



# **Central Wisconsin Christian School**

**[www.WeAreCWC.org](http://www.WeAreCWC.org)**

## **Student Policy Handbook (500)**

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# 500 Student Handbook

## Mission

Teaching children to glorify God and serve in His world.

## Core Values

Because Christ is Central we:

- Choose Joy! (Psalm 126:3)
- Strive to Grow! (2 Peter 3:18)
- Care for Others! (John 13:34-35)
- Speak the Truth in Love! (Ephesians 4:15)

## School Philosophy and Purpose

Central Wisconsin Christian School is operated by parents and fellow Christians who desire to provide a God-centered education based on the Bible as God's inspired revelation, and to teach according to the principles of the Reformed heritage. These principles include the following beliefs:

- **God:** We believe in the existence of God as a personal spiritual being who exists in three equal but distinct persons: Father, Son and Holy Spirit.
- **The Bible:** We believe that God, by His Holy Inspired and Infallible Word, reveals Himself; renews human beings' understanding of God, of themselves, of others, and of the world; directs human beings in all their relationships and activities; and therefore guides His people also in the education of their children.
- **Creation/Kingdom:** We believe that God created this vast universe by the power of His Word, and that consequently all things are of God, through God, and unto God. We believe that in their education, children must come to learn that the world and human beings' calling in it can rightly be understood only in relation to the Triune God who, by His creation, restoration and governance, directs all things to the coming of His Kingdom and the glorification of His name.
- **Sovereignty:** We believe that God is sovereign over all his creation, including humankind. The Bible reveals God as the Creator, and His will as the cause of all things. He upholds all creatures with His almighty power, and determines the ends which they are destined to serve. All creatures are subservient to Him and dependent on Him.
- **Sin:** We believe that man has fallen into sin, and is in need of the salvation which God in grace has provided in Jesus Christ. We believe that because human sin brought upon all people the curse of God-alienating them from their Creator, their neighbors, and the world, distorting their view of the true meaning and purpose of life, and misdirecting human culture-human sin also corrupts the education of children.
- **Jesus Christ:** We believe that the Kingship of Christ applies to all areas of life, consequently, man is called to serve Him all that he undertakes. We believe that through our Savior Jesus Christ there is renewal of our educational enterprise because He is the Redeemer of, and the Light and the Way for, our human life in all its range and variety. Only through Him and the work of His Spirit are we guided in the truth and recommitted to our original calling.
- **Schools:** We believe that the purpose of the Christian school is to educate children for a life of obedience to their calling in this world as image bearers of God; that this calling is to know Jesus as one's personal Savior, and to know God's Word and His creation, to consecrate the whole of human life to God, to love all people and to be stewards of their God-given cultural tasks.
- **Parents:** We believe that the primary responsibility for education rests upon parents to whom children are entrusted to by God, and that Christian parents should accept this obligation in view

of the covenantal relationship which God established with believers and their children. If parents seek to utilize school associations they should seek out schools that engage the services of Christian teachers in Christian schools.

- **Teachers:** We believe that Christian teachers in obedience to God, in accordance with Reformed principles and in cooperation with parents, have a unique responsibility while educating children in school.
- **Pupils:** We believe that Christian schools must take into account the variety of abilities, needs, and responsibilities of young persons; that the endowments and calling of young persons as God's image bearers, and their defects and inadequacies as sinners, require that such learning goals and such curriculum will be selected as will best prepare them to live as obedient Christians; and that only with constant attention to such concerns will education be truly Christian.
- **Community:** We believe that because God's covenant embraces not only parents and their children but also the entire Christian community to which they belong, and because Christian education contributes directly to the advancement of God's Kingdom, it is the obligation not only of parents but of the entire Christian community to establish and maintain Christian schools, to pray for them, work for them, and give generously to their support.

The educational program at CWC is designed to give students a Christian worldview and to prepare them to serve God. It aims to interpret all aspects of life through the truth of the Scripture. It not only seeks to lead students into a proper relationship with God, but also aims to equip them academically to serve God and others competently with the talents God has given them. Such goals demand that all courses be taught from a God-centered perspective and meet high quality educational standards. This requires that faculty members be Christians, committed to biblically compatible instruction and high quality scholarship in order that the students may develop godly lifestyles and attitudes and adequate skills with which they can fulfill their Christian calling.

CWC welcomes students from all Christian traditions. Their input in student activities will serve to broaden the student body's understanding of Christ's church and the diversity within it.

## 501 Admissions

CWC accepts the Biblical statement that "God does not show favoritism but accepts men from every nation who fear him and do what is right." (Acts 10:34-35) Accordingly, no student shall, on the basis of race, color, nationality, ethnic origin, sex, age or disability be discriminated against in our admission policy, in educational policies, and in financial aid programs. At least one parent/guardian must have a clear testimony of personal faith in Jesus Christ as Savior and Lord and be a member of or regularly worshiping in a local Christian Church. Parents/Guardians may not be participating in practices that would be considered illegal, or considered by the school as immoral or inconsistent with a positive Christian lifestyle: such as participating in a homosexual relationship or conduct or cohabitating without marriage. Family situations in conflict of this policy that arise following enrollment of children shall be reviewed individually by the Board Executive Committee. Our enrollment process steps are as follows:

1. Inquiry - All new family inquiries are directed to the Director of Advancement.
2. Campus Tour – This tour is required to receive an application for enrollment/admission to CWC.
3. Application – Completed application form and Pastor's Reference are returned to the Advancement Office, along with a copy of student transcripts/grading reports, behavioral reports, and testing data.
  - a. At least one parent/guardian must be actively involved in a Bible-believing, Christ-confessing church and personally committed to Christ.
  - b. Enrollment contract includes a statement of agreement with the Mission Statement and School Philosophy and Purpose.
4. Testing – Students will be tested for suitable grade placement.

5. Review of Application – The Administrative Team will review the application materials and, if necessary, schedule an interview. Students who are transferring due to academic, social, or behavioral difficulty in another school may have probationary guidelines prescribed for conditional enrollment for a quarter or semester.
6. Acceptance – If accepted, a letter or phone call will be directed to the inquiring family, welcoming them into the Central Wisconsin Christian family! If a family is denied admission, they have the opportunity to appeal the decision in writing to the Executive Committee within seven days of being informed of denial. In the case of a Wisconsin Parental Choice Program (WPCP) application receiving denial, the appeal must be filed and decided by the first weekday in May.

Students may enroll on a part-time per class basis. Enrollment for part-time students is based on the available slots in the classes requested. The tuition per class on a part-time basis will be established by the Finance Committee. Part-time students are not eligible to participate in co-curricular activities. Part-time students are allowed on campus during school hours only for the times(s) of the class(es) for which they are enrolled. Ordinarily part-time students are not eligible to receive a diploma or participate in graduation ceremonies; exceptions to this policy are determined by the administrator.

In case enrollment has to be limited on account of class size, first priority is given to presently enrolled students and students of supporting churches. (Supporting churches are those that promote Christian school education and hold regularly scheduled offerings for Christian schools). Those who are denied admission due to class size will have their names placed in a waiting pool. Unlike a waiting list, a waiting pool does not imply a "first listed, first served" commitment on the part of the school. When vacancies occur, students in the waiting pool will be selected on the basis of church membership (are they members of a supporting church?), prior family enrollment (was a sibling or parent previously enrolled?), and the recommendation of the administrator.

## 510 Academics

The board reserves the right to make an exception to any of these policies based on the nature of a specific situation. These policies are also subject to change at the discretion of the board.

### 511 All Grade Levels

#### 511.1 Homework

Homework increases with the grade levels and will be necessary at times, especially for tests or projects. A general rule for grades 6-12 is that there will be no more than two major tests on a given day, except at the end of a marking period. We acknowledge that students have different levels of ability which also may lead to different times required to complete homework. Generally in the upper grades one to two hours of homework may be an average for many students. Please communicate with staff members when homework seems to be excessive.

#### 511.2 Music Programs/Concerts/Performances

Central Wisconsin Christian offers a well-rounded vocal and instrumental music program for our students. Students (K-12) involved in music are required to attend scheduled concerts/performance/festivals for the groups in which they are involved. Objections to style or rhythm of music are not sufficient basis for child's absence. Performance attendance is mandatory, and students who miss a performance will receive a failing grade for the quarter. Written permission for the absence must be submitted for review to the music instructor and Head of School at least one week prior to the concert. If parents find programs or music objectionable they must submit their reasons to the administrator in writing prior to a concert.

Vocal music is taught to all students in grades K-8, and is available as an elective to high school students. Instrumental music is offered for grades 5-12, with individual or small-ensemble weekly sessions a part of the program for grades 5-8. Students also have opportunities for vocal and instrumental solo-ensemble competitions in grades 5-12.

#### 511.3 Physical Education/Health

Physical education is provided to all students in grades K-10 at least once a week. Gross and fine motor skills, health and personal fitness, and a positive attitude toward total fitness are the main focus of the curriculum. CWC's health program spirals through grades preK-12. Aspects of health such as nutrition, personal care, substance education, and Biblical views of sexuality are addressed in physical education, science, and Bible classes. K-5 students have physical education twice per week; middle school students have it daily in three-week modules. Students should not wear school clothes for middle/high school PE, rather they should have a set of shorts, second pair of white-soled tennis shoes and a T-shirt. High school students receive daily PE/Health in grades 9-10 as a part of fulfilling the state requirements for graduation.

#### 511.4 Progress Reporting

Report cards are distributed on a nine week/quarterly basis. Physical forms are sent home with students PK-5, and students 6-12 receive an email through our Student Information System (SIS). The final report card of the year for elementary students can be picked up

at school. All school bills should be paid prior to the end of the school year (K-8) or final exams (9-12).

Midterms are distributed via email each quarter and midterm to all students grades 6-12.

### 511.5 Retention

When students in preK-8 do not adequately meet the educational requirements of the school, CWC may recommend retention. High school students must complete required credits before being eligible for graduation.

### 511.6 Teaching for Transformation

Teaching for transformation (TfT) is a design framework for the creation of authentic, formational learning experiences rooted in a transformational worldview. These learning experiences invite, nurture, and empower teachers and students to play their part in God's story through their everyday learning. The core practices of TfT are practiced in over 100 schools worldwide to create learning experiences that empower teachers and students to explore their role in the kingdom story.

## 512 Elementary (4K-5)

### 512.1 Pre-School (4K)

We offer a pair of preschool programs for our students. The 4K meets three half-days per week (Monday/Wednesday/Friday) in morning and afternoon sessions for students who are four prior to September 1<sup>st</sup>. Registration takes place in January and follows our normal Admissions process. The initial draw for section placement takes place on February 1. Students need to be toilet-trained. Teachers and parents will discuss school readiness.

### 512.2 Kindergarten

Children who are age five by September 1 can be enrolled in kindergarten. We follow a Progressive Kindergarten program, with students meeting full days on Monday/Wednesday/Friday during the first semester. Classes meet on Monday/Tuesday/Wednesday/Friday in a four-day program during the third quarter, with a full five-day program in place during the final quarter of the year.



## 512.3 Assessment

- 4K - 2: the following table will be included in report cards

		Academic / Skills	Behavior
4	Exceeds	The student demonstrates a deeper understanding of the skills, content, and processes taught. The student is performing above grade-level expectations.	The student goes above and beyond to consistently demonstrate a desire to display the behavior or work habit.
3	Proficient/ Grade Level	The student consistently demonstrates an understanding of the skills, content, and processes taught. The student can complete assignments independently.	The student consistently demonstrates a desire to display the behavior or work habit.
2	Progressing	The student is not yet consistent in demonstrating an understanding of the skills, content, and processes. The student can sometimes complete assignments independently.	The student is not yet consistent in demonstrating a desire to display the behavior or work habit.
1	Beginning	The student is not consistent in demonstrating an understanding of the skills, content, and processes. The student is performing below grade level expectations.	The student is not consistent in demonstrating a desire to display the behavior or work habit.
NA	Not Applicable	Skill has not been taught yet.	

- Grades 3-5: see Middle School grade scale below

## 513 Middle School (6-8)

### 513.1 Courses

- Each grade level will take the following courses: Bible, Math, Science, Social Studies, English, Choir, and two exploratory classes. Band is optional.
- Exploratory classes include courses such as Physical Education, Art, Computers, Health, etc.

### 513.2 Fees

- 7th and 8th graders will be assessed a \$100 fee each year according to the 1:1 Chromebook policy.
- A \$75 athletic fee for students covers the full year of activities. Selling of Crusader Cards at the beginning of the year can help reduce or waive fees.

### 513.3 Student Evaluation

- Grade Scale

A	97-100	C	73-76
A-	93-96	C-	69-72
B+	89-92	D+	66-68
B	85-88	D	63-65
B-	81-84	D-	60-62
C+	77-80	F	0-59

- Citizenship - see high school section below

## 514 High School (9-12)

### 514.1 Student Evaluation

#### 1. Grade Scale *approved Feb 2023*

A	100-97		
A-	96-94	C-	76-74
B+	93-91	D+	73-71
B	90-87	D	70-67
B-	86-84	D-	66-64
C+	83-81	F	63-0
C	80-77		

An "I" (incomplete) in a course must be made up within two (2) weeks following the end of a grading period or the grade for the incomplete work becomes an "F". A grade of "D-" is the lowest passing grade. Final examinations or major projects may count up to one-fourth of the final grade.

#### **EFFORT SCORES – Numbers (High School Eligibility Component)**

Effort grades reflect the teacher's evaluation of a student's daily preparation, completion of assignments, participation in class, and achievement compared to ability.

- 5: Excellent: Always prepared, always completes assignments, participates constantly beyond expectations.
- 4: Good: Rarely unprepared, rarely misses an assignment, participates regularly, up to expectations.
- 3: Adequate: Usually prepared, regularly completes assignments, participates often, near expectations.
- 2: Deficient: Sometimes unprepared, regularly misses assignments, participates seldom, below expectations.
- 1: Unsatisfactory: Often unprepared, seldom completes assignments, participates rarely, far below expectations.

#### **CITIZENSHIP EVALUATION - Letters**

Citizenship evaluation reflects the faculty's evaluation of a student's conduct and attitude weighed in terms of the citizenship qualification listed below.

##### Good Citizens of Central Wisconsin Christian School:

- are honest, dependable, and cooperative
- are careful in the use of their own and school property
- are reverent, never profane
- respect the authority of God, their parents, their teachers, and others in positions of authority.
- conduct themselves during school-day activities, both with and without supervision, in such a way that they bring honor to their God, school, family, and themselves.
- reflect and live out the Core Values of Central Wisconsin Christian.

O: Outstanding

S+: Above Average

S: Satisfactory

S-: Needs improvement

## 514.2 Honor Roll

In order to give recognition to scholarship and effort, three honor rolls will be published for each grading period for middle and high school students. There will be an "A" honor roll, a "B" honor roll, and an effort honor roll. The following point system is used.

A = 4.00	B- = 2.67	D+ = 1.33
A- = 3.67	C+ = 2.33	D = 1.00
B+ = 3.33	C = 2.00	D- = 0.67
B = 3.00	C- = 1.67	F = 0.00

- "A" Honor Roll - A student must have a grade point average (GPA) of 3.67. No course grade may be below a C+.
- "B" Honor Roll - A student must have a grade point average (GPA) of 3.00. No course grade may be below a C-.
- Effort Honor Roll - A student must have an average of 4 effort points with no evaluations below 3.

## 514.3 Graduation Requirements

Each student in attendance at Central Wisconsin Christian Schools must meet the following requirements which when adequately fulfilled, will culminate in participation in high school commencement exercises.

1. Each student shall be required to take a minimum of 3.0 credits each semester and a minimum of 6.0 credits per year. Twenty-four (24) credits and 4 years of attendance are necessary for participation in the high school graduation ceremony.
2. Departmental minimum requirements are as follows:
  - a. Fine Arts 1.0 credit
  - b. English 4.0 credits
  - c. Mathematics 3.0 credits
  - d. Natural Science 3.0 credits
  - e. Physical Education/Health 2.0 credits
  - f. Religion and Theology 2.0 credits
  - g. Social Science 3.0 credits
  - h. Electives 6.0 credits
3. By adequately acquiring 3.0 credits per semester a student is able to meet the requirements listed above. (Which results in an excess of twenty-four (24) credits.)
4. A student who has NOT satisfactorily met the requirements for a diploma as named above, but who has been a student in high school for four years, MAY be allowed to participate in the graduation ceremony with approval of the Education Committee.
5. A student must be present for commencement rehearsal in order to participate in the commencement ceremony unless excused for an emergency.
6. A semester academic course load must consist of 7 periods of educational opportunities with no more than 1 (1.5) study halls. (See [Out of Class Experiences Policy](#) for credit opportunities beyond classes offered by CWC.)
7. There will be an add drop period of 2 full weeks from the first day of the semester (10 class days) for students to add or drop a class.

## 514.4 Fees

1. Lab fees for certain high school courses, such as Tech Arts, Music, Physical Education, Computer, and Science labs will be fixed at the beginning of each school year and will be charged on the semester fee sheet.
2. A chromebook lease charge is assessed per 1:1 handbook guidelines.
3. A \$75 per athletic activity fee in the high school to help defray transportation, entry fees, and equipment costs. Selling of Crusader Cards at the beginning of the year can reduce or waive fees for co-curriculars.

## 514.5 Waivers/Special Circumstances

1. Physical Education Waiver - Physical education is an important part of a well-rounded high school educational program. The state of Wisconsin requires 1.5 credits of physical education and .5 credits in health education in grades 9-12. The .5 credit of health education is incorporated into the total of 2 physical education credits. CWC encourages all students that are physically able to complete their 2 credits of physical education with the standard prescribed courses.
  - a. Central Wisconsin Christian recognizes that there may be circumstances in which a waiver for physical education may be needed. These include:
    - i. A health situation in which physical activity cannot be completed.
    - ii. A physical disability in which even adaptive physical education cannot be completed.
    - iii. Taking an academic course load of at least 7 courses. In this case, participation on a school directed co-curricular athletic team and successful completion of the season, being eligible for end of the year awards, will result in a .25 credit PE waiver for each season they complete.
  - b. Students will receive a Physical Education credit waiver when they turn in the CWC P.E. Waiver Form and complete the athletic season. No grade will be granted for the waived credit.

## 515 Technology *approved Nov 2024*

Use of technology, including email and Internet access, at Central Wisconsin Christian is a privilege extended to students, faculty, and staff for educational purposes. Parents will be informed of the school's technology practices yearly through FACTS registration.

### 515.1 Student Use of School Technology

Compliance with the expectations of safe email and Internet use is mandatory. This includes, but is not limited to:

- Care for the physical device they use
- Responsibility for their email and Google Drive usage
- Respect for the intellectual property of others
- Use restricted to school-issued devices

Monitoring is in place to ensure student Internet use is secure and in compliance with this policy. The software includes firewalls, live tracking, blocking abilities, and data logs to guide the health, safety, discipline, or security needs of students and staff on Chromebook and laptop devices. While we continue to learn and upgrade our monitoring technology, it is not

fool-proof. We continue to work on improving our monitoring capabilities and guide students through misuse either on their part or by others.

Consequences for the misuse of technology include, but are not limited to:

- Financial restitution for any unauthorized expenses incurred or any damages caused. (Including all unauthorized expenditures and violation of copyright laws, APT laptops borrowed to make up work, etc.)
- Restricted use of technological resources
- Incident escalation: student and parent notification and GoGuardian Penalty Box for 1 week minimum; repeated offenses will be dealt with in increasing severity
- Additional appropriate disciplinary action by the administration

## 515.2 One to One (1:1) Technology Program

CWC's 1:1 Program allows each student in grades 7-12 to have a school-issued Chromebook for the school year.

- Students and parents will sign the Acceptable Use of Technology form and pay \$100 each year before receiving the Chromebook. If a student has paid this fee for 5 years (total of \$500), the remaining year(s) will likely not incur another yearly fee, and the laptop is the students to keep when they finish their time at CWC. Devices will be collected during summer break for cleaning and maintenance for best performance the following year.
- Chromebooks and chargers will be the responsibility of each student. The yearly fee includes some insurance for accidents and/or malfunctions, but not for repeated breaks. Lost chargers will be replaced with a fee.

## 515.3 Cellular Phones / Mobile Communication Devices

The use of cellphones and other mobile communication devices by students of CWC without permission is not allowed at school during school hours. Failure to comply will result in the confiscation of the device. School staff will turn in confiscated phones to the office to be picked up by a parent or guardian. Students may get special permission from a staff member to take their phone to the office to make a quick call if necessary. Parents who need to contact their students can email the student's school email address or call the office in an emergency.

## 516 Non-Classroom Learning Opportunities/Options

Student Learning can take place in numerous forms and locations. Juniors and Seniors have the opportunity to participate in five life-prep off campus programs. More specific information can be found in the [Course Catalog](#).

### **Requirements:**

- a. Course Load: Students must be on track for graduation.
- b. Students must also have four periods of "courses" offered by CWC.
- c. Grades: Student must be passing all classes at midterm or end of quarter
- d. Effort: Average 2.5 or above.
- e. Citizenship: S or above.

*If any of these requirements are not met during an out of classroom experience, the student will be responsible for telling their employer or supervisor the reasons for the two week removal from the program. After two weeks the CWC internship supervisor will review the requirement that was not met to see if it has improved to required level to return back to out of class opportunity.*

**INDEPENDENT CLASS:** This option is designed for students who desire a course that doesn't fit in their current schedule.

**INDEPENDENT EXPLORATORY:** Designed for students with an interest in a particular field of study not included in our curricular offerings.

**INTERNSHIP:** Educational experience at a local business, non-profit organization, or industry.

**WORK RELEASE:** Exchange of time and labor for remuneration.

**TEACHER ASSISTANT:** Volunteer time at a local school.

**YOUTH APPRENTICESHIP PROGRAM (CESA 6):** Educational Opportunity with local business, non-profit organization, or industry, organized and maintained through CESA 6 Youth Apprenticeship Director.

## 520 Attendance *approved Nov 2025*

Regular attendance is essential to your child's success in elementary school. The majority of learning takes place through daily lessons, hands-on activities, discussions, and collaborative work that happen right inside the classroom. These experiences are carefully designed by teachers and cannot be easily replicated at home. When students are present each day, they stay connected to their learning, build important routines, and feel confident in their progress. We also realize that absences are often unavoidable, and so it is our intention to communicate the duties of students, parents, and faculty in the occurrence of an absence.

### 521 Elementary Attendance

After six (6) non-consecutive absences in a semester, parents will receive a message notifying them of the frequency.

### 522 Middle School Attendance

#### 522.1 Absences

After six (6) non-consecutive absences in a semester, parents will receive a message notifying them of the frequency.

#### 522.2 Tardies

A student is considered tardy when they arrive at class within 15 minutes of the scheduled beginning of the class, or must leave a class or study hall because they arrived unprepared. A student will be considered absent if they are not present 16 minutes into the class period.

Students are allowed five tardies during a nine-week marking period. Excessive tardies will result in the following consequences. Each tardy after 6 will result in a 30 minute detention.

## 523 High School Attendance

### 523.1 Absences

Missing any class more than six (6) times in a semester will result in both the parents and the student receiving email notifications. When a student reaches eight (8) absences in a semester, it will result in a mandatory meeting with parents, student & leadership personnel (Head of School, Divisional Principal and/or Director of Learning). Ten (10) absences could result in loss of credit for the class(es).

#### Absences not counted against a student's absence record:

- School-related absences (athletics, field trips, etc)
- Doctor excused absences
- Funerals
- College Visits/Military Enlistment (2 days each during Junior and Senior years)

#### Student Responsibilities:

1. To initiate the conversation to obtain assignments, work to understand the materials presented during their absences, and be prepared for assessment of those topics/materials.
2. Complete missing work within the same number of days absent. **Note:** If you were absent on the day of a test, and were at school the previous day, you will be required to take that test the next day you are back at school.

#### Parent Responsibilities:

1. To notify the office as soon as possible of an absence. If due to illness or emergency, parent(s) should call the school office the morning of the absence before 8:00 AM. If the office is not notified, the parents will be contacted.
2. To attend any meetings requested by the leadership to resolve any attendance issues that may arise.

#### Teacher Responsibilities:

1. To maintain accurate records and submit attendance for each class period.
2. To provide students with the materials the student missed to the best of the teacher's ability.

#### Attendance for Extracurricular Participation:

- Students must attend the last four (4) periods of the school day, or the last two periods of a half-day in order to participate in activities after school. If the extracurricular event begins before the end of the school day, students are required to be in attendance from the start of the school day in order to participate in that event.
- Exceptions to this policy include scheduled appointments unrelated to the student's health on that day, such as dentist, orthodontist, optometrist, college visits, school related activities cleared with leadership or athletic director ahead of time.

### 523.2 Tardies

A student is considered tardy when they arrive at class within 15 minutes of the scheduled beginning of the class, or must leave a class or study hall because they arrived unprepared. A student will be considered absent if they are not present 16 minutes into the class period.

Students are allowed five tardies during a nine-week marking period. Excessive tardies will result in the following consequences.

- Tardies 6-9 each result in a 30 minute detention
- Tardy 10 will result in a one day absence added to the student's record, and a meeting with a member of the Leadership Team

## 530 Discipline

### 531 Discipline Philosophy

The root word for discipline is disciple. Each of us and our children are constantly growing in reflecting the love of Jesus Christ as His disciples. The Bible calls us to model Christ-like behavior for our children and nurture them gently in the faith. When their behavior and performance in school needs correction, teachers use the gentlest method first to correct them. If the child's behavior does not improve progressive discipline procedures are used. Corporal punishment, however, is not used at CWC.

While it is impossible and unnecessary to completely catalog violations of the code of Christian conduct required of a student at CWC and to affix penalties for such violations, the following general policy is stated.

A student guilty of irreverence, profanity, lying, cheating, stealing, destruction of property, use of tobacco products, use of alcoholic beverages or other drugs, disrespect for teachers and school authority, disregard for school policies, and other practices which undermine the school's purposes and aims, will have privileges restricted and may be suspended from school, either in school or out of school. The severity and frequency of the offense will determine the severity of the consequence. Parental contact will occur when necessary, and conferences may occur when a pattern of discipline is apparent.

Whenever conflicts arise between students, or between a teacher and student, every effort is made to establish all of the facts and reach a clear understanding of the situation. The Head of School may become involved in the conflict if the need arises. Confession, forgiveness, restitution, and restoration of relationships is always the ultimate goal.

Most discipline is carried out by the classroom teacher. Occasionally a teacher will refer a situation to the Head of School for assistance. In more complicated or serious matters the Education Committee can become involved. If a parent is concerned about a matter related to the discipline of a child he/she should refer to the school [Conflict Resolution Policy](#).

### 532 Dress Code (Middle/High School) *updated Fall 2022*

Central Wisconsin Christian School seeks to promote excellence in all areas of education, including dress. How students dress reveals much about their attitude toward life, respect for themselves, for their peers and for God. What we wear is one of the first things others notice about us and will definitely contribute to the first impression we make. Our dress is reflective of our cultural perception and how we desire to be perceived by others. Our dress can suggest that we are aligned with a Christian worldview or a secular worldview. If we desire to represent a Christian worldview, we will dress in a way that appropriately reflects Jesus Christ's presence in our lives (Ephesians 5:3; 2 Timothy 2:22). Student dress should reflect Christian values of modesty and good taste.

Specifics:

1. Students must wear shoes or sandals at all times.



2. Hair length will be left to the discretion of parents, but at no time should the front be of such a length that hair obscures vision. Hair should be clean and neat at all times. Male facial hair should be kept neatly trimmed.
3. Hats (caps, bandanas, hoods, other headwear) are not allowed in school during the school day.
4. Clothing which advertises non-Christian bands, violent media, particular messages, pictures, and other items that are inconsistent with Christian values may not be worn to school or during school functions or events.
5. No clothing should be too tight ("yoga pants"). Leggings / tights (no lace or fishnet) are allowed under shorts and skirts of appropriate lengths. Skirts and dresses must extend to mid-thigh and one must wear leggings or spandex underneath. School is not the place for short dresses and skirts without leggings or spandex.
6. Shirts and tops for girls may be sleeveless if straps are 3 inches in width from neckline to the sleeve edge. Boys must wear shirts with sleeves. Midriffs or cleavage may not be visible. Undergarments (bras, bralettes, spandex or boxers) also may not be visible.
7. Body piercings are prohibited. (Earrings are permitted).
8. Students must follow the dress code in PE class.

Referral of a student will be done privately (and without verbal argument). The student will be asked to either change attire or refrain from wearing in the future. Parents will be notified regarding repeated violations.

## 533 Motor Vehicles - Student Use

1. Vehicles are to be parked immediately upon arrival at school in the designated parking area.
2. The parking lot is off limits at all times during the school day without permission of the administration.
3. Students are to leave the parking area and enter school immediately.
4. Reckless driving, squealing tires, and the like, or disobeying the regulations governing the use of vehicles may result in the removal of the privilege of driving a vehicle to school.
5. Speed limit in the parking lot is 7 MPH.
6. Exit for students is onto Hwy 68.
7. Parking outside of marked spaces will result in the loss of parking privileges.

## 534 Property Loss or Damage

Each student is responsible for school books and materials, as well as school property. Students will be expected to pay for any items he loses, breaks or damages because of misuse, carelessness or negligence. Charges will be made on the basis of replacement cost as determined by the administrator. Any CWC property that is damaged or devalued due to improper conduct of a student(s) will require financial restitution for the damage or devaluation of property by the responsible person or persons. The financial restitution will be the cost to repair or the amount of devaluation as determined by an approved qualified professional.

# 540 Co-Curricular Activities

## 541 Philosophy of Co-Curricular Activities

Co-curricular activities are an integral part of the total educational program at CWC and are designed to help students:

1. Mature physically, intellectually, emotionally, and spiritually;
2. Rejoice in the unique perspectives of life dedicated to Christ-like service;

3. Become part of a community where individual abilities are needed, developed and blended to reach a unified goal;
4. Recognize the importance of individual commitment and dedication as part of personal and community achievement.

## 542 Middle School

Students in grades 6-8 have the privilege of participation in athletics. These privileges can and will be suspended when the student fails to behave or perform acceptably in their school day. The following programs are made available to these students on an annual basis.

Fall: soccer (boys & girls), volleyball (girls), cross country (boys & girls)  
Winter: basketball (boys & girls)  
Spring: track & field (boys & girls)

Coaches play a key role in the development of our children. Without them the program could not run. We often need parents and others to fill these roles for our kids. The Middle School Athletic Director supervises the coaches and the programs.

**Fees:** Each year CWC will assess a \$75 athletic fee for the first activity the student is involved in. Each additional activity season will incur an additional \$50 fee. These fees cover expenses the school incurs in operating these sports such as uniforms & referees. Students whose parents coach are exempt from the athletic fee.

**Physicals:** Physicals are required for participation in sport activities upon entering 7<sup>th</sup> grade using the WIAA physical form as accessed on the [Athletics web page](#).

**Uniforms:** All uniforms are property of the school and must be returned at the end of the season.

## 543 High School Activities

543.1 [Athletics](#)

543.2 [Fine Arts](#)

543.3 [Clubs](#)

## 550 Student Welfare

### 551 General

#### 551.1 School Visitors

Students may bring visitors from other schools to our classes if permission has been received in advance from the administration and if the school in which the visitor is a student is not in session. All school visitors must sign in at the office upon arrival.

#### 551.2 Snacks and Treats

There will be a snack time just before elementary morning recess when students may eat a snack brought from home. K-5 students may also bring a treat for their birthday. Parents are urged to consider snacks and treats that are healthy and nutritious. Middle and High School students may bring snacks to have during morning breaks. Ala carte items will be offered regularly by the Hot Lunch staff. All students are asked to properly dispose of all garbage in a proper receptacle. When a student has a peanut allergy, that classroom will be declared a "food-free" zone.

#### 551.3 Non-Custodial Parent Policy

Divorced and separated families are realities of contemporary life which affect Central Wisconsin Christian School's responsibilities to its students. The following guidelines have been adopted to assist the school 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:

- Ordinarily, the school 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 records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.
- 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 permitting such custody.
- If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.
- Concerning student activities that require parent consent, the school 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.

#### 551.4 Safety Drills

In accordance with Wisconsin state statutes, safety drills are held monthly in accordance with our Crisis Management Plan. Safe areas have been designated in school. In the case of a tornado watch children will not be allowed outside to play; in a warning they will go to the shelter areas in school.

## 551.5 Child Abuse and Neglect Reporting

Wisconsin State Statute Section 48.981, states that all school personnel have a legal responsibility to report suspected child abuse or neglect to the administration or school counselor, who will then notify appropriate county social services or law enforcement agency. School personnel shall not contact the child's family or any other person to determine the cause of any suspected abuse or neglect upon initial suspicion of the same. The involved agency may contact, observe or interview a child at school without permission from the child's parent, guardian, or legal custodian as necessary to determine if a child is in need of protection or services.

## 551.6 Human Dignity Policy / Guidelines for Student-Staff Interaction

Central Wisconsin Christian intends to provide its staff members and students with a safe Spirit-filled environment, one that is free from offensive kinds of behavior. Conduct – whether intentional or unintentional – that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are created to reflect God himself.

- A. We do not condone or allow harassment of others by teachers, administrators, support staff, students, or other persons both at school or school events.
- B. Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate administrative team member. Students may report to a teacher, administrator, counselor. Teachers should report an offense to their administrator or school counselor, or if it is the administrator he or she is reporting, to the president of the school board. Each report will be given serious consideration and investigated appropriately.
- C. Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.
- D. Any person who is determined to have violated this policy will be subject to disciplinary action including the possibility of employment termination (for staff members) or expulsion (for students).
- E. Sexual harassment includes making un-welcomed sexual advances, engaging in improper physical contact, making improper sexual comments, writing a note to someone else, either electronically or by hand, with content that may be construed as sexual, using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity to create a sexually intimidating, hostile, or offensive learning or working environment.
- F. Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature is harassment. Persons engaging in this misbehavior will be disciplined.

[SEE ADDENDUM](#)

## 551.7 Bullying Policy *(approved Feb 2015)*

### **Rationale**

In John 15:12 we read “My command is this: Love one another as I have loved you.” It is our desire to put these words into daily practice at CWC. We recognize that each child at CWC is created in God’s image, but we also recognize that these children live in a fallen world. Therefore conflict and behavior may arise that is contrary to Christ’s calling. CWC realizes that while bullying may occur, it is never acceptable. We seek to implement a clear framework for

dealing with bullying incidents in order to protect our students and help the bully to learn how to relate in a way that is in line with biblical standards.

### **Definition**

Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others. This behavior, whether in verbal, physical or electronic form, creates a objectively hostile school environment which meets one or more of the following conditions:

- Places the person in reasonable fear of harm to person or property.
- Has a substantially detrimental effect on the person's physical or mental health.
- Has the effect of substantially interfering with academic or job performance.
- Has the effect of substantially interfering with the person's ability to participate in or benefit from the services, activities, or privileges provided by this school.

### **Responsibilities**

- Students being bullied should report it to staff, parents or another adult. While reporting in person is preferred, there is also an [online report form](#).
- Students who are aware of bullying should report it to the teacher or through an [online report form](#)
- Students should take appropriate steps to discourage or prevent bullying.

### **Parents**

- Parents are encouraged to take what their children say seriously and to report bullying concerns to the teacher first. Parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.
- Parents of students accused of bullying are urged to take the situation seriously and not minimize their responsibility. Parents will meet with the administration if deemed necessary.

### **Staff**

- Non-teaching staff should refer all allegations of bullying to the teacher and administration, in that order.
- Teaching staff should establish whether an alleged incident is isolated or an ongoing pattern of behavior.
- Teaching staff are to refer to the administration with allegations and incidents of bullying in a timely manner. For reporting purposes, staff is encouraged to keep a written record of such incidents.

### **Procedure**

- The teacher or staff person should address both parties, separately if appropriate. Some goals are to: affirm the student's feelings, gather information and assess any safety issues, identify tactics that have not worked previously, generate solutions for the future, work towards reconciliation, help the student create a plan, and if necessary, apply consequences.
- Repeated incidents require the involvement of administration. The administration or their proxy shall investigate all allegations of bullying reported to them. The administration is responsible for keeping an electronic file after receiving a report. Parents of the victim and bully will be informed throughout the process.
- If in the opinion of the administrator, the behavior is having an impact on the learning environment at school, the administrator is authorized to act even if the behavior takes place off campus or outside of school activities.
- The school will take serious disciplinary action in cases of retaliation. Discipline will follow the discipline policy.

## 551.8 Insurance

Accident insurance will be made available to all students at the beginning of each school year. While it is recommended that all students be covered by an insurance policy, this insurance is not mandatory. However, such coverage is mandatory for all students enrolling in Tech Arts classes and/or those who participate in co-curricular activities. A signed statement is filed with the school by the parents indicating that they have other primary insurance coverage which will handle accidents which may occur.

## 551.9 Prospective Parent Attendance

While we strongly disapprove of sexual activity such as may result in premarital pregnancy, it is the prerogative of the school as part of the Christian Community to be supportive and helpful toward their desire to receive a Christian Education.

Any student (male or female) involved in a pregnancy will have his/her situation reviewed by a committee composed of the Head of School, School Counselor, and School Board or Education Committee Rep in consultation with the student and the parents. This committee will then establish a plan to follow for each case. Options include regular attendance, limited attendance, completion of credits by correspondence with CWC staff or other arrangements acceptable to the School, or removal from membership as a student.

Some principles that will form the basis for decisions in each case are:

1. The student must express sorrow for sin and seek reconciliation with God and with His church.
2. The student must display a positive Christian attitude and must strive to be a wholesome influence on fellow students,
3. The student should demonstrate the maturity to handle the physical and emotional pressures of school life under these circumstances,
4. A student in regular attendance is encouraged to be involved in co-curricular activities during the school day. The student will not be permitted to participate in co-curricular activities in which the students represent the school. When the pregnancy has ended, the student may ask permission to resume such activities by letter to the aforementioned committee,
5. The student who has completed the requirements for graduation may participate in the graduation ceremony on the same basis as any other student.
6. If the parents and/or student does not agree with the decisions of the committee reviewing the case, they have the option to appeal to the School Board.

## 552 Health Concerns

### 552.1 Injuries

Whenever a student becomes injured first aid is given to the child and all treatment is recorded on an Accident Report Form. In case of more serious injuries, the school office contacts the parents regarding further first aid treatment. When parents are not available, the emergency information provided at registration will be used. In serious emergencies when no one can be contacted, parents need to be assured that hospital staff will stabilize the child until a close relative can be reached. CWC has staff personnel who are trained in first aid and CPR techniques. Concussion-related injuries will be handled via our Concussion protocol under the supervision of our Athletic Trainer.

## 552.2 Medications

The school will administer Tylenol or Ibuprofen if approved by the parent. Other over-the-counter medication must be accompanied with the school medication [form](#) signed by the parent only. Use of these medications will be logged in the office and will be administered only by authorized personnel.

Wisconsin State Law requires that prescription medicine must be kept in the office and also have an accompanying [form](#) giving specific instructions regarding administration of the medication signed by the physician. Prescription medicine must always come in the prescription container with instructions. These medications should never come to school in any other container. School personnel will keep this medication in a locked place out of student reach. All medications administered will be logged in the office and dispersed only by authorized personnel.

## 552.3 Communicable Disease (2/2023)

1. Parents should notify the school when communicable diseases are identified in their child(ren). After the child has been isolated for the necessary period of time and symptoms have improved, he/she may return to school without any special permission from the doctor. Whenever these diseases are detected at school the office will contact the parent.
2. Students should stay home when they have:
  - fever greater than 100° F. Students may return to school 24 hours after fever has resolved without the use of fever reducing medication (Tylenol, Ibuprofen);
  - vomiting and/or diarrhea. Students may return 24 hours after the last occurrence;
  - rash with accompanied fever or a rash that is open and draining;
  - contagious disease ("strep" throat, impetigo, bacterial pink eye). Students may return 12 hours after antibiotic therapy has started;
  - nuisance diseases (scabies, ringworm, lice with live nits). Students may return after treatment has started.
3. When we know that a child has a communicable disease/condition, information regarding the presence of this disease/condition in the classroom and information about the disease/condition may be sent home with the other students in the class. This information alerts parents that their child may have been exposed to this communicable disease and alerts them of signs/symptoms of the disease.
4. Central Wisconsin Christian will work cooperatively with local, county, and state agencies to enforce and adhere to the State Health Codes for prevention, control, and containment of infectious diseases in the school.
5. The decision to close schools due to infectious disease outbreaks is at the discretion of the school's administration. If desired, consultation on such decisions may be provided by a committee from the School Board and/or Infectious Disease Review Panel.

## 554 General K-5 Student Guidelines

### 554.1 Recess

1. Outdoor recess
  - a. Students will go outside for recess when the 'feel like' temperature is above zero. Students are expected to have appropriate protective clothing for the weather.



2. Footwear - to keep our floors clean, students must have an indoor pair of shoes and an outdoor pair.

## 560 Parent/Student

### 562 Grievance Policy

All complaints/concerns are encouraged to be resolved following the principles of Matthew 18, where we are encouraged to go privately to the other person in humility and love seeking a solution. If that fails to resolve the issue, the next step is to approach the next level of supervision to again seek resolution. In our school setting, the chain of supervision begins with the teacher/activity advisor, then the supervising administrator, the Head of School, the Education Committee, and finally the full school board. Success is greatly enhanced when a solution is sought [closest to the problem](#) with as few people involved as possible.

### 563 Parent/Teacher/Student Conferences

An atmosphere of cooperation and trust must exist between home and school. The chief means for establishing this atmosphere is the parent-teacher conferences. It provides the main opportunity for evaluating the student's development and progress. The total effectiveness of the conference depends on the active participation of both parties.

Conferences can be held anytime the parents or teacher feels necessary or beneficial. Scheduled conferences are arranged in the fall for all parents.. Teachers are available by appointment before or after the school day, and would welcome the opportunity to get to know you and visit with you about any concerns you may have about the education your child is receiving. Teachers are at school by 7:30 A.M. and remain after school until 3:20 P.M. unless co-curricular events or special appointments call them away earlier.

## 580 Communication

### 581 School Communications

**CWC Website:** Our online home at [www.wearecwc.org](http://www.wearecwc.org) contains information on almost anything you need to know about CWC. The "Parent Central" section is geared toward items for parents. If you don't find it on our website, please use the "Got Questions?" feature on the Parent Central page and someone will reach out to you.

**Crusader Weekly:** This weekly publication is received electronically via email or on the "Parent Central" portion of our school website. It contains information important to everyone regarding such items as upcoming events, hot lunch menu, policy matters, program information, etc. All submissions for the Crusader Weekly are due to the 6-12 office by noon on Friday unless otherwise noted.

**Facebook/Twitter/Instagram:** These social media streams provide you with instant news and updates on happenings at CWC, upcoming events, and other information helpful to you as a member of the CWC family. We encourage you to like us on Facebook and follow us on Twitter and Instagram.

**Communicating with your child's teacher:** Parents and students are asked to communicate with staff primarily through [email](#).



## **590 Student Services**

### **591 School Counseling Program**

In our Counseling program we wish to be of service to your child in their personal, social, academic and spiritual needs. The counselors meet individually every year with every high school student.

Through counseling, students can learn to know themselves better. Counselors strive to help students know themselves better through conferences, questionnaires, testing, etc. Your school counselors, teachers, and principal are most willing to listen and help. Students and parents may feel free, at any time, to contact the counselors for a conference and the counselors may wish to schedule a conference with parents and students.. The school may also refer students or their families to other professional services if the need arises.

### **592 Worship/Assemblies**

Worship services are held approximately twice each week at the high school level, once per week at the middle school, and monthly at the elementary level, and are conducted by faculty members, guest speakers, and student groups or individuals. This is a time of worship and spiritual refreshment. The first Wednesday of the month the entire CWC student body gathers for WOW (We Offer Worship). Entering into the presence of God should be the goal of each student in each part of the chapel service. Offerings may be taken at chapels and directed to special causes. Special assemblies are also provided when speakers and presenters are in the area.

### **593 Lockers**

Hallway lockers are assigned to students in grades 6-12. Lockers are owned by the school and may not be locked except with school-provided padlocks. Gym lockers will be assigned to high school students involved in PE/athletics. Students are advised not to keep money or other valuables in their lockers. Lockers are subject to routine search or to special search at any time. Aside from the above, a student's locker is private property and is off limits to all other students and should be kept reasonably clean. A locker inspection will be completed by the class advisor prior to dismissal for the summer. A damage and/or cleaning charge may be assessed to students who fail to maintain their locker, fail to remove all adhesive material, or whose locker is unduly messy or unsanitary.

### **594 Lost and Found**

Articles that are lost are turned into the lost and found receptacle. If the article is labeled, it will be returned to the student. Unmarked items will be placed into Lost and Found. Items will be displayed periodically for claim by rightful owners, with unclaimed items being donated to Bargains Galore Thrift Store. Students should report lost items to the office as soon as possible.

### **595 Transcripts**

The school counselors will send, upon request, a transcript of the high school record to colleges, other institutions of learning, and prospective employers. These are provided as a service to our students and alumni at no cost.

# Addendum

## A1: Human Dignity Policy / Guidelines for Student-Staff Interaction

### Guidelines for student-student interaction

1. First Offense: Administration will investigate the complaint. If complaint is substantiated and a civil law has not been broken:
  - a. parents will be notified
  - b. reconciliation with the party offended will occur
  - c. Discipline Consequences:
    - i. High School - possible suspension and/or loss of co-curricular privileges
    - ii. Middle School - possible suspension and/or loss of athletic privileges
    - iii. Elementary School - administrator will decide on appropriate consequences
  - d. students will be warned that if this behavior occurs again the police liaison officer will be contacted. If the principal in consultation with the administrative team suspects the law has been broken the Waupun Police Liaison officer will be contacted. Further investigation and penalties (including but not limited to co-curricular policies) may occur.
2. Second or Subsequent Offenses: Police Liaison Officer will investigate the matter, also potential loss of enrollment.

### Guidelines for staff-student interaction

Central Wisconsin Christian Schools expects its staff members (administrative, teaching and support) to caringly assist students, but always appropriately. In accordance with the "Human Dignity Policy" the following guidelines help define what is appropriate behavior for all staff members coming in contact with students. Although every staff member's contact with students is within a specific context, the following acts are judged by Central Wisconsin Christian Schools as being inappropriate:

- Using vulgar, profane, belittling, snide, or intimidating language to students or in their hearing;
- Making sexual innuendo to students or dressing in ways that might readily be construed as sexually provocative to students;
- Meeting a student at a location in school or outside of school (restaurant, home, in a car, etc.) that is not easily observed by another adult;
- Touching a student's body in a place or in a lingering manner that could readily be interpreted as a sexual advance;
- Grabbing, pushing, slapping, poking, or physically touching a student in a manner that could be readily construed as violent and motivated by anger;
- Any behavior toward a student that does not respect their bearing of God's image.