

ACADEMIC POLICY

WCS ENCOURAGES PARENTS TO HELP THEIR CHILDREN WHENEVER POSSIBLE IN THEIR HOMEWORK AND STUDYING.

CURRICULUM: Students will be instructed in the following basic areas: Bible, reading, mathematics, English, science, history, Spanish, health and safety, physical education, spelling, penmanship, art, music and information literacy (library skills) and other electives. The phonetic approach is used in reading instruction. Christian textbooks are used unless they are unavailable for a given subject or unless another text is substantially superior in meeting our educational needs. Webster Christian School follows the topics of the New York State Regents Program to enable our students to receive a Regents diploma but we do not teach the philosophy which underlies the State educational system.

ACADEMIC PROGRAMS:

1. **Pre-Kindergarten (Four-year olds):** This program offers a full academic curriculum designed as a precursor to WCS's kindergarten, with a strong emphasis on the Biblical basics and a Christ-like atmosphere. Introduction to letters, sounds, and arts with an approach to the design and development of the younger child is promoted with the staff's encouragement and dedication. Library and recess are also included.
2. **Kindergarten:** A full day academic kindergarten program is offered for five-year olds. The kindergarten program holds to a developmental approach. Physical, social, emotional, intellectual, and spiritual maturity is most important. These aspects that make up a whole child depend on and support each other. We encourage parents to consider the maturity of a particular child before sending him/her to kindergarten. It is better to wait one year for a child to mature rather than hurry him/her into formal education. A Gesell developmental screening will be administered to help determine developmental readiness in relation to school readiness. Bible stories, lessons, and memory verses are an integral part of the kindergarten experience. A beginning phonetic curriculum with letters and sounds produces early readers. Students learn to recognize, count, and write numbers, as well as do some addition and subtraction. Writing, art, literature, and play periods are also an important part of the kindergarten schedule. There are also weekly physical education, library, and music classes.
3. **Elementary (Grades 1-5):** The Elementary School academic curriculum is designed with the emphasis being placed on a traditional approach to the various subject areas. This includes gym, art, music, chorus, and library. A strong phonics program including oral reading and comprehension is taught throughout the grades. Grades are based on homework, class work, tests, quizzes, projects, and reports.
4. **Middle School (Grades 6, 7 & 8):** The Middle School academic program places strong emphasis on the development of self-discipline as applied to learning. The work is foundational to future academic studies. Work is required in each of the major disciplines: Bible, science, English, mathematics, social studies, physical education, music, and art. Traditional approaches to teaching and learning include memorization, note taking, homework, and the preparation of individual projects and reports. Early in the year, instructors teach the fundamental study skills that are necessary for success in that particular discipline.
5. **Senior High (Grades 9-12):** The senior high school course of study is designed to prepare students, after graduation, to enter academic or career training of their choosing. General and college preparatory subjects are offered, leading to either a standard, Regents diploma, or Advanced Regents diploma. Elective subjects are granted as demand and schedule permit.

GRADES AND CREDITS: Webster Christian School authorizes grades and credits for the following:

1. Coursework taken and completed at WCS by its enrolled students.
2. Coursework transferred into WCS at the time a new student transfers into WCS from a public, private, or home school.
3. Work successfully completed in a WCS pre-approved summer school program, which is designed to make up failed or incompleting courses taken during a previous school year. WCS does not offer summer school; these are offered through the student's school district. In order for an incomplete course to be taken in summer school, the student must have attended the course for at least 3/4 of the timeframe of the course during the regular school year.

4. Courses not offered in the WCS curriculum may be taken elsewhere and transferred to WCS at the discretion of the administrator.

GRADE REPORTING: For grades 6-12, grade reports are sent home after each midterm. Quarterly grade reports are sent home for grades PK-12. All grade reports are to be signed by at least one parent and returned promptly to school. The 4th quarter grade report will be mailed home for parents to keep for their records. There is no 4th quarter midterm report unless there is a possibility the student is failing. The school will keep a copy of the report card on file in the student's permanent record. Please note that no report cards will be released unless the family's account is current (i.e. – unless all tuition due has been paid in full).

STUDENT RECORDS - GUIDELINES:

1. Parents are entitled to an explanation of any part of the school record concerning their child. The person most directly connected with the record should give explanations.
2. Appointments must be made in advance by the parent in order to discuss a record.
3. If a parent asks to personally examine some part of the school record, the examination must take place in the presence of the administrator or a teacher in order to provide an explanation.
4. Inquiries about reports from community agencies and professional practitioners outside the school should be directed to the sender of the report.
5. Information contained in the cumulative record of a student shall be available to any member of the professional staff who is working with the student or on a need-to-know basis.
6. Psychological reports and other confidential information in the possession of the administrator will be available to other school personnel on a need-to-know basis with proper permissions granted.

STUDENT RECORDS - RELEASE OF STUDENT INFORMATION:

1. Written parental consent must be obtained before information in records can be released to community agencies or professional personnel outside the school.
2. In situations involving immediate danger to the student (e.g. abuse, neglect, threatened suicide), information may be shared with an appropriate agency.
3. School records such as grade level, academic progress, grades, attendance, health data, group test scores, and extracurricular activities will be forwarded to the school where the student transfers. Psychological reports that demonstrate continued usefulness would also be forwarded. Please note that no reports will be released unless the family's account is current (i.e. – unless all tuition due has been paid in full).
4. No information should be given in response to a telephone call without proper authorization.
5. It is school policy to send home individual student achievement test scores each spring. It is, however, a violation of school policy, due to legal constraints, to share composite test scores freely.

STUDENT RECORDS - SEPARATED OR DIVORCED PARENTS OR GUARDIANS:

1. Information concerning a student's grades will be shared with each parent or guardian.
2. Other information regarding the student will be disclosed only to the parent who has legal custody, unless the parent grants permission to share the information with the other parent or guardian.
3. If legal custody is not established, the parent or guardian who enrolls that child in school and with whom the child primarily resides is considered the person in official parental relation to the child for school purposes.
4. Guardians must furnish legal documentation of custody and sign a WCS release form.

GRADING SYSTEM: At Webster Christian School, a standardized grading system is used. This keeps all class grading equal and consistent. It also enables the student to more fully understand areas in which he is proficient or deficient. Grades PK-2 and selected subjects in grades 3-5 use an E (excellent), S+ (good), S (average), S- (poor) and U (unsatisfactory/failing) format.

The following letter/number grades are used for most subjects in grades 6-12.

Excellent: Work is definitely of superior quality. Assignments are completed on time. Work is done neatly and accurately. The student works independently and does more than is required.

Excellent: A+ (97-100) A (93-96) A- (90-92)

Good: Work is definitely above average in quality. Assignments are completed on time. Work is done neatly and accurately. There is mastery in major portions of assigned work.

Good: B+ (87-89) B (83-86) B- (80-82)

Average: Work is of average quality. Sufficient progress indicates successful continuation of the subject.

Average: C+ (77-79) C (73-76) C- (70-72)

Poor: The work is passable, but meets only the bare minimum requirements for continuation of the subject.

Poor: D+ (68-69) D (66-67) D- (65)

Failing: Minimum requirements for the continuation of the subject are not met.

Failing: F (0-64)

QUARTER GRADING GUIDELINES: The quarter grading periods are organized along the following guidelines. For grades 6-12, the final grades are calculated by averaging each quarterly grade and the final or Regents exam together.

1. High School Grading
 - The standard is that quizzes count for 30%, and class work, homework, and/or projects count for 20%. Quizzes should be given at least once a week.
 - Tests given during the quarter will count for 50% of the grade. At least three tests should be given each quarter.
 - Variations on the above can and do occur by course or by teacher.
2. Middle School Grading
 - Tests given during the quarter count for 45% of the quarterly grade.
 - Quizzes count for 30% of the quarterly grade.
 - Homework counts for the last 25% of the quarterly grade.
 - Variations on the above can and do occur by course or by teacher.
3. Grades 3 through 5
 - Tests given during the quarter count for 45% of the grade.
 - Quizzes count for 35% of the grade.
 - Homework counts for the last 20% of the quarterly grade.
 - Variations on the above can and do occur by course or by teacher.
4. Grades K through 2
 - Quizzes and tests given during the quarter count for 70% of the grade.
 - Seatwork counts for the last 30% of the quarterly grade.

HOMEWORK AND TESTS: A reasonable amount of homework will regularly be assigned to each student for purposes of practice and review. Parents are encouraged to help their children faithfully complete these assignments, as well as in their studying for tests. Deficiencies in doing homework not only hurt a student academically, but also, if continued, may require disciplinary action and/or possible behavioral probation.

INCOMPLETES ON REPORT CARDS AND MIDTERMS: All incompletes must be made up within two weeks after grades close. Daily work that is missed should be made up according to the following time frame: i.e., the student is granted one day for each day of classes missed to make up all missed work before penalties are assessed. Tests that are missed should be made up within one week after the student returns to school. **Remember: it is the student's responsibility to see the teacher immediately following an absence in order to make up the work in the appropriate time frame. Incompletes can affect participation in extracurricular activities.**

STANDARDIZED TESTING: Webster Christian School does standardized testing annually for kindergarten through eighth grade. As needed, new students are tested to determine academic equivalency. In addition, WCS gives the Preliminary Scholastic Achievement Test (PSAT) to juniors and the PLAN Test to sophomores to prepare them for their College Board entrance tests.

PROMOTION/RETENTION:

1. Grades 6-8 – A student may be retained if he fails one major subject including Bible and does not pass summer school.

2. Grades 9-12 – A student may be retained if he fails two or more major subjects including Bible. Students will have to pass up to a maximum of two required academic subjects in a WCS-approved summer school program, if available, in order to be promoted to the next grade. Administration has final authority in all these matters.

HONOR ROLL: A student in grades 6-12 is eligible for the honor rolls if he/she has successfully completed all his/her work for the quarter. Honors are achieved by students with an overall B average, and high honors are earned by those with an A average. Eligibility requires passing grades for all major subjects.

NATIONAL HONOR SOCIETY (NHS): The minimum cumulative average for selection into the NHS is set at 90%. Membership in the NHS is both an honor and a challenge; therefore, the minimum cumulative average should be a goal to strive for. Once students have met the preliminary cumulative average requirement, three other criteria must be considered for their selection into NHS. These criteria are as follows: leadership, service, and character. Transfer students must have transcripts reviewed by the NHS faculty committee.

ACADEMIC DETENTION: At the discretion of the teacher, a student may occasionally be required to stay in from recess or lunch to make up work that was unsatisfactorily completed. After-school academic detentions must be arranged beforehand with the parents to assure transportation home. Academic detentions are supervised by the teacher assigning them or appointed faculty member.

HIGH SCHOOL AND MIDDLE SCHOOL ACADEMIC DISCIPLINE PROGRESSION: In an effort to promote student academic responsibility, late homework can be addressed as follows: 1st day late – grade reduced to 50 percent and 2nd day late – grade reduced to 0, however work is still required to be turned in. Late assignments may be excused for illness and/or emergencies when accompanied by a note from parents and with the teacher's approval.

ACADEMIC INELIGIBILITY: Review of each student's academic progress will be made at the mid-term of each grading period, including fourth quarter. Fourth quarter ineligibility may affect the ability to begin fall sports. At this time, based upon academic performance input from faculty members, a student will be identified as eligible or ineligible. Also, at the end of any grading period, if the student is failing any subject (or has three Ds), he/she may be ineligible to play until the academic performance is raised to the satisfaction of the teacher and the administrator. The ineligible student cannot participate in extracurricular activities, per the Eligibility Policy (page 20). **Incompletes can affect participation in extracurricular activities.** NOTE: The school Christmas and Spring concerts, any high school drama productions, and similar activities are exempt from this policy since these activities are considered classes.

DROP/ADD PROCEDURE: High school students may drop or add elective courses with written parental permission and administrative consent, assuming that doing so will not keep them from meeting graduation requirements. New courses may not be dropped or added after the second full week of instruction. Extenuating circumstances will be considered by the administrator on a case-by-case basis when warranted.

DIPLOMAS: The high school is registered with New York State so we can award regents and local high school diplomas.

GRADUATION REQUIREMENTS: Students graduating from Webster Christian School must earn a minimum of 24.00 units of credit for a Standard Diploma, 25.00 units of credit for a Regent's Diploma, or 27.00 credits for our Advanced Regent's Diploma. On the following page are the minimum category requirements for particular diplomas.

EARLY DISMISSAL: Occasionally, a student gets far enough ahead in high school that his schedule allows him/her to leave early in the day. The following guidelines need to be met:

1. Early dismissal is open to senior class members only as schedules permit.
2. The student should submit a written request to the administration, including his/her proposed daily schedule. This request must have a parental signature.
3. He/she must demonstrate satisfactory progress towards meeting all graduation requirements throughout the time such early dismissal is in effect.
4. Under special circumstances, juniors may leave before the end of a school day, provided it is with permission and approval from the school administrator and the student's parents.

MCC COLLEGE CREDIT COURSES (MCC): Webster Christian offers several college level courses. Students in these courses have been granted dual enrollment at both Webster Christian and MCC. The same books and the curriculum at the college are used at WCS. Students are charged one-third of the regular MCC course tuition and will receive their grade via an official MCC transcript. The course may then be transferred to other colleges for credit. MCC reserves the right to cancel these courses due to insufficient enrollment. Courses offered include Business Management, Business Marketing, Statistics and approved for Accounting.

REGENTS OR ADVANCED REGENTS DIPLOMA: Students desiring New York State Regents diplomas must take regents-level courses in English, social studies, mathematics, science, and Spanish. Any candidate seeking a Regents diploma must successfully complete all the necessary regents-level courses and pass all of his/her Regents Exams. Regents diploma requires passing 5 exams. Advanced Regents requires passing 8 exams including Foreign Language. See page 13 for details.

ADDITIONAL GRADUATION REQUIREMENTS: Every candidate for graduation must be in compliance with the Student Code of Conduct and other behavioral rules listed in this handbook to become a graduate of Webster Christian School. Each candidate must also be in good financial standing, having all tuition and fees paid by graduation. Finally, each candidate must participate in our year-end commencement exercises, unless providentially hindered.

DIPLOMA REQUIREMENTS CHART

<u>Standard Diploma Credits</u>	<u>Regents Diploma Credits</u>	<u>Advanced Regents Diploma</u>
4.00 Bible	4.00 Bible	4.00 Bible
4.00 English	4.00 English (1 Regents test)	4.00 English (1 Regents test)
4.00 Social Studies	4.00 Social Studies (2 Regents tests)	4.00 Social Studies (2 Regents tests)
2.00 Math	3.00 Math (1 Regents test)	3.00 Math (2 Regents tests)
2.00 Science	3.00 Science (1 Regents test)	3.00 Science (2 Regents tests) *
0.50 Health.	0.50 Health	0.50 Health
1.00 The Arts	1.00 The Arts	1.00 The Arts
0.50 Computer	0.50 Computer	0.50 Computer
2.00 P.E.	2.00 P.E.	2.00 P.E.
1.00 Spanish	1.00 Spanish	3.00 Spanish (Regents)
3.00 Electives	2.00 Electives	2.00 Electives
24.00 Total Credits Minimum	25.00 Total Credits Minimum	27.00 Total Credits Minimum

- Math – Regents exams must be passed in Math A or B or Algebra or Geometry.
- Science – Regents exams must be passed in 1 of 3 courses offered (Living Environment, Chemistry, Physics)
** Advanced Regents Diploma – 3.00 Sciences: Pass 2 Regents and Living Environment must be one of them*
- Passing score on Regents exams is 65. For a Standard Diploma, if the course final exam is the Regents exam, a score of 55 is required for passing.
- Honors designations are available for a Regents and Advanced Regents diploma. To achieve Honors designation an average score of 90 must be achieved for all Regents exams. Regents requires 5 exams; Advanced Regents requires 8 exams.

ADVANCED PLACEMENT (AP) AND CLEP TESTING: Webster Christian School (WCS) offers AP tests in May to eligible students. Contact the school office for courses offered. In addition, many WCS graduates have successfully participated in the CLEP testing programs at their selected colleges and universities. Both programs allow students to earn college credits via exams and both programs are offered by the College Board, of which WCS has been a long standing member.

SENIOR HONORS: The two seniors with the highest averages will be the valedictorian and salutatorian of the class. To be eligible for these honors, a senior must be a regent’s diploma candidate, have an honor roll average, have attended WCS during his/her full junior and senior years, and not be on academic or behavioral probation.