed **one** college visit in the spring semester. Juniors wishing to visit a college in the fall semester or seniors wanting more than two days will need special permission from the Office.
2. Career Exploration Days for Juniors and Seniors consist of students "shadowing" an individual in his/her profession for the day. This must be arranged by the student and **approved by the counselor**. A Career Exploration Day sheet needs to be obtained in the counselor's office and signed by appropriate parties.
3. For all the College Visitation/Career Exploration Days, these guidelines must be followed:
 - a. Arrangements must be made at least three (3) days in advance through the counselor's office.

- b. Written notification by the parents must be made to the counselor or front office.
- c. Students will not be allowed a visit if they have more than two absences which were not in the "excused" category for the semester.
- d. All college visits must be made prior to May 1.
- e. The day that a student returns to school he/she is to assume responsibility for all work missed.

STUDENT SERVICES

Western Christian offers a variety of services outside of the regular classroom through our Student Services Program:

- **Director of Campus Safety & Student Support** - Maintaining a secure and supportive environment for the school community. Oversee any disciplinary action of all students, including overseeing all behavior of the student body.
- **Academic Registrar** - assisting with scheduling and transcripts.
- **Discipleship Director** - providing spiritual guidance and leadership opportunities.
- **Career & College Guidance Counselor** - meeting with all students, building vocational partnerships, supporting career and college planning. Aiding students in finding their true gifts and how students can use them to excel beyond graduation.
- **Social Worker** - providing assistance to students who are at-risk for school failure, or demonstrate challenging behavior such as social, emotional, or spiritual disruptions within the school setting. An additional resource to students who may need supportive special education services
- **The Learning Center** - creating personalized education approaches for students with diagnosed learning differences by providing accommodations during assessments and modifying the core curriculum to align with each student's optimal learning environment. Beyond traditional Study Hall, students are encouraged to take Learning Center courses where they can receive guided instruction tailored to their specific needs. Support also includes assistance with organizational skills and study strategies to promote long-term academic success. To further aid students, before-school and after-school tutorials are available for test preparation, and assessments are conducted to ensure the best possible college and career guidance. When applicable, ACT preparation is offered, and one-on-one tutoring is provided when appropriate to help students exceed their own expectations.

ACADEMIC INTERVENTION

Academic Intervention is necessary to support students who fail to meet academic expectations by providing structured time for completing assignments, improving study habits, and reinforcing classroom learning. **Our goal for all students is to foster academic growth, and equip all learners to love God and serve others.**

Intervention Guidelines:

- Students will be assigned on the Friday before their intervention time. Parents/guardians will also be notified.

- Intervention sessions will be held on Wednesday mornings in the HUB from 8:15 a.m. - 9:00 a.m..
- Cell phones must be placed in the phone cart when students arrive.
- Any disruptive behavior may result in disciplinary action.
- Failure to attend an assigned intervention session will result in additional intervention sessions, other disciplinary actions, and/or an academic support meeting with the student's parents.

EXPECTATIONS OF STUDENTS

Western Christian encourages each student to:

1. Commit to a real and personal faith in Jesus Christ.
2. Live out the Christian life according to God's Word and standards.
3. Work diligently as a student to develop one's gifts.
4. Start the journey of following Christ with faithfulness, resilience, and humility in a broken but hopeful world.
5. Commit to positive interpersonal relationships.
6. Commit to being teachable in all moments.
7. Serve all people with humility and empathy.

CODE OF RELATIONAL CONDUCT

RELATIONSHIPS

All of life involves relationships. At Western Christian High School, it is our desire that your relationships be very satisfying, because the patterns established in Christ Jesus that you live out at school, at home and in the local church now, will be with you through life. Your relationship to Jesus Christ as savior is primary. Second, your relationship to family members is to be Christ-directed. The satisfying friendships you have at school are a matter of relationships with your peers. Your academic education at Western Christian High School is greatly dependent on how you relate to your teachers.

RESPECT AND COURTESY

According to Scripture, we are called to love God and love others. All students are expected to be courteous and respectful to others at all times. Respect and courtesy are shown by cooperation, orderliness, polite conversation, and respectful response to correction. Students shall always use the proper title (i.e. Mr. Jones) in addressing a teacher or speaking about him/her at school and at all school functions. It is expected that proper respect and positive attitudes shall always be demonstrated in talking about school personnel.

BUILDING UP ONE ANOTHER

In the spirit of a servant's humble attitude and of building up others, it is expected that students will speak in a humble and kind way at all times, never being given to disrespect, mockery, swearing, unkindness, or vulgar language.

Although the Bible does not provide specific teaching regarding all social practices, Romans 14 and I Corinthians 8 provide us with principles indicating that we should not hinder the spiritual growth of another or cause him/her to sin. These passages also teach us to do only those things which contribute to building up and encouraging one another to live a godly life.

SETTLING DIFFERENCES

If we follow Christ's example for settling differences, our approach to solving problems will include a humble attitude, a servant's heart, a teachable spirit, an attitude of reconciliation, and strong desire to live at peace with all.

We ask that you use the principle given in Matthew 18:15-17 in solving problems:

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

Please use this principle if you, for example, witness cheating, a violation of the dress code, or a breach of some other conduct agreement. This should always be done in a spirit of love and restoration with an "I could be wrong" attitude.

MALE/FEMALE RELATIONSHIPS

At Western Christian we strongly desire to lay a foundation for students in the area of male/female relationships that will enable them to enjoy a lifetime of fulfillment and righteousness. We strongly encourage parental interest and counsel in these matters.

God designed male/female relationships to be special and wonderful. While WCHS wishes to encourage the development of such relationships, we also desire that these be wholesome and God-glorifying. **We recognize that the main responsibility for modeling and teaching male/female roles and relationships rests with the parents.** But parents can expect the Christian school to reinforce and follow-up on Christian values that are taught in the home.

It is important during these years that your male/female companionship be broad enough to enable you to have a variety of social contacts with many members of the opposite sex. For this reason, we encourage frequent social times of fun, recreation and fellowship.

Exclusive male/female relationships can be harmful not only to the couple involved, but also to those they may be excluding. Should improper relationships develop, the students involved will be counseled. Should they continue, parents will be notified and a conference may be held to help correct the situation, always keeping the best interest of the students in mind.

Our society (and even much of the Christian segment of it) is plagued by immorality, unhappy marriages, and divorce. Society often says, "do what comes naturally", "do whatever you want", "morality is relative", "controls are bad", etc. These are worldly standards and the Christian cannot be a part of them. We do not apologize for adherence to Scriptural standards of morality and we expect them to be lived out in our students, staff and board members. Since God designed the unique relationship between man and woman, we can only expect the highest joy from His design when we abide by His guidelines.

At Western Christian we strongly desire to lay a foundation for students in the area of male/female relationships that will enable them to enjoy a lifetime of fulfillment and righteousness. We strongly encourage parental interest and counsel in these matters.

To encourage proper conduct with the opposite sex, WCHS has these policies:

1. Students should refrain from public displays of affection on campus and at school related activities.
2. Western Christian will counsel as it deems necessary and helpful with regard to conduct between members of the opposite sex.

If a student is found to be participating in relational behavior that is sinful and detrimental to the individual or other students and contrary to biblical principles, the school will partner with parents in determining appropriate counseling and/or disciplinary action. Western Christian will exercise patience and compassion for students engaged in practices contrary to God's created order, with the ultimate goal of resolution and restoration. However, if the student refuses assistance and continues in the inappropriate behavior and/or promotes the behavior to other students, disciplinary action or removal from school may result, as directed by the administration and Governance Committee..

RESPONSIBLE CITIZENSHIP

Romans 13 tells us that God has ordained governments as instruments to accomplish His purposes. In our country God has blessed us with freedom and opportunities that are available in few other places in the world. In view of this, we desire to teach respect and loyalty for our country, submission to authority, and gratitude for God's special blessings of freedom. We desire students to learn and practice responsible citizenship to the fullest extent that it can be pursued without being in conflict with our heavenly citizenship.

ENTERTAINMENT

We encourage students to carefully engage media according to the guidelines of Philippians 4:8 (NIV):

"Finally, brothers, whatever is true, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things."

We hope that all areas of your life, in school and out of school, are helping build Christian character and that godliness will become a way of life.

WCHS will not sponsor dances at any school function.

ATTENDANCE POLICIES

The attendance policies of Western Christian High School are designed to encourage consistent school attendance and support student learning. When a student is absent, valuable classroom instruction, discussion, participation, and learning experiences are missed and cannot be fully replaced outside of school. Regular attendance plays an important role in helping students achieve the greatest educational benefit possible. Developing habits of punctuality, dependability, and consistent attendance are important parts of scholarship and personal responsibility.

Families are encouraged to schedule trips and vacations during times when school is not in session. While we value family time, extended absences may result in students missing essential instruction and classroom learning experiences.

Students who miss 11 or more class periods in a course during a semester will not receive credit for that course.

Exceptions may be considered on a case-by-case basis for circumstances including, but not limited to, serious or prolonged illness, injury, ongoing mental health needs requiring regular medical appointments, family emergencies, or other significant situations, provided appropriate documentation is submitted when requested. The administration reserves the right to review and approve exceptions based on individual circumstances.

Absences related to school-sponsored activities and bereavement will not count toward this total.

EXCUSED ABSENCES

Excused absences include:

- illness,
- medical services/appointments,
- funeral attendance, or
- court appearances.

Generally, students are expected to make up missed work within the same number of days as the absence.

Parents/guardians must notify the front office or attendance director of the specific reason and date(s) for the absence either before the absence occurs or on the day the student returns to school. Notification may be provided by phone, email, or written note. Excused absences will only be accepted from the parent(s)/guardian(s) with whom the student resides.

The school may make periodic phone calls to verify absences.

Documentation from a medical provider may be required for extended or frequent absences.

PRE-ARRANGED ABSENCES

Pre-arranged absences are absences for reasons other than those listed above and require prior approval from the front office or attendance director. Absences that are not approved in advance may be considered unexcused.

Students are responsible for communicating with teachers and arranging coursework and assignments before the absence occurs. Students must complete the appropriate process through the front office prior to the absence.

UNEXCUSED ABSENCES

Unexcused absences are absences that are not approved by the school and are generally not approved by parents/guardians.

Students will receive one detention for each class period missed due to an unexcused absence. Missing an entire school day may result in eight detentions.

Students experiencing extenuating circumstances are encouraged to connect with the attendance director or student support team.

TARDINESS

Students are considered tardy if they are not in the classroom or designated location when the bell rings.

- Students arriving less than 15 minutes late to class will be marked tardy.
- Students arriving more than 15 minutes late will be marked absent.
- Teachers may assign tardies to students who are not adequately prepared for class.

Tardies may only be excused by the attendance director, Director of Campus Safety and Student Support, or Head Administrator.

Students who accumulate five unexcused tardies in a semester will receive a detention. Students will receive an additional detention for each unexcused tardy beyond five. Tardy counts reset at the beginning of each semester.

EXTRA-CURRICULAR ACTIVITIES

Students participating in school-sponsored activities must attend at least four of eight class periods during a regular school day, or two of four periods on block schedule days, unless permission is granted by the Head Administrator or Attendance Director.

PROCEDURE FOLLOWING AN EXCUSED ABSENCE

Students returning from an absence must report to the office before attending class. An admit slip will be issued for re-entry into classes.

SIGNING IN AND OUT / LEAVING SCHOOL PROPERTY

Students arriving after the start of the school day or leaving before the end of the school day must sign in or sign out through the front office.

Students may not leave school grounds during the school day without permission from the Head Administrator, the attendance director, or the front office staff. Failure to properly sign in or sign out may result in disciplinary consequences.

Students participating in work release, CTE, or NCC programs must sign in and sign out daily upon arrival and departure.

USE OF EXTERIOR DOORS/STUDENT PARKING LOT

School safety is a top priority. To help maintain a secure building, all exterior doors, except the main office entrance, will remain closed and locked during the school day, generally from 8:30 a.m. to 3:30 p.m.

Students may not:

- Open exterior doors to leave the building without permission
- Prop open exterior doors
- Allow others into the building through exterior doors without staff permission

Violations may result in detention.

The student parking lot is off-limits during the school day, generally from 8:30 a.m. to 3:30 p.m. Students needing access to their vehicle during the day must receive permission from the Director of Campus Safety and Student Support.

ILLNESS DURING THE SCHOOL DAY

Students who become ill during the school day should report to the office. Students may not leave school until permission has been granted by a parent/guardian through the office.

HALL PASSES

Students who need to be in the hallway during class time must obtain a hall pass from a teacher or the office before leaving class.

GUEST PASSES

Guests are welcome at Western Christian High School. Whenever possible, advance notice is appreciated.

All guests must check in at the office upon arrival. Permission from a member of the administrative team is required before a guest may attend classes.

OPEN CAMPUS

Senior students will be given an opportunity to participate in open campus during part of their senior year. Policies of open campus will be clearly communicated to students prior to the open campus start date.

DISCIPLINE SYSTEM

RESPONSIBILITIES OF THE STUDENT

1. Christian conduct of enrolled students is expected during the school day as well as outside of the school day. The administrative team has authority to address inappropriate behavior at any time a student is enrolled at Western Christian.
2. The student shall not defy the valid authority of members of faculty, school staff or coaches.
3. The student who disrupts classwork, causes disorder or invades the rights of others will be disciplined.
4. Students will be expected to succeed to the best of their ability in the courses of study in which they are enrolled.
5. The student shall obey the authority of the school at all school functions whenever and wherever held.
6. The student will be responsible to have a knowledge of the policies and regulations of the school.

DISCIPLINE MEASURES

Discipline at WCHS is done with discipleship to Christ as the guide. Restorative discipline seeks to help students learn to take ownership of mistakes, grow, and mature in decision making and resolve difficult or confrontational situations with humility, repentance and/or reconciliation. Repeated offenses indicate that the student has not learned to correct his/her behavior and increased discipline is necessary. At every level of enforced discipline the parent(s)/guardian(s) will receive communication (JMC, email, or phone call) describing the offense and the action taken. Any decision regarding eligibility for public performances will be made in writing with the student, parent(s)/guardian(s), and appropriate members of the administrative team.

1. DETENTIONS

A detention is a one hour period of time between 8:15 and 9:15 with a supervisor in the HUB. Detentions will be served **before school on Wednesdays**. Failure to report to an assigned detention will lead to an additional detention (two successive Wednesdays). Repeated failures to stay for detention will lead to suspension and a

conference with parent, student and administration. Students and parents are notified electronically each time a detention is assigned. Students involved in co-curriculars must serve detention before school and inform their coach/sponsor of the absence. The same goes for students with work release. **Detentions are NOT served at the student's convenience.**

1. **SUSPENSIONS**

Suspension occurs when a student has committed a major violation of school policies as determined by the administrative team or there continues to be repetition of minor violations. A student may be suspended from the entire school program, certain portions of the school program or from a specific class by the recommendation of the teacher in consultation with the administrative team. The suspension may range from one to ten school days. Suspensions may be out-of-school or in-school as determined by administration.

2. **PROBATION**

Probation status may be assigned to a student who has not been cooperative in adhering to school policy. The time period of probation will be identified, and if a student violates policy during the probationary period, the student will either be suspended or recommended for expulsion. Probation may occur either before or after a suspension, as determined by the administrative team.

3. **EXPULSION**

Expulsion is the dismissal of a student from Western Christian High School. It can occur for a major violation of school policy or continued violation of policies after probation and suspension have not helped the student correct his/her behavior. The recommendation for expulsion will be made to the Governance Committee by the administrative team. The student and his/her parents will have an opportunity to meet with the Governance Committee before final action is taken.

INAPPROPRIATE CLASSROOM BEHAVIOR

Initially, inappropriate classroom behavior will be addressed by the classroom teacher. Parents will be notified by the teacher. If the student does not correct his/her behavior, the administrative team will become involved before the student will be suspended from class (serious misbehavior may involve immediate suspension from class). If the administrative team reinstates the student into the class after a suspension and another suspension is necessary, the student will likely be removed from that class and a failing grade will be recorded for the semester. Students who violate school policy not directly associated in the classroom will be disciplined by administration. Repeated offenses will lead to suspension, probation and/or expulsion.

RESPECT RESET

A Respect Reset is a time to pause, reflect, and get back on track so everyone can learn in a respectful, Christ-centered classroom.

When a student's behavior rises to a level of disrespect requiring parent communication, the Director of Campus Safety and Student Support will be included. Continued behavior may

result in removal from class and assignment to a Respect Reset, requiring the student to report at 7:00 a.m. the following school day.

During this time, the student will reflect and develop a plan for successful reentry. The goal is restoration and growth, not punishment. Participation is required; failure to comply or continued misconduct may result in further disciplinary action.

STEALING

A student who steals, on or off school grounds, or is in possession of stolen property, will be subject to a minimum of a one day in-school suspension and ineligibility for 1/4 of current (or next) co-curricular/performance activities they are involved in. If the student self-reports or confesses immediately and does not lie, the ineligibility will be reduced to 1/8th of activities.

ACADEMIC DISHONESTY (CHEATING)

Academic dishonesty takes a variety of forms. It may be looking at someone else's paper during a test, copying an assignment, sharing electronic/digital resources inappropriately, unauthorized use of Artificial Intelligence, or using an author's exact words or ideas without giving the author credit (plagiarism). Students who engage in academic dishonesty will be given a "0" grade for that activity/task/ assignment; a detention will also be assigned. Students who aid or assist others in cheating will receive the same penalty. Teachers may decide to allow the student a make-up activity/task/assignment for partial credit. The second offense will receive the above consequences plus a meeting of the student, parents and administration. Further disciplinary action will be at the discretion of the administrative team. Teachers may require student work to be submitted through online software to assist them with an originality report.

TOBACCO, VAPE, OR ALCOHOL

A student in possession of, who distributes or uses tobacco, vape or alcohol will be in violation of this policy. A student who serves as a "lookout" will likewise be in violation. Upon self-report or administrative discovery of the offense, a conference with a member of the administrative team will be scheduled within no less than three school days and a member of the administrative team will be in communication with the student and their parent(s)/guardians(s). Students are encouraged to self-report within 72 hours of any violation, with reduction in consequences as a result.

1st Offense

- Student will receive a minimum of a one day suspension, which may be in-school or out-of-school as determined by the administrative team.
- A student not in performance activities will serve three detentions and a three-hour "Saturday school." If the student self-reports or confesses immediately and does not lie, the Saturday school will be waived.
- A student involved in performance activities will be ineligible for one-half of their performance events for the current (or next) season. If the student self-reports or confesses immediately and does not lie, the ineligibility will be reduced to one-fourth of the events. Ineligibility will be based on the activities and events for the entire season.

2nd Offense

- Student will be suspended indefinitely pending a conference with the student, parent(s)/guardian(s), and administrative team.
- Student will be recommended for counseling services. If a senior is involved with a 2nd offense, the counseling services must be completed prior to graduation.
- A student in performance activities will be ineligible for the remainder of the school year for all activities.

3rd Offense

- Student will be suspended indefinitely pending an expulsion hearing with the parent(s)/guardian(s), administrative team and the Governance Committee.
- If the student is reinstated by the Governance Committee or Board of Directors, the student will be dismissed from all co-curricular involvement and will be recommended for addiction evaluation.

SUMMER RULES: TOBACCO, VAPE, OR ALCOHOL

A student who violates the tobacco, vape or alcohol policy during the summer will be subject to the same ineligibility rules as if it happened during the academic year, in regard to the activities the student is participating in during the summer. As school is not in session, no detention, suspension or “Saturday school” consequences apply and will not be carried over into the next academic year. All students who violate the tobacco, vape or alcohol policy during the summer will be placed on the first offense for the following school year. Any violation that takes place during the following school year will be treated as a 2nd offense.

ILLEGAL DRUGS

The definition Western Christian uses for “drug” is any substance that alters perception or behavior, reducing the individual's ability to function appropriately in the academic environment. This includes, but is not limited to: inhalants, abusing prescription medication, and illegal drugs.

A student found in possession of, under the influence of, using or distributing a drug (as defined previously) or drug paraphernalia will be immediately suspended for up to 10 days. Parents and law enforcement will be notified by phone. School discipline will be imposed by the administrative team, including, but not limited to out-of-school suspension or recommendation for expulsion. While suspended, a hearing of the Governance Committee may be scheduled to consider expulsion of the student. By unanimous vote of the members of the committee present, a student will be expelled. Students expelled from the school by the Governance Committee shall be considered for reinstatement only by the Board of Directors. The Governance Committee will also have the authority to mandate the completion of a school approved drug education class by the student if the Governance Committee chooses not to expel the student.

SUMMER RULES: ILLEGAL DRUGS

Students who violate the Illegal Drug policy during the summer will be subject to a hearing of the Governance Committee to consider expulsion of the student. An automatic suspension of

up to 10 days may precede this hearing at the beginning of the school year with previously mentioned disciplinary procedures followed.

DRUG DOG POLICY

The Board of Directors has adopted a policy to allow drug dogs to search lockers and cars at school. Our standard of search for a locker detected by a K-9 dog will be two to the right and left for all lockers and one below or above for stacked lockers.

DUE PROCESS/APEAL PROCEDURE FOR DISCIPLINARY ACTIONS

1. After a decision has been made by the administrative team in communication with parents regarding discipline or eligibility, the student and/or parent(s)/guardian(s) shall have three school days to file an appeal with the Head Administrator.
 - a. The appeal shall be heard by members of the administrative team at the earliest feasible opportunity, but no later than seven days following the filing of the appeal.
 - b. Any appeal and or decision shall be made in writing.
2. An appeal of the decision of the administrative team may be made to the Governance Committee.
 - a. The appeal shall be made with the chairman of the Governance Committee within three days of the receipt of the administrative team decision.
 - b. The Governance Committee will hear the appeal no later than the next regularly scheduled meeting.
3. After a decision by the Governance Committee, a further appeal can be made to the entire Board of Directors.
 - a. The appeal to the Board of Directors may be heard in closed session. The Board of Directors will have final jurisdiction on the matter.
 - b. During the appeal procedure, the student will be ineligible.

*During Summer break, all references to "school days" shall become "business days."

ELIGIBILITY POLICY FOR CO-CURRICULAR PARTICIPATION

A student who is ineligible for co-curricular/performance activities may attend practices and may travel with a team or group to attend public performances or athletic contests providing that no school time is missed; however, **the student is not allowed to participate or be in uniform.**

Ineligibility applies to students both during and outside of the regularly scheduled season or activity period. Ineligibility will be based on the number of events/activities for the entire season.

ATTENDANCE REQUIREMENTS

1. Students must be in school at least one-half day to participate in public performances or athletic contests for that day. Exceptions will be allowed for emergencies, medical appointments, and activities of educational value determined with prior approval by the administrative team.
2. The morning following an event/contest, the student must be in school at the start of the school day. If he/she is late for school (sleeping in), he/she may not take part in practice/performance that day. The front office/attendance director will notify the Activities Director or coaches when this takes place.

ACADEMIC ELIGIBILITY

The following academic requirements will be used to determine eligibility for students. These requirements apply to participation in co-curricular activities, such as, but not limited to: athletics, chamber singers, cheerleading, drama, dance team, and speech.

1. Students must meet the minimum number of required courses (generally 6) in each semester, or receive administrative approval.
2. Grades are considered posted on the day after grades are due from teachers to the office following the end of the marking period.
3. A student who fails any course for a **quarter** is ineligible for 10 school days, beginning the day the grades are posted. If the student passed the semester but failed the recent quarter, the student is still ineligible for 10 school days.
4. A student who receives an Incomplete ("I") will be eligible until the time Incomplete grades are due, at which time if failing, the student begins their period of ineligibility.
5. A student who fails any course during the 4th quarter will be ineligible for a summer sport for two calendar weeks beginning the day grades are posted.
6. WCHS must adhere to State of Iowa Scholarship Rule 281 - IAC 36.15(2) in regards to final **semester** grades for all IHSA and IGHSAA sanctioned activities.
 - A student must pass all [courses] and make adequate progress toward graduation to remain eligible.
 - If a student is not passing all classes at the end of a final grading period, the student is ineligible for the first period of 20 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. [Academic ineligibility does not reset at the start of a new school year.] Students in baseball or softball have the same penalty as all other students.
 - The ability to use summer school or other means to make up failing grades for eligibility purposes not available. The rule now also requires that all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers.
7. WCHS will adhere to the Iowa High School Speech Association (IHSSA) and Iowa High School Music Association (IHSMA) rules in regards to final **semester** grades.
 - Students must pass all classes and make adequate progress toward graduation. If not passing, a student must sit out 20 calendar days from the point in time when grades are released.

BEHAVIORAL ELIGIBILITY

All enrolled students represent Western Christian High School at all times. Involvement in co-curricular/performance activities is a privilege, and students involved have a special responsibility of representing WCHS through public performances.

A student whose behavior is not consistent with ideals, principles, and standards of WCHS may be declared ineligible to participate in co-curricular performance activities by the administrative team.

Students involved in any criminal activity (except minor traffic violations) can expect to be disciplined and to be ineligible for public performance activities. Consequences will be dependent on the circumstances at the discretion of the administrative team or the Governance Committee.

MISCELLANEOUS POLICIES & INFORMATION

BUS RIDING REGULATIONS

1. Be on time at the bus stop location. The drivers are not required to wait.
2. Be on time after school has been dismissed. The buses will leave school approximately five minutes after the dismissal bell.
3. Enter and leave the bus promptly and without pushing or crowding.
4. Each student must go directly to his seat when entering the bus and remain seated until the bus stops and the driver indicates that it is time to leave. The driver has every right to assign seats to pupils.
5. Remain seated when the bus is in motion. This is for your protection. No student may sit or stand by the door.
6. Follow the bus driver's instructions promptly and respectfully. Remain as quiet as the bus driver desires it to be. Refrain from shouting or other boisterous activity.
7. Show due consideration for the bus driver as the bus driver must focus on his driving and road conditions. Refrain from talking to the bus driver unless the driver initiates the conversation.
8. Students are to show consideration to each other. Harassing and disrespect is never permitted and will be disciplined according to the discipline policy.
9. No objects are to protrude from bus windows nor should any object be thrown from the bus. Refuse containers are provided in each bus for the student's use. The aisle must always be clear.
10. Any damage done to the inside or the outside of the bus by any student will be paid for by the student.
11. Behavioral standards which apply at school also apply on the school bus. Therefore, smoking/vaping, lighters or matches, improper language, and other such offenses are strictly forbidden.
12. The emergency door must not be used unless there is an emergency.
13. Should the parent want a student to leave the bus before the regular stop or at a different stop, a call or written request must be submitted to the office. A form will then be signed and given to the bus driver, who must keep it on file.
14. Absolutely no sunflower seeds may be eaten on the buses.

15. If students do not ride please call the driver before 8:00 p.m. or call the school early so we can radio the driver to skip your pick-up.
16. Buses are not to stop at drive-ins, gas stations or restaurants for students on the way to and from school.

Rules governing the entering and leaving of buses, Section 321.354, Code of Iowa, gives school bus drivers the legal right to stop their buses on the public highway to receive or discharge pupils. In order to receive or discharge students on the public highway with complete safety, it is necessary that all persons involved (students included) understand clearly and strictly follow the procedures outlined by law and regulations.

1. Students who must cross the road after leaving the bus shall be required to pass in front of the bus, to pause in line with the left side of the bus, and to check the traffic situation to the left and to the right for themselves. Only then should they proceed to cross the road upon the signal from the driver that it is safe for the student to do so. Students should remain 10 feet in front of the bus.
2. Students who must cross the road to board the bus in the morning may cross the road only after the bus has arrived, the stop arm is extended, they receive the "go ahead" signal from the driver, and they have checked the traffic situation for themselves.

Loading and unloading students on Saturdays and at night, such as activity trips:

1. In accordance with a recommendation of the Transportation Division, Department of Public Instruction, the bus drivers are instructed to neither load nor unload students on the highway during these times. This is because motorists are unaccustomed to having buses operate at these times and are not prepared to stop.
2. Safety precautions and regulations that pertain to riding the bus during school days also apply to riding the bus on Saturdays, at night, and for any activity.

BUS DISCIPLINE POLICY

Discipline is important anywhere, but especially within our bus transportation system since the safety of our students and drivers may be affected. Riding a bus is a privilege. The following procedure will take place when that privilege is abused.

1st Offense - Pink slip from the driver or the administrative team because of a verified complaint. The student will be counseled by the administrative team and the parents will be notified.

2nd Offense - Pink slip from the driver or the administrative team because of a verified complaint. The administrative team will immediately suspend the riding privilege. The riding privilege may be reinstated after a joint meeting of parents, student, administrative team, and possibly the driver. Riding privileges may be suspended for up to two weeks.

3rd Offense - Immediate loss of riding privileges for the remainder of the year. Any appeal must be in writing within 48 hours of notification of loss of privilege. The appeal will be heard by the Transportation Committee.

Note: Verified complaints from parents or others will also be a basis for the discipline

procedure described above. Drivers generally give pink slips for disrespect, boisterous loud behavior, violation of bus riding regulations, or insubordination to the driver.

VEHICLE PRIVILEGES

It is a privilege to drive a vehicle to school. Student drivers will be issued a parking tag that **must be hung on the rearview mirror on the front windshield while they are parked at WCHS (or the church parking lot)**. Tag numbers must be visible from the outside. Failure to exhibit the tag will result in a detention; repeated failure to hang a parking tag will result in loss of driving privileges.

All students are to park vehicles in the **north parking lot**. Vehicles are not to be parked near the bus barn, school buses, entryways or the front parking lots. Vehicles must be parked facing east or west perpendicular to the sidewalk curbs. Students may not park on the cement drive on the south side of the parking lot or extend parking beyond the sidewalks on the north side. Safe driving is expected enroute to and from school and on the school property; the speed limit on campus is 5 mph. Students who do not comply with policies described in this section or who drive recklessly will receive a detention or have their driving privilege suspended or revoked.

ACCIDENTS

If a student is involved in an accident in the school parking lot, he/she is expected to call local law enforcement and have them write up an accident report; the student is also encouraged to report the incident to the office.

Parents are asked to contact the school office if a student is involved in an accident at night or on weekends. Please indicate what information you want the administration to share with faculty and students, etc.

INJURY

Students who are involved in an accident or are injured from “messing around/horse play” will be responsible for their own medical costs. If a student willfully injures another student, that student will be responsible to pay for the medical costs of the injured student.

CARE OF PROPERTY

It is a great privilege to attend WHCS. God has provided our school with facilities and equipment through the generous gifts and hard work of committed, dedicated individuals.

We encourage you to take pride in our school and remember that it's clean, neat appearance enhances the enjoyment of academic life and promotes a positive testimony within the community.

Willful damage, defacing, or destruction of school property, building, or equipment will not be tolerated. Damage caused by negligence, accident, or deliberate acts of destruction must be

paid for by the offender.

Vandalism will result in restitution charges and other disciplinary action as determined by the administrative team.

CHAPEL

A time for celebration and praise to God by the students and staff of Western Christian will be set aside during each week (typically Thursdays). The format of these times will vary, but this time will be designed for prayer, praise, sharing by the students and staff, communication with God, and sharing by other Christians for the building up of the body of Christ. At Western Christian there will be opportunities for students to share their gifts. It is our desire that chapel be relevant and meaningful times of honest communication with God and with one another.

CHURCH NIGHT

Wednesday night is designated as Church Night; Western Christian will not schedule performance activities or athletic contests (other than those assigned by the state). School activities and group/team practices will be finished by 5:30pm. Students are encouraged to be involved in their church activities and meal times with their families.

DRESS CODE

At Western Christian, we believe that student attire should reflect humility, appropriateness, and devotion to God. Parents assume responsibility for ensuring their children adhere to the following guidelines while in the school building or at extracurricular events:

1. **Hair** – Hair should be clean and modestly styled.
2. **General Clothing Standards** – Clothing must be neat, clean, and free from excessive holes or tears that are revealing.
3. **Footwear** – Shoes must be worn at all times during school and school functions. Sandals and flip flops are permitted.
4. **Shorts** – Shorts are permitted year-round but must be of an appropriate length. Shorts that are excessively short or revealing are not allowed.
5. **Leggings** – These are allowed but must be worn in a manner that reflects humility, appropriateness, and devotion to God.
6. **Headwear** – Baseball caps, stocking hats, and hoods are not permitted indoors.
7. **Shirts and Tops** – Tank tops and shirts that expose the midriff are not allowed.
8. **Graphic Content** – Clothing must align with Christian standards of decency. Items displaying offensive language, inappropriate imagery, or references to alcohol, tobacco, or drugs are prohibited.
9. **Music Group References** – Clothing featuring music groups will be subject to school staff discretion. If deemed inappropriate, the student will be asked to change, remove, or cover the item.
10. **Tattoos and Body Piercings** – Inappropriate tattoos, excessive body piercings (except for earrings), and other elements that draw undue attention are not permitted, including nose rings. Students may be asked to cover up any existing tattoos.

Enforcement and Consequences Violations of the dress code will result in parental notification via email. Continued non-compliance may result in detentions or further disciplinary action as determined by school administration. By adhering to this policy, students contribute to an environment that upholds Christian values and fosters a respectful, focused learning atmosphere.

ELECTRONIC DEVICES

1. In order to access and utilize any device at school, students and parents must agree to the Western Christian's Acceptable Use Policy.
2. Personally owned devices will be used at the teacher's direction in class for educational purposes. Each teacher has the right to decide how the devices will be used in his/her class.
3. In order to access Western's network, devices must have up-to-date antivirus software installed.
4. All devices will be used at your own risk. Western Christian High School is not responsible for stolen or damaged devices. Students are encouraged to lock devices in their locker or vehicle when not in use. Students should use a protective bag/covering for their device and personalize it in some way so it is easy to identify. Students/families are also recommended to obtain homeowners coverage for their devices should they become damaged or stolen.
5. The device must be charged (or student carries a charger); having an uncharged device will be equivalent to being unprepared for class (tardy).
6. Students must have headphones/earbuds when using their device with audio so as not to distract other students and staff members.

SMARTPHONES/TABLETS/WATCHES

Smartphones, iPads/tablets, and personal smart devices (watches, etc.) may not be used by students during school hours. We understand that many students will bring phones to school for travel emergencies and after school responsibilities and activities; our expectation is that we will not see them and students will not use them during the school day.

1. Upon arrival, students will place their device(s) into a slot box location near the front office.
2. Each student will be assigned a slot.
3. The device(s) must be turned in before the first period or when the student arrives at school. This is one way our Attendance Director will take attendance and track tardies.
4. The device(s) will be picked up at the end of the school day or when the student leaves school.

The slot box is mobile and will be moved to a locked and secure location in the front office for the duration of the school day. If students check out of school early, their phones will be accessible by request in the front office.

If a student's smartphone or personal smart device is visible during school hours the device will be brought to the office and the following actions may be taken:

1st offense: Office personnel will notify a parent/guardian and may require the parent/guardian to pick up the device from the school office.

2nd offense: Office personnel will notify a parent/guardian and may require the parent/guardian to pick up the device from the school office. The student will receive a detention.

3rd offense: Office personnel will notify a parent/guardian and may require the parent/guardian to pick up the device from the school office. The student will receive detention or may be considered for in-school suspension.

Any student who uses an electronic device to take photos in a restroom or locker room will be suspended.

Photos of tests/exams/daily work will fall under the cheating policy listed in this handbook.

All smartphone and electronic device use falls under the Acceptable Use Policy.

ACCEPTABLE USE POLICY

1. The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology.
2. Students are responsible for having devices fully prepped before class. This includes having updated antivirus and must be fully charged. (Antivirus scans should be scheduled weekly.) Results of not having these items may result in a tardy.
3. The technology must be in silent mode while on school campuses and while riding school buses.
4. The student will maintain confidentiality of usernames and passwords and protect the confidentiality and safety of others when sharing work or images.
5. The student will understand and abide by copyright laws at all times.
6. The student will refrain from sending any form of communication that harasses, threatens or is discriminatory.
7. Any video or photographic recordings made require the consent of the participant. No photography or video is to be taken without consent.
8. The student will comply with guidelines set by each teacher on a class-by-class basis; this includes powering down the device.
9. The student will use a protective bag/covering for his or her device and personalize it in some way, making it easy to identify (labels, decals, etc).
10. The student will only access the internet using the WCHS wireless connection.
11. The student understands that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
12. The student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
13. The school has the right to collect and examine any device.

CONSEQUENCES FOR INAPPROPRIATE USE OF ELECTRONIC DEVICES

Violating the appropriate usage of personal devices as described above may result in loss of privilege, confiscations of device, detentions or school suspensions, or in severe cases, reports to local law enforcement.

ELEVATOR

Improper or unauthorized use of the elevator will result in student discipline. Check with the office for permission to use the elevator.

FIRE AND TORNADO DRILLS

To assure the maximum safety and welfare of students, fire and tornado drills will be held periodically according to the standards set by the state of Iowa. Evacuation procedures are provided to faculty and staff.

The pulling of fire alarms when there is no fire or possibility of a fire is looked upon by the State Fire Marshall and by the school administration as a very serious offense. The State Fire Marshall recommends that any person who commits this offense be turned over to their office for prosecution.

FIRST AID AND MEDICATION

Students should report to the office for any first aid needs. All injuries must be reported to the office. No aspirin, non-aspirin product or any other non-prescription drug may be administered by school personnel unless parents have given consent. Prescription medications brought to school may be kept in the office. The school should be notified of any medical needs, allergies, or concerns regarding students attending WCHS.

HARASSMENT/BULLYING

Harassment/bullying is not tolerated at WCHS by students, employees or volunteers.

Harassment is anything that causes someone else to feel threatened. Harassment can be verbal, physical or electronic.

First offense: Any student who harasses another student will be given a minimum of a one day in-school suspension and may be declared ineligible for co-curricular activities.

Second offense: Will lead to out of school suspension for 3 days and ineligibility of public performances for the remainder of the current (or next) season.

Third offense: Will lead to probation and potential recommendation for expulsion.

Anti-Harassment/Anti-Bullying Policy Pursuant to Iowa Code Section 280.28

- I. Statement of Policy
 - A. School employees, volunteers, and students, in school, on school property, or at any school function or school-sponsored activity shall not engage in harassing and bullying behavior.
 - B. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who

- has reliable information about such an act of harassment or bullying.
- C. School employees, volunteers, parents or guardians, and students are expected to act in a timely and responsible manner to prevent, report, and facilitate investigation of suspected harassment and bullying.

II. Definitions.

- A. Harassment and Bullying are defined as any electronic, written, verbal, or physical act or conduct toward a student which is:
- (1) Based on any actual or perceived trait or characteristic of the student, and
 - (2) Creates an objectively hostile school environment that meets one or more of the following conditions:
 - a. Places the student in reasonable fear of harm to the student's person or property.
 - b. Has a substantially detrimental effect on the student's physical or mental health.
 - c. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- B. The following activities, absent substantial aggravating factors, occurring inside or outside the classroom, do not constitute Harassment or Bullying:
- (1) Instruction and participation in lessons and worship services.
 - (2) Discussions and debate concerning issues important to Christian faith.
 - (3) Electronic, written, verbal, and physical interpretation of biblical scripture, and religious texts, music, and opinion.
 - (4) Witnessing and faith-sharing.

III. Reporting.

Suspected incidents of harassment and bullying should be reported to the administrative team within 24 hours. The administrative team is responsible for receiving reports and ensuring the Anti-Harassment/Anti-Bullying Policy is implemented.

IV. Investigation

Suspected incidents of bullying and harassment will be promptly and thoroughly investigated by the administrative team. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this policy.

V. Consequences for Violators

Individuals responsible for conduct in violation of this policy will be subject to consequences and remedial action. The sanctioning guidelines of the Code of Student Conduct applies to violations of this policy.

VI. Publication

This policy shall be published in the parent-student handbook.

PASSIVE ALCOHOL SCREENING / BREATHALYZER TESTING POLICY

The Board of Trustees allows for the use of PAS devices and breathalyzers in connection with students' participation in extracurricular/voluntary school-sponsored events and activities without the need for school personnel to first have reasonable suspicion of alcohol use. Such suspicionless testing will occur only if students are notified prior to the event or school-sponsored activity that a PAS or breathalyzer may be used, and that they may be denied entry and/or removed from the event or activity for either refusing to submit to such testing or for testing positive for alcohol use.

When a PAS device and/or a breathalyzer will be used at a voluntary school-sponsored event (i.e. school dances, proms, etc.), such devices shall be administered as follows:

- (1) All students participating in the activity or school-sponsored event will be asked to submit to a PAS screening. Students will be asked to breathe across the intake part of the device.
- (2) If the PAS device detects alcohol, the student shall be removed to a separate area for observation and questioning concerning alcohol consumption. After fifteen (15) minutes, the student will be asked to submit to a PAS or breathalyzer test to confirm the presence of alcohol.
- (3) Should the student test positive after the second test, school personnel will contact the student's parents and the student shall be removed/denied entry to the activity or school-sponsored event.
- (4) Any student who refuses to breathe into the PAS device, or who refuses to submit to the breathalyzer test, may be excluded or removed from the activity or school-sponsored event and may face additional disciplinary actions.
- (5) Any student excluded or removed from an activity will not be entitled to a refund for admission to that activity.
- (6) Western Christian retains the right to contact local law enforcement officials at any time, as deemed appropriate, consistent with Western Christian's practice and policy.

PROHIBITED ITEMS

Weapons of any kind, lighters, pocket knives, laser lights, matches, water guns, fidget spinners, bouncy balls and nuisance items may not be brought on school property or on a bus. Disciplinary action will be taken when students violate this policy.

INSURANCE

Student accident insurance is available at the time of registration. Claim forms are available in the office. Western Christian High School does not provide insurance.

VIDEO SURVEILLANCE CAMERA POLICY

Purpose:

Western Christian High School implements video surveillance cameras across its campus to enhance safety and security. The primary goals are to create a safe and secure environment for students and staff, ensure the safety of community members who visit or use the school

property, and reduce the risk of personal or property loss and damage.

Placement of Cameras:

Surveillance cameras are placed in public areas, including building entrances/exits, hallways, parking lots, cafeterias, and other common areas where there is no reasonable expectation of privacy.

Restricted Areas:

Cameras will not be installed in private areas such as restrooms, locker rooms, changing rooms, or staff offices.

Access Control:

Only authorized personnel are allowed access to surveillance footage. The Director of Campus Safety and Student Support is responsible for overseeing and managing the cameras.

Purpose of Footage:

The footage captured by surveillance cameras will be primarily used for security purposes, including investigating incidents, deterring crime, and assisting during emergencies. Cameras will be operational 24 hours a day.

Retention:

Surveillance footage will be stored for several weeks and automatically deleted unless flagged for ongoing investigations. All footage is stored in a secure, password-protected location.

Notification and Signage:

Students, staff, and visitors will be notified of the presence of surveillance cameras through visible signage across campus.

Compliance with Laws:

This policy complies with all relevant state and federal laws, including the Family Educational Rights and Privacy Act (FERPA). Under FERPA, footage that identifies students is considered an "education record" and is subject to privacy regulations. Access to such footage will be strictly controlled and used only for legitimate purposes.

Access to Footage:

Parents or eligible students may request to review footage if it qualifies as an education record. However, portions of the footage may be redacted to protect the privacy of other students. All requests will be handled in accordance with applicable laws.

The review of surveillance footage is subject to the discretion of the Head Administrator and/or Director of Campus Safety and Student Support.

JUNIOR-SENIOR BANQUET

You must be a Western Christian High School junior or senior to attend the Junior-Senior Banquet. Guests must also be a junior or senior, or older (but under 21). Outside guests must be of the opposite gender, have no prior criminal record, conform to the school code of

conduct and receive office approval. Ultimate authority for approval of guests to the Junior-Senior Banquet is at the discretion of the administrative team and Board of Western Christian High School.

All Freshmen and Sophomores who are invited and choose to attend the Junior-Senior Banquet are required to be in school for the **full day** on the day of Junior-Senior Banquet. Freshmen/Sophomore absences will fall under the “Unexcused Absence” policy described in the Attendance Requirements section.

LOCKERS

Lockers should be kept clean and neat. Posters, pictures, or other items that are offensive to Christian principles may not be placed in or on lockers. Students are not to change lockers or tamper with them in any way.

Students should not keep money/valuables in their lockers or in the athletic locker rooms. Items may be brought to the office for safe keeping for a short time. Western Christian will not assume responsibility for items lost or stolen from lockers/locker rooms.

All desks and lockers in the school building are the property of Western Christian and remain school property even though they are assigned for student use. Students are to use lockers only for storage of school books and materials necessary for daily school use. Lockers will be subject to inspection at any time for cleanliness, missing school property, evidence of vandalism, violation of school policies, etc.

All students assigned to a locker are responsible for it and may be charged for damage to lockers. Lockers should be locked at all times.

LUNCH

A hot lunch program is available to Western Christian students; payments should be directed to the office. A low-cost program is available to qualifying families. Contact the Business Office for additional information.

Students are to eat at their designated lunch time in the cafeteria, including students who bring their own lunches.

Lunches may not be ordered in except with special permission from the office.

OPEN GYM POLICY

The gym will be open on school day mornings for any student who wishes to use it for recreational activities on a schedule set by the Activities Director. The gym will not be open on days that it is used for team practices or scheduled events.

The following State guidelines apply:

1. Attendance by students is voluntary.

2. The supervisor shall not engage in any type of coaching nor participate during supervision.

NON-CUSTODIAL PARENTS

The following guidelines have been adopted to assist Western Christian in situations where a non-custodial parent wishes to become involved in school-related activities of a child, or wishes to have contact with or take custody of the child while the child is at school.

1. Ordinarily, Western Christian will not resist or interfere with a non-custodial parent's involvement in school-related affairs, or access to the parent's child or the child's record, unless Western Christian is presented with a court order, or comparable legal document, which restricts such involvement or access. Western Christian will not otherwise "choose sides" between parents.
2. A non-custodial parent may not take custody of a child or remove the child from school premises, unless the parent presents either a written court order, or a written authorization signed by the custodial parent, which permits such custody.
3. If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of Western Christian, Western Christian has the right to restrict access by such parent(s) and to take other necessary actions.
4. Concerning student activities which require parental consent, Western Christian will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

PREGNANCY OUT OF MARRIAGE

Students who become fathers or mothers (out of wedlock) during their enrollment at Western Christian High School must comply with the procedure outlined in this policy.

1. The students must meet with the administrative team and social worker and discuss continued enrollment. There must be evidence that the student recognizes the sin committed, that there is repentance and confession before God and to abide with the stated requirements of the school.
2. After a discussion of educational plans and possibilities with the student and parent(s)/guardian(s), the administrative team will make a report to the Education Committee regarding the continued education of the student.
3. The Board of Directors encourages students to continue their education at Western Christian High School (single or married) until they graduate.
4. Children of teenage mothers or fathers cannot be brought into the school building during regular school hours without special administrative team approval.

SCHOOL SPONSORED ACTIVITIES

Parents should be aware of the activities their students attend outside school hours. Western Christian will not be responsible for private, non-school sponsored activities. These activities are not faculty chaperoned or approved by the school. School sponsored activities will have a sponsor(s) and administrative team approval. School sponsors and chaperones, locations, and times of events will be provided by the school.

STATE TOURNAMENTS

It is a policy of Western Christian that students not be allowed to attend overnight state tournament games without a parent or responsible chaperone accompanying them. The parent/chaperone is responsible for all those under his/her care. Parents who leave their student in the care of a chaperone trust the chaperone to be responsible.

Parents/chaperones are expected to check-in and see that the students are acting in accordance with the standards set by their parents and Western Christian. **A chaperone must be present at all times for the needs and supervision of the students.**

We appreciate the parents/chaperones that offer their time to enable students to attend these great events. If Western Christian does have an opportunity to cheer on a co-curricular event at a state tournament, parent/chaperone forms will be distributed and collected, or individual communications will take place.

STUDENT COUNCIL

Student Council is an organization established to promote student leadership. Students participating as Council members are leaders in their class and are expected to exemplify the Christian attributes that we would want all students to have.

STUDY HALL

The purpose of a study hall is as the name indicates - a time and place to study. All students are expected to bring the necessary materials to study during these periods.

1. The study hall supervisor will assign the seating arrangement.
2. The study hall teachers will explain the rules for study halls.

SPORTSMANSHIP

In the excitement and enthusiasm of athletic events, it is easy to forget principles of good sportsmanship. Good sportsmanship applies to both players and fans. Showing displeasure with the officials, over-reacting to mistakes of players, booing or hissing opponents, and acting in a discourteous manner are all unacceptable. Good sportsmanship is simply proper Christian conduct.

SENIOR OPTION PROGRAM

Seniors eligible to graduate are allowed to spend part of their final year in independent study, research, college courses, and/or other productive education experience including work. Students will be allowed to prepare for this option by taking extra courses during the first three years. The option program will not reduce tuition or fair share for students participating. In order to receive a diploma they must have paid 4 full years of tuition plus the fair share amount, and meet all of the Western Christian Graduation Requirements.

SCHOOL HOURS OF OPERATION AND ACTIVITIES

We believe these hours of operation allow the best conditions for a healthy home, church, school balance, academic and co-curricular excellence and spiritual growth for all students.

Western Christian hours of operation for educational activities and co-curricular practices begin no earlier than 6:00am and run no later than 9:00pm (performance activities and athletic contests may run later) on all days except Wednesday and Sunday.

On Wednesday, school hours run from 6:00am to 5:30pm.

On Sunday, there are no school hours or activities.

These time constraints include all co-curricular practices, group meetings and weight room activities. Sponsors/coaches will schedule facilities and times (with the Activities Director or Facilities team) based on the primary seasons of the calendar.

TUITION POLICY

This policy outlines tuition payment expectations and procedures for families enrolled at Western Christian High School. It reflects our mutual commitment to providing a Christ-centered education through a sustainable financial model. We believe that the partnership between families and the school is essential, and this policy supports that shared responsibility.

Tuition Eligibility and Enrollment

To secure enrollment for the upcoming school year, all tuition and fees from previous years must be paid in full or have a formal, approved payment plan in place by July 1. Enrollment cannot be confirmed until these financial obligations are addressed. Families anticipating difficulty meeting this deadline are strongly encouraged to contact the school office before July 1 to discuss alternative arrangements in the spirit of partnership.

Registration Deposit and Payment Schedule

To reserve enrollment, a non-refundable registration deposit (as approved by the Board) is required per student. If paid by the registration deadline (end of April), the deposit will be credited toward the upcoming year's tuition. Payments made after the deadline will be added on top of the total tuition.

Family tuition statements will be prepared by August 1, with the remaining tuition balance for

the coming school year. Families may choose one of the following payment options:
Full payment by August 15

Two semester payments (half of remaining tuition balance), due August 15 and January 15
10-month ACH plan, with equal monthly payments from August through May
All tuition and fees must be paid in full by June 1 of the current school year.

First Semester Tuition Requirement

To ensure the continued sustainability of school operations, at least 50% of the remaining tuition balance must be paid by the end of the first semester. If this minimum is not met, and no prior arrangement has been approved, students may not return for the second semester.

Delinquent Accounts and Interest Charges

Accounts with unpaid balances after a family's last enrolled child has left WCHS will incur a 2% monthly interest charge on the outstanding balance.

Future Enrollment with Delinquent Tuition

WCHS is committed to partnering with families to make Christ-centered education accessible. Families who maintain compliance with a documented and approved payment arrangement may continue to register their children for future school years.

Communication and Support

We recognize that unexpected life events may impact a family's financial ability. In the spirit of mutual support and Christian community, families are encouraged to contact the school office, or a church deacon, as early as possible to discuss concerns or explore alternative payment options.

Our shared goal is to work together to make Christian education both accessible and financially sustainable for all. The administration, under the authority of the Finance Committee and Board, may develop and oversee special payment arrangements on a case-by-case basis. All such arrangements must be documented in writing and periodically reviewed for compliance.

FACULTY/STAFF WORKROOM

This room is for faculty/staff use only. No students are allowed in this room unless given special permission from a faculty or staff member.

WORK RELEASE PROGRAM - Seniors Only

Applications are available for seniors who wish to be dismissed from school early to work at their employment. These applications are available from the guidance/vocational counselor and must be approved by the academic registrar, counselor, Head Administrator, and parents.

Students must be passing all their classes (and making satisfactory progress towards graduation) in order to be involved in the work release program.

Also, in order to have work release, the student must exhibit good conduct at school. Failure to do so will result in the students' participation in the Work Release Program being revoked.

No work release for students involved in co-curricular activities during that season.

CAREER & TECHNICAL EDUCATION (CTE) WORK RELEASE PROGRAM

This work release program is structured in such a way as to have students receive credit for the work they are completing and intends to augment their college education or workplace readiness.

Applications are available for sophomores, juniors and seniors who wish to work during school hours. Students may be considered for release as long as they meet class hours and graduation requirements.

- This release must begin during the first two weeks of a semester.
- A letter is required from the student stating how this work release will enhance his/her college/work resume.
- A work release form must be completed and on file in the office of the guidance/vocational counselor before work release can be granted.
- A weekly schedule (including number of hours worked) and task document filled out by student and signed by work supervisor must be submitted to the guidance/vocational counselor's office each week.

SCHEDULING CO-CURRICULAR ACTIVITIES POLICY

The main purpose of having a Scheduling Co-Curricular Activities Policy is to provide clarity for students who are involved in multiple activities. Below is a hierarchy of event categories based on department calendars.

When two or more conflicting events are scheduled between departments (music, athletic, FFA, academic, etc.), the following prioritization will serve as a guideline for the Activities Directors, students, teachers, coaches, directors, sponsors, and parents, regarding which event a student will participate in.

Priority Category 1: State organized competition/performance

Priority Category 2: Regional/District/Heartland organized competition/performance

Priority Category 3: In-season tournament/competition/performance

Priority Category 4: Practice/rehearsal

Priority Category 5: Re-scheduled practice/rehearsal

WESTERN CHRISTIAN 8TH GRADE PARTICIPATION POLICY

Eighth grade student participation in Western Christian High School athletics is permitted at the discretion of the Head Coach of each sport in consultation with the Athletic Director and School Administration.

Some sports may permit eighth-grade students to try out for the high school team, while others may not. Each decision will be made on a year-by-year basis. Following administrative approval, the Head Coach may invite an eighth-grade student to participate in the tryout process when it is determined to be in the best interest of both the student and the program. An invitation to try out does not guarantee a position on the high school team.

If a coach wishes to include one or more eighth-grade students on a high school team, the following criteria must be met:

1. **Roster Availability** - No high school student may be removed from the roster to create space for an eighth-grade student.
2. **Administrative Approval** - The Head Coach must meet with the Athletic Director and School Administration to present the rationale for adding the eighth-grade student(s). Each request will be evaluated on a case-by-case basis.
3. **Equal Opportunity** - Coaches must provide all eligible eighth-grade students with an equal opportunity to try out for the high school team. Tryout opportunities must also be communicated to students from area Christian grade schools that have historically matriculated to Western Christian.
4. **Maturity and Readiness** - The eighth-grade student must demonstrate the maturity, character, and readiness necessary to contribute positively to the high school team environment.
5. **Parent Permission** - Parents or guardians must provide permission for their child to participate at the high school level. By granting permission, they acknowledge and accept all team expectations, including practice schedules, competitions, and team responsibilities. Transportation to and from Western Christian practices and contests is the responsibility of the family.
6. **Middle School Participation** - Students and parents must understand that participation on a Western Christian high school team may require the student to forgo participation on his or her middle school team, in accordance with applicable school and conference policies.
7. **Objective Performance Data** - When appropriate, objective performance data should be used to help determine readiness for high school competition (e.g., golf scores, cross country times, track performances, wrestling weight classes, etc.).
8. **Required Eligibility Forms** - Before participating in practices or contests, eighth-grade students must have a current pre-participation physical examination,

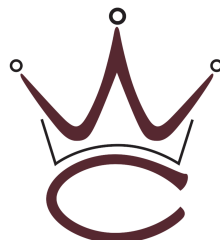
concussion acknowledgment, and all other required athletic eligibility forms on file.

- 9. Academic Eligibility** - Eighth-grade students are not subject to the Iowa High School Athletic Association (IHSAA) or Iowa Girls High School Athletic Union (IGHSAU) scholarship rule ("No Pass, No Play") while enrolled as middle school students.
- 10. Good Conduct** - Eighth-grade students participating in Western Christian athletics are subject to the school's High School Good Conduct Policy. Any Good Conduct record accumulated during the student's eighth-grade year will reset following the student's final day of eighth grade. Students will begin ninth grade with a clean slate.

School Colors

Maroon (Pantone 504cp Color or #5D353B) & **White**

Logo & Mascot



Publications

- **The Wolfpack Edge** (weekly)
- **The Western Witness** (quarterly)
- **Strums Yearbook** (annually)
- **Celebrate Western: Annual Report** (annually)
- **Website:** westernchristianhs.com

Board of Trustees

In accordance with WC Bylaws, any adult who supports the mission and purposes of this organization as outlined in the Articles of Incorporation and Bylaws is eligible to serve as a board trustee. For an updated listing of WC's current trustees, please consult the website.