

# Wayside Christian School

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## Secondary School Academic Handbook



Revised 2023



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# Academic Information

## **Class Rank**

At Wayside Christian School (WCS), student rankings are determined at several key points during their academic journey. Initially, rankings are assigned at the conclusion of the junior year. Subsequently, at the end of the first semester of the senior year, rankings are updated. Finally, a final rank is determined at the end of the second semester of the senior year. It's important to note that class rank does not take into account grades obtained through home school programs.

For students who transfer to WCS from a homeschool background, it is mandatory for them to complete both their junior and senior years in a WCS classroom setting in order to be eligible for ranking.

To ensure that online or summer school courses fulfill Wayside Christian School's graduation requirements and contribute to class rank, students must obtain approval from the WCS office prior to enrolling in such courses.

## **College Credit Plus/Dual Enrollment Courses**

Ohio's College Credit Plus (CCP) Program offers a unique opportunity for students to simultaneously earn college and high school credits by enrolling in college courses provided by community colleges or universities. The program's primary objective is to promote rigorous academic pursuits and offer a wide range of options to college-ready students. It's worth noting that attending an approved college or university for a college course under this program may come at little or no cost, with tuition, books, and fees covered.

Students who are enrolled in CCP courses will receive a separate grade report at the end of each semester from the corresponding college. It is the student's responsibility to request a transcript from the college to be sent to WCS in order to receive credit for the coursework completed through the CCP program.

As a Christian school that values the significance of a Christian education, we strongly encourage students to explore Christian colleges and universities that offer dual enrollment courses. Ohio Christian University and Cedarville University are

among the options available in Ohio, allowing students to take advantage of CCP.

It is important to note that if a student wishes to replace any of the core courses (English, Math, Science, or History) with a dual enrollment course, the course must be taken through a Christian university approved by WCS and be equivalent to the WCS course it intends to replace in terms of covered content. For instance, a college-level World History course would be required to replace World History at WCS. Dual enrollment courses taken to fulfill elective high school credits can be chosen from any college or university with the approval of the WCS administration.

## **College Visits**

Wayside Christian School strongly encourages students to visit multiple colleges and universities throughout their sophomore, junior, and senior years. Recognizing the significance of these visits, we consider them as "excused" absences, provided that parents communicate the planned trip with the school office. To ensure proper documentation, students are required to fill out an absence form and have it signed by their teachers before their absence.

## **Course Failure and Repetition/Credit Recovery**

Students who do not meet the requirements for English and Mathematics courses are required to retake these courses before progressing to the next grade level. It is important to note that concurrent enrollment in two English classes is not permitted. If a student fails courses in these subjects, they must repeat and pass them in order to continue in the following academic year. However, failed elective courses do not need to be repeated as long as all graduation requirements have been fulfilled.

It is the responsibility of the student and their family to cover the fees associated with credit recovery courses. These fees are not included in the regular tuition.

Failed course grades will be factored into the student's GPA and will be reflected on their transcript. If a student is experiencing academic difficulties, it is recommended that they schedule a meeting with the school principal to discuss potential solutions such as tutoring, summer school, or online make-up coursework. The principal will provide guidance and support to help address the student's academic challenges.

## Drop/Add Policies

At the beginning of the school year, students have the opportunity to request class changes within the first two weeks, subject to approval from the Principal.

For all College Credit Plus and Dual Enrollment courses, the specific drop guidelines set by the college offering the course will be followed. Students must adhere to the policies and procedures established by the college when considering dropping such courses.

## End of Year Awards

WCS will host an annual Academic Award Ceremony at the conclusion of each school year to acknowledge and celebrate student achievements. During this ceremony, students will receive recognition in various areas. The list of academic awards can be seen in Appendix A of this handbook.

## Grading Scale and Procedures

In the regular high school program, there are four grading periods, each lasting approximately nine weeks. Year-long courses are credited by semester. When determining semester grades for core courses, a specific weighting scale is applied. This scale combines 45% of the numeric grade from the first quarter, 45% of the numeric grade from the second quarter, and 10% of the semester exam grade to calculate the final numeric semester grade. The final numeric grade is then converted into a letter grade, which is factored into the student's grade point average (GPA).

In the case of CCP and Dual Enrollment courses, the class instructor assigns a letter grade upon completion of each college semester.

A+	99-100 (4.0)	A	93-98 (4.0)	A-	91-92 (3.7)	Excellent
B+	89-90 (3.3)	B	84-88 (3.0)	B-	82-83 (2.7)	Above Average
C+	80-81 (2.3)	C	75-79 (2.0)	C-	73-74 (1.7)	Average
D+	71-72 (1.3)	D	66-70 (1.0)	D-	64-65 (0.7)	Unsatisfactory
F	0-63 (0.0)					No Credit Given

## Honor Roll and Honorable Mention

At the end of each quarter and school year, Wayside Christian School recognizes students in grades K5-12 who have achieved outstanding academic performance through the Honor Roll and Honorable Mention distinctions. The criteria for these recognitions are as follows:

**High Honors** - Students who have earned all A's in each subject.

**Honors** - Students who have earned all A's and/or B's in each subject.

**Honorable Mention** - Students who have earned all A's and/or B's in each subject, with the exception of no more than one C.

## Junior High Promotion Policy

Students who do not pass the second semester in both English and Math and the second semester in at least two of the other core classes (i.e. Bible, Science, History) may be prevented from being promoted. To regain eligibility for promotion, these students may be required to repeat the second semester of the required course(s) through an approved summer school program or online courses for a fee.

In certain cases, students may also seek participation in non-WCS summer programs, provided they receive prior approval from the WCS principal. It is essential to obtain approval before enrolling in external summer programs to ensure the courses align with WCS academic standards and requirements.

## Testing

**Standardized Testing:** While Wayside Christian School (WCS) is a non-public, non-chartered school in Ohio, we strive to fulfill the state's requirements for students to meet both our curricular program and statewide graduation requirements. To satisfy these requirements, WCS has opted to administer the state-approved Iowa standardized tests as an alternative to the state-issued tests for graduation. It's important to note that legislation regarding these requirements undergoes frequent changes, and the specific requirements vary based on the student's graduation year. For the most up-to-date information, we encourage you to visit the Ohio Department of Education (ODE) website.



**ACT/College Admission Tests:** During the spring of each school year, junior students at WCS will take the ACT, which will be provided by the school. Additionally, students have the option to take the ACT a second time during the fall of their senior year to improve their scores. However, any subsequent attempts beyond the first one will be at the expense of the student and their parents. Taking the test a second time to raise the score enhances the student's chances of receiving college scholarships and increasing their college admission prospects.

## **Transcripts**

Students that need to have a transcript sent to a particular college or scholarship agency should request these through the school office.

## **Weighting Factors for WCS Courses**

All WCS courses are calculated on a 4.0 scale for determining GPA. The exception is for honors and CCP or Dual Enrollment courses, as they will be weighted on a 4.5 scale and 5.0 scale, respectively.

# Graduation Information

## Graduation Credit Requirements

Students must earn a minimum total of 25 credits in the following subjects to graduate from Wayside Christian School:

WCS Graduation Requirements	
Courses Required	Credits Needed
English	4 (8 Semesters)
Math	4 (8 Semesters)
Science	3 (6 Semesters)
Social Studies	3 (6 Semesters)
Health & Physical Education	1 (4 Semesters)
Speech & Drama	1 (4 Semesters)
Fine Arts (Choir or Handbells)	1 (4 Semesters)
Bible*	4 (8 Semesters)
Electives**	4 (8 Semesters)

\*The Principal will work with students transferring to WCS without Bible coursework to earn only the number of Bible credits equal to the number of semesters attending WCS. A waiver of Bible credit requirements will reduce the total number of credits needed for graduation by the equivalent number of Bible credits waived.

\*\*Foreign language, Business, Career-Technical Education, Family and Consumer Science, English, Mathematics, Science, or Social Study courses not otherwise required. This could also include dual enrollment courses offered by certain universities. Please check with office to see what specific courses are available for electives.

## **Diploma Seal Requirements**

In addition to fulfilling credit requirements, Ohio law now includes new graduation requirements designed to assess students' competency and readiness as they progress toward their post-high school endeavors. These requirements provide students with the opportunity to demonstrate their proficiency in key areas and earn a series of diploma seals that highlight their academic, technical, and professional knowledge and skills. These seals also emphasize the development of social and emotional competencies, leadership abilities, and critical reasoning skills necessary for success beyond high school.

At WCS, starting with the class of 2026 and onwards, students must meet these new graduation requirements by earning a minimum of two seals, including one state seal and one local seal. There are multiple seals available for students to earn, each with its own set of general requirements. These seals and their requirements can be seen in Appendix B of this handbook.

## **CPR & AED Instruction Requirements**

As part of graduation requirements, all students at WCS are obligated to receive instruction in Cardiopulmonary Resuscitation (CPR) and the usage of an Automated External Defibrillator (AED) during or prior to their senior year.

To fulfill this requirement, WCS students will generally receive CPR and AED training as part of their mandatory health course. This ensures that students acquire the necessary skills and knowledge to respond effectively in emergency situations where CPR and AED usage may be required.

## **Physical Education Requirements**

WCS high school students have the option of meeting their physical education graduation requirement in one of two ways: First, a student may successfully pass the full year (2 semester) high school Fitness and Strength Physical Education course. Second, a student may participate in two full seasons of WCS interscholastic athletics between the 9<sup>th</sup>-12<sup>th</sup> grade.

## **Testing Requirements**

In order to receive a diploma, all seniors must meet the testing requirements. This can be accomplished by obtaining a competency score or higher in both English and Math on the Iowa Assessments. Alternatively, students may fulfill this requirement by achieving remediation-free scores in Mathematics (22 or higher), Reading (22 or higher), and English (18 or higher) on the ACT or Evidence-Based Reading and Writing (480 or higher) and Mathematics (530 or higher) on the SAT.

## **Graduation Policies**

Prior to registering for their senior year, students, with the guidance of the Principal, will carefully review their credits to ensure that all course and graduation requirements can be successfully met. This proactive step ensures that students are on track to fulfill their academic obligations.

If a senior is deficient in one course credit but is actively working towards removing that deficiency, they will still be permitted to participate in the graduation ceremony. However, if a student is deficient in more than one course credit, they will not be eligible to take part in the graduation ceremonies.

During the graduation ceremony, the students with the two highest overall GPA's of the graduating class will have the honor of delivering speeches. Additional student testimonies may be included at the discretion of the Principal. All student speeches must be submitted to the Principal prior to the commencement of graduation practice. It is important to note that the Principal reserves the right to edit or even reject any or all of the planned student speeches in order to maintain the appropriateness and integrity of the event.

## **Graduating With Academic Honors**

At Wayside Christian School, in order for a student to graduate with academic honors and be recognized as the Valedictorian or Salutatorian of their graduating class, they must achieve certain GPA requirements. Specifically, they need to maintain a minimum unweighted GPA of 3.5 or a weighted GPA of 4.00. These GPA thresholds serve as the criteria for receiving these honors and distinctions.

# Appendix A: Academic Awards

- 1. Scholarship:** Given to the student who has achieved the highest overall average for his/her grade level. A student must make honor roll to be eligible to receive this award.
- 2. High Honors:** Given to all students who achieved straight A's throughout all four quarters of the school year.
- 3. Honors:** Given to all students who achieved all A's and B's throughout all four quarters of the school year.
- 4. Honorable Mention:** Given to all students who achieved all A's and B's with no more than one C throughout all four quarters of the school year.
- 5. President's Education Award Program for Excellence:** Given to students in grades six (for 1st-6th grades), eight (for 7th-8th grades) and twelve (for 9th-12th grades) who have earned a grade average of A- or above through their current grade level and who have achieved 85 percentile or higher in math or reading on Standardized Achievement Tests.
- 6. "Top Scholar" Award:** Given to the student with the top overall grade in each subject area for each grade level. The student must have a "B" average or higher in the class to be eligible for this award.
- 7. Achievement Test Highest Score:** Given to the student at each grade level who achieved the highest overall score on the Iowa Standardized Achievement Tests.
- 8. American Christian Honors Society:** This award seeks to recognize academic excellence, good behavior, and positive Christian testimony. To receive this award a student must be in the 10th-12th grades and maintain a GPA above 3.0 while also meeting the criteria for good behavior and Christian testimony. Recipients of this award are nominated by school staff.
- 9. Christian Character Award:** While not an academic award, with this award, we desire to recognize and honor those who have displayed character qualities that would be consistent in a young person that is growing in godliness and Christlikeness. This award is voted on by the teachers and is presented to a young man or lady in each grade level who has shown a consistent Christian testimony, a concern for others, a tender heart, a willing spirit, ready to serve, and would be considered a spiritual leader among their peers.

# Appendix B: Graduation Seals

<b>State Seal</b>	<b>General Requirements</b>
<p>Military Enlistment Seal (State Seal)</p>	<p>Provide evidence that a student has enlisted in a branch of the US Armed Forces or participates in an approved JROTC for at least two school years.</p> <p>Provide a signed copy of the Department of Defense Form Enlistment/Reenlistments (DD Form 4) enlistment contract.</p>
<p>Citizenship Seal (State Seal)</p>	<p>Earn a final course grade or final exam grade that is equivalent to a "B" or higher in an American History course and an American Government Course.</p> <p style="text-align: center;">Or</p> <p>Earn a final course grade of a "B" or higher in a three-credit hour CCP/Dual Enrollment Course which includes the study of the history of the Americas, western civilization &amp; the history of the US or the American political system.</p>
<p>Seal of Biliteracy (State Seal)</p>	<p>This seal is not currently offered at Wayside Christian School.</p>
<p>College Ready Seal (State Seal)</p>	<p>Earn a score of 18 or higher on the ACT English, 22 or higher on ACT reading, and 22 or higher on ACT math.</p>
<p>Science Seal (State Seal)</p>	<p>Earn a final course grade or final exam grade that is equivalent to a "B" or higher in an Advanced Science course.</p> <p style="text-align: center;">Or</p> <p>Earn a final course grade of a "B" or higher in a three-credit hour CCP/Dual Enrollment Science Course.</p>

State Seal	General Requirements
Academic Honors Diploma Seal (State Seal)	<p>Students must meet all but one of the following criteria for the honors diploma (but must also meet the minimum state and local number of units required for graduation):</p> <p><b>Math</b> - 4 units; <b>Science</b> - 4 units, including 2 units of advanced science; <b>Social Studies</b> - 4 units; <b>Fine Arts</b> - 1 unit; <b>World Language</b> - 3 units of one language or 2 units each of two languages; <b>GPA</b> - 3.5 on a 4.0 scale; <b>ACT</b> - 27 or higher</p>
Civics and Social Sciences Honors Diploma Seal (State Seal)	<p>Students must meet all but one of the following criteria for the honors diploma (but must also meet the minimum state and local number of units required for graduation):</p> <p><b>Math</b> - 4 units; <b>Science</b> - 3 units, including 1 units of advanced science; <b>Social Studies</b> - 5 units; <b>Fine Arts</b> - 1 unit; <b>World Language</b> - 3 units of one language or 2 units each of two languages; <b>Electives</b> - 3 units with a focus in social sciences and/or civics; <b>GPA</b> - 3.5 on a 4.0 scale; <b>ACT</b> - 27 or higher; <b>Field Experience &amp; Portfolio</b> - Complete a field experience and document the experience in a portfolio specific to the student's area of focus.</p>
STEM Honors Diploma (State Seal)	<p>Students must meet all but one of the following criteria for the honors diploma (but must also meet the minimum state and local number of units required for graduation):</p> <p><b>Math</b> - 5 units; <b>Science</b> - 5 units, including 2 units of advanced science; <b>Social Studies</b> - 3 units; <b>Fine Arts</b> - 1 unit; <b>Electives</b> - 2 units with a focus in STEM; <b>GPA</b> - 3.5 on a 4.0 scale; <b>ACT</b> - 27 or higher; <b>Field Experience &amp; Portfolio</b> - Complete a field experience and document the experience in a portfolio specific to the student's area of focus.</p>

<b>Local Seal</b>	<b>General Requirements</b>
<p>Community Service Seal (Local Seal)</p>	<p>Complete 40 volunteer hours while enrolled in grades 9-12.</p> <p>Community services activities include volunteering for organizations like Salvation Army, Voice of Hope Pregnancy Center, etc. Other activities could include volunteering at church, community outreach, local and international missions trips, etc.</p> <p>Community service tracking form must be submitted for verification.</p>
<p>Student Engagement Seal (Local Seal)</p>	<p>Must participate in and complete 40 hours of two activities connected to WCS. These activities include the following:</p> <ul style="list-style-type: none"> <li>• Athletics</li> <li>• Robotics Club</li> <li>• Mentoring/Tutoring</li> <li>• Volunteering at WCS, i.e. custodial, fundraiser help, or other work</li> </ul> <p>Student engagement tracking form must be submitted for verification.</p>
<p>Fine &amp; Performing Arts Seal (Local Seal)</p>	<p>Earn 2 credit of fine arts</p> <p style="text-align: center;">And</p> <p>Earn one of the following:</p> <ul style="list-style-type: none"> <li>• Earn a third credit of fine arts</li> <li>• Participate in a school drama outside of the required drama class</li> <li>• Complete 40 hours of fine arts activities which could include participation at a local theater, an internship, non-WCS classes, etc.</li> </ul> <p>Fine &amp; Performing Arts tracking form must be submitted for verification.</p>







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