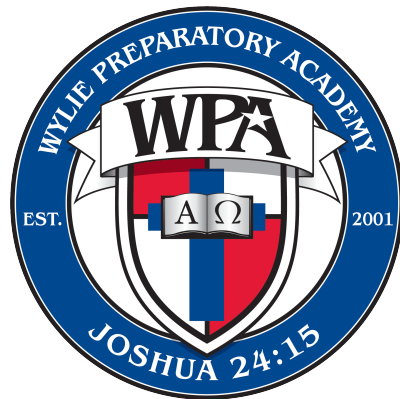


WYLIE PREPARATORY ACADEMY



Parent and Student Handbook

2018-2019

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THE CORNERSTONES OF OUR COMMUNITY

CORNERSTONE: TRUTH

Jesus said He came into the world to “testify to the truth” (John 18:37). He broke into this present evil age to point the way to truth and freedom. That is why He said, “I am the way, the truth and the life, no one comes to the Father except through me” (John 14:6). In the scriptures, truth is connected to freedom, character, hope, true worship and authentic love. Obeying Jesus’ teaching is the mark of all true disciples: “If you hold to my teaching,” He said, “you are really my disciples. Then you will know the truth and the truth will set you free” (John 14:31).

CORNERSTONE: VIRTUE

When students are put in touch with Truth, Virtue cannot be far behind. It is the transforming power of the Holy Spirit that cultivates virtue—God’s very own nature—into the hearts of our students until they own them for themselves. Becoming virtuous is becoming Christ-like: “Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love which binds them all together in perfect unity” (Colossians 3:12-14).

CORNERSTONE: FAMILY

Fortified by Truth and redeemed by Virtue, the Family reflects the very nature of God and serves as the bedrock of all civil society. Though fallen, the family can be restored. With God’s grace, Dads can become more affirming of their children and more loving toward their wives. With the Holy Spirit, Moms can learn to love and respect their husbands and provide warm, nurturing home environments for their children. Through revelation, repentance, and forgiveness Christian parents can successfully reach their common goal—to love their children with the love they themselves have received from God so that their children become whole, truth-centered, secure lovers of God and others.

CORNERSTONE: PURPOSE

We cannot achieve our purpose apart from community. We are all colorful and very beautiful puzzle pieces; no two are alike but each must interlock with others to fulfill the sovereign plan of God. We discover our purpose when certainty of our design and knowledge of our calling intersects with the release of God’s grace in His perfect timing. “For we are God’s workmanship (our design), created in Christ Jesus (God’s grace) to do good works (our calling) which God prepared in advance (God’s timing) for us to do” (Ephesians 2:10). Purpose completes a coherent and logical sequence of core values at Wylie Prep: **Truth** is our infallible guide, **Virtue** is our confident hope, **Family** is our first and eternal community, and **Purpose** is our divine mission in the world.

HISTORY AND CONCEPT

In the summer of 2000, a group of families met together to discuss the need for a new alternative in education. At that time, several of the families agreed to work together to start a new school that would meet the educational needs in our community. They envisioned a school where students are taught and disciplined in a caring Christian environment by a team of professional Christian educators and parents who value higher moral and academic standards.

Through prayer and research, an educational model, called the University-Model® School (UM), was found. This model was being used at Grace Preparatory Academy (GPA) in Arlington, Texas, which opened its doors in 1992. After much prayer and consideration, and the willingness of GPA to share their wealth of information, the decision was made to open the doors of Wylie Preparatory Academy in the fall of 2001. Since that time, the continued interest in University Model® schooling necessitated the creation of University-Model® Schools International (UMSI). This association was organized to help network, resource, and serve the growing number of schools. There are currently over 80 University-Model® Schools across the country.

Wylie Prep is a concrete expression of this new educational model, University-Model® Schooling, in which two proven elements of educational success – the professional instruction of a classroom teacher and the one-on-one instruction and/or guidance of each student's parent – are combined in a single, unified, college-simulated program. Other proven elements, which are part of this school's programming, include low student/teacher ratios, hands-on learning, a strong work ethic for students, effective curriculum, and local school operation and management. The school serves elementary, middle school, and high school academic needs as well as providing extra-curricular opportunities. Wylie Preparatory Academy started in 2001 with grades 1 – 6, adding one level per year to establish a fully developed program of grades 1 – 12 in the fall of 2007. The addition of kindergarten in the fall of 2011 gave Wylie Preparatory Academy a full program serving grades K – 12.

Wylie Preparatory Academy demonstrates that it is indeed possible for both parents and teachers to effectively work together for the common goal of providing God's children with a quality education. Wylie Preparatory Academy is recognized as a Foundational Charter School through UMSI. This title is given to those University-Model® schools who received their certification status during the first, or foundational, year of the UMSI certification process. Wylie Preparatory Academy was awarded SACS CASI accreditation through the AdvancED accrediting agency in June 2010 and reaccredited June 2015.

VISION STATEMENT

Developing Christian Character through Excellence in Education.

MISSION STATEMENT

Wylie Preparatory Academy is a college preparatory school that partners with families to provide a Christian-based academic and social experience, developing servant leaders with strong Christian character and the skills needed to answer God's call.

STATEMENT OF FAITH

This Statement of Faith does not exhaust the extent of Wylie Preparatory Academy's beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. In regards to faith, doctrine, practice, policy and discipline, the Board of Trustees is Wylie Preparatory Academy's final interpretive authority on the Bible's meaning and application.

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God and the basis for our sincerely held beliefs (2 Timothy 3:15; 2 Peter 1:21).
2. We believe there is only one God, eternally existent in three persons—Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).
6. We believe God wonderfully and immutably creates each person as male (man) or female (woman). These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27).
7. We believe that since each person is made in the image of God, every person has value, and must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31).
8. We believe all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions. We are therefore called to defend, protect, and value all human life (Psalms 139).
9. We believe in the biblical definition of marriage as the uniting of one man and one woman in a single, exclusive union for life (Genesis 2:18-25) and that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that any form of sexual immorality, as Biblically defined, is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).
10. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
11. We believe that God offers redemption and restoration to all who confess and forsake their sin, by seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).
12. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
13. We believe that all followers of Christ are under the mandate of Jesus Christ to proclaim the Gospel to the world (Matthew 28:19).

NON-DENOMINATIONAL POSITION

This ministry's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. Wylie Preparatory Academy does not promote or endorse any particular denomination. It is our desire to maintain this position and to do so in all fairness to each family. There shall be no attempt made by parents, students, staff, or school board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance: church-government authority, time and mode of baptism, security of the believer, timing of future events, the baptism of the Holy Spirit, sinless perfection and gifts of the Spirit. In the event secondary doctrine is brought up, students will be referred back to the family and church for final authority. Additionally, we will require respectful dialogue when subjects naturally arise pertaining to denominational doctrine, recognizing God's inspired Word as our standard for truth.

GUIDING PRINCIPLES AND OBJECTIVES

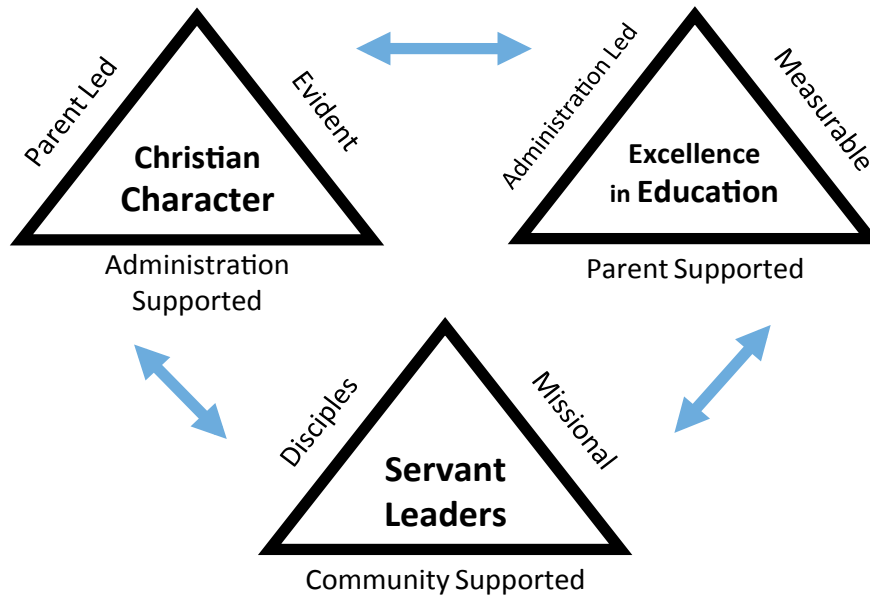
LOVE AND GLORIFY GOD

Love and Glorify God as He is revealed in the Holy Bible. "Jesus replied: 'Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment" (Matt. 22:37-38). "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Col. 3:17). "So whether you eat or drink or whatever you do, do it all for the glory of God" (1 Cor. 10:31). The Holy Bible is our standard of truth and final authority for faith and practice in all matters relating to this ministry. Our chief aim is to love and glorify God through everything we do (1 Pet. 4:11).

RELATED OBJECTIVES

1. We will seek to delight ourselves in the Lord and celebrate His greatness regardless of our circumstances.
2. We will seek a daily, close, loving, and obedient relationship with our Lord Jesus Christ.
3. We will aspire through all aspects of this ministry's operations, activities, and policies to be in constant, joyful, and whole-hearted submission to God's purpose and will as revealed in the Holy Bible.
4. We will consistently acknowledge, in word and deed, the Holy Bible as our standard of truth and final authority for faith and practice.
5. We will challenge our staff, students and their families to love God by becoming progressively more knowledgeable of and obedient to His will as revealed in the Bible.
6. We will challenge our staff, students, and their families to be continuously aware of their Christian witness in all walks of life including competitive and social events, school meetings, and on social media.
7. We will strive to honor the Lord as humble servants, being strict with ourselves while compassionate with others, as we seek to strengthen and encourage our brothers and sisters in Christ.

THE STANDARD OF A WYLIE PREP EDUCATION



SCHOOL HOURS

Grade	Start Time	End Time
High school.....	8:00	last class.....3:35
Jr. High	8:00	last class.....3:35
1 st -6 th	8:20	last class.....3:50
Kindergarten.....	8:20	last class.....11:25
Kindergarten Extended Day.....		1:50

SCHOOL CALENDAR



WYLIE PREPARATORY ACADEMY 2018-2019 School Calendar

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S						
			1	2	3	4						1		1	2	3	4	5	6				1	2	3							1								
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8						
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15						
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22						
26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29											
							30																				30	31												
11: New Family Orientation 13: Teacher In-Service 14-16: Partners' Week 14: K-6th Patriot Dads 16: 7th-12th Patriot Dads 17: K-12th Back-to-School Night 20: First Day Fall Semester 24: Patriot Dads Grill 'N Chill 27: K-6th Co-teacher Training							3: Labor Day Holiday 10: 7th-12th Co-Teacher Training 20: North Texas Giving Day 28: Homecoming Football Game 29: 9th-12th Homecoming Dance							1: First Progress Report 8: Columbus Day Holiday 10 & 11: Scholastic Book Fair 17: 11th PSAT 29: Grandparents' Day 29: K-6th Open House/K-12 Art Show							12: Second Progress Report 19-23: Thanksgiving Break							7-9: 9th-12th Pine Cove Retreat 14, 17, & 18: 9th-12th Final Exams 14: K-8th Last Day Fall Semester 18: 9th-12th Last Day Fall Semester 19-Jan 8: Christmas Break												
JANUARY							FEBRUARY							MARCH							APRIL							MAY												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S						
			1	2	3	4	5						1	2						1	2				1	2	3	4	5	6							1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11						
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18						
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25						
27	28	29	30	31	24	25	26	27	28	24	25	26	27	28	29	30	31	28	29	30	26	27	28	29	30	31														
9: First Day of Spring Semester 21: MLK Holiday 28: Freshman Orientation							2: Pre-K-8th Daddy Daughter Dance 18: Presidents'/Make-up Day 18: First Progress Report 26: Town Hall Meeting							11-15: Spring Break							6: Jr./Sr. Prom 8: Second Progress Report 8, 10, 12: Teacher/Staff Appreciation 12: Patriot Dads Golf Classic 15 & 17: K-7th Stanford Testing 17: 8th-10th PSAT 19-22: Easter Break							3: Patriot Dads Grill 'N Chill 10, 13, & 15: 9th-12th Final Exams 14: Kindergarten Graduation 15: K-6th Field Day/Family Picnic 15: 7th-8th Year End Celebration 15: Last Day Fall Semester 16: Senior Breakfast 17: Teacher In-Service 18: Senior Graduation 27: July 5 School closed July 8: School office opens												

- School Day
- Progress Report Day
- Required Meeting
- Grade Level Tradition
- Teacher In-Service
- Holiday - No School
- Testing/Final Exams
- Family Event
- Student Life Event

PARTNERSHIP REQUIREMENTS

(These requirements are read and signed at registration)

Character and Academic Partnership

Wylie Preparatory Academy affirms that parents have primary responsibility for the education of their children. As parents, we acknowledge responsibility for our children's behavior at school and for their academic supervision and accountability at home. As the parent/co-teacher, we understand that by enrolling one or more of our children in Wylie Prep, we are agreeing to become familiar with and consult the policies of the school prior to making decisions affecting our family's relationship with Wylie Preparatory Academy. These policies, including the Student Code of Conduct, are published in the current handbook and in other office means of communication. As partners, we agree to support the school in the enforcement of these policies. We further agree that should difficulties arise from our failure to consult published school policies, we will accept full responsibility for the results of our decisions. Additionally, we agree to attend the required parent meetings: Partners' Week, Co-Teacher Training, Town Hall, and New Family Orientation (if applicable) to better equip us in our partnership roles with Wylie Prep.

Service Partnership

Wylie Preparatory Academy is dependent upon partnership with our families to fill many needs which would otherwise require paid employees. This partnership assists in keeping the cost of tuition affordable for all families that God might lead to Wylie Prep. We understand that this requires participation of 16 hours each year in Parent Partnership service. We agree to pray about our role and then be faithful to fulfill our commitments. We understand that the jobs we agree to perform are our responsibility. If unable to fulfill them, we agree to make every effort to notify the school, help secure a substitute and reschedule the hours missed. If the preceding responsibilities are not met, we understand this may result in a conference with the administration and may affect re-enrollment or participation in the graduation ceremony.

Financial Partnership

We have read the financial policy and understand the fee structure established for adherence. We understand that the registration fee must be paid at the time of registration and is non-refundable. We further understand that 50% of tuition is due June 1st, the remaining 50% is due November 1st, and the tuition which is due is non-refundable. We acknowledge that we have reviewed the policy as it pertains to dropping a class or withdrawing from the school and that our financial responsibility remains in effect until the remainder of the school year, or until a Schedule Change Form or Withdrawal Form has been processed. We have calculated the anticipated cost of attending Wylie Prep, analyzed our family budget, and acknowledge our responsibility to meet this financial commitment in a timely manner according to school policy. We agree to pay tuition according to the schedule as set out in these policies.

REQUIRED MEETINGS FOR PARTNERS

Veteran Parents:

- Required:
 - Partners' Week
 - Co-Teacher Training
 - Town Hall
- Recommended: Monthly Coffee Shop

New Parents:

- Required:
 - New Family Orientation
 - Partners' Week
 - Co-Teacher Training
 - Town Hall
- Recommended: Monthly Coffee Shop

Meeting Information:

- Partners' Week (required - main co-teacher) – six hours, fall semester
- Co-Teacher Training Lower School (required - main co-teacher) – fall semester
- Co-Teacher Training Upper School (required - main-co-teacher) – fall semester
- Town Hall (required - both parents) – spring semester
- New Family Orientation (required - main co-teacher) – fall or spring semester

CONFLICT RESOLUTION

Scripture gives us a very detailed manner in which to handle conflict with our Christian brothers and sisters.

It is our desire to follow scripture in the resolution of conflict between any parties. When in conflict, please refrain from discussing issues with other parents or students or posting concerns on social media. Only discuss concerns with the parties directly involved (Matthew 18:15). If the issue cannot be resolved satisfactorily, the parent or student should talk with the appropriate department head, then the dean of the department, and finally, the Head of School.

Scriptures to read and remember when considering how you are going to handle conflict:

Proverbs 6:16-19 –

16 There are six things the Lord hates, seven that are detestable to Him: 17 haughty eyes, a lying tongue, hands that shed innocent blood, 18 a heart that devises wicked schemes, feet that are quick to rush into evil, 19 a false witness who pours out lies and a man who stirs up dissension among brothers.

Proverbs 17:14 –

14 Starting a quarrel is like breaching a dam; so drop the matter before a dispute breaks out.

Proverbs 20:3 –

3 It is to a man's honor to avoid strife, but every fool is quick to quarrel.

Matthew 5:23-24 –

23 Therefore, if you are offering your gift at the altar and there remember that your brother has something against you, 24 leave your gift there in front of the altar. First go and be reconciled to your brother; then come and offer your gift.

Matthew 18:15-17 –

15 If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. 16 But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. 17 If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.

Ephesians 4:1-3 –

1 As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. 2 Be completely humble and gentle; be patient bearing with one another in love. 3 Make every effort to keep the unity of the Spirit through the bond of peace.

1 Peter 5:5-7 –

5 Young men, in the same way be submissive to those who are older. All of you, clothe yourselves with humility toward one another, because, "God opposes the proud but gives grace to the humble." 6 Humble yourselves, therefore, under God's mighty hand, that he may lift you up in due time. 7 Cast all your anxiety on him because he cares for you.

When you experience conflicts:

- If possible, wait 24 hours before responding by email or phone. It is important to try to view things from others point of view.
- Glorify God by trusting, obeying and imitating Him
- Serve other people by helping to bear their burdens or by confronting them in love
- Grow to be like Christ by confessing sin and turning from attitudes that promote conflict.

SAFETY

Wylie Prep makes every effort to keep your student safe while on campus. There is a Safety Team comprised of current law enforcement partners and staff.

Attendance/Tardy

Taken in each class to know that all students are accounted for in each period.

Student Drivers

All student drivers need to register in the front office each year. Special attention will be made to ensure they have made it to campus safely each day.

Raptor Sign-In System

All visitors on campus will need to come to the front office, present a current, valid driver's license before any activity is allowed on campus. This includes parents, grandparents, sales people or construction workers.

Open Campus for Seniors

Seniors are given a special privilege to be allowed to leave campus for lunch. Prior to this any senior who drives will need to have the "Leave Campus Form" completed and signed by the parent BEFORE they are allowed to leave. Seniors are required to sign-out when leaving campus and sign-in upon return to campus. This privilege can be revoked if the student returns from lunch late after three times or does not sign-in/out.

Emergency Drill Schedule

Each month one type of Emergency Drill will be held during various hours of the day to ensure teachers, staff and students are aware of what to do in the case of an emergency. We record each drill event and determine needed improvements. Please talk with your student about taking these drills seriously and not to be afraid.

CPR/AED

Multiple staff members are trained in CPR and how to use the AED. An AED is located in the Main Administration Building and in Building 15. The AED follows a scheduled maintenance program to make sure it is kept up to date.

COMMUNICATION

Communication is the key to any partnership. Wylie Prep wants to make sure you are aware and comfortable with all activities and events at school. Every effort will be made to keep you informed of all activities and events.

Website – www.wylieprep.com

The Patriot Post – The Wylie Prep school newspaper is the main avenue to keep partners informed of school events and information. The Post is emailed each week to all partners. This information should be shared with all family members.

ClassReach – Wylie Prep's online management system for all educational information is ClassReach. Assignment sheets, communication with teachers and co-teachers, attendance, report cards, etc. are provided in ClassReach.

Email – Email will be sent in special circumstances to provide more details, information for a specific age group or more timely information is needed to communicate with our stakeholders.

Emergency – In the case of school closings due to weather or any other emergency, partners will be contacted through email, twitter, Facebook, ClassReach, Remind, and the Wylie Prep website.

Social Media – There is a general Wylie Prep co-teacher Facebook group that any parent can request to be a part of as well as grade-level Facebook groups that allow parents to communicate with one another. As with any social media be aware it is not always secure. Please be encouraging and courteous when using social media.

questions@wylieprep.com - This email can be used by any Wylie Prep stakeholder to ask questions or voice concerns. One administrator will monitor this email weekly. Response should be within 24-48 hours during the week and on Monday after a weekend. Responses will not be sent on weekends.

PARENT EXPECTATIONS

Both parental involvement and student cooperation is essential for Wylie Prep to successfully fulfill its mission. Therefore, as a condition of acceptance into Wylie Prep, parents and student must fulfill the following requirements to help facilitate those students appropriately suited for a UM School format:

- Parents must be willing to sign and be in agreement with Wylie Prep’s “Statement of Parent Responsibility” including attending required meetings.
- Parents must review and be willing to abide by and supervise their child’s compliance with the “Student Code of Conduct”, “Dress Code Policy” and “Cell Phone Policy” as well as all other student policies.
- Parents must be in agreement with Wylie Prep’s Mission Statement, Statement of Faith, and Non-denominational Position.
- Parents must be active in a Christian church that is in keeping with Wylie Prep’s Statement of Faith
- Parents must be in agreement with and supportive of Wylie Prep’s procedures for handling student discipline, as well as accepting the primary responsibility for their children’s behavior at school.
- Parents are responsible for providing regular structure for completing home assignments, checking assignment sheets, monitoring the student’s completion of these assignments and helping the student with direct instruction as needed.
- Parents must be committed to the parental responsibility in discussing matters of belief, morality, and Christian values as they arise in relation to the content of the course.
- Parents must actively participate in the school community as listed:
 - Attend necessary and required meetings
 - Participate in the Parent Partnership program by completing a minimum of 16 service hours per year.
- Parents must be willing to use a Christian Conciliation Service to settle any disputes and follow Wylie Prep’s Conflict Resolution procedures.

STUDENT EXPECTATIONS

- Students must be active in a Christian church that is in keeping with Wylie Prep's Statement of Faith
- Students must be willing to abide by the Student Code of Conduct, the Dress Code Policy, Cell Phone Policy and all other school rules and regulations
- Students must be willing to promptly communicate with their parents regarding assignments, grades, classroom instruction, co-curricular activities, extra-curricular activities, and other academy related items.
- Students will show respect to adults at all times: Mr., Mrs., Miss or Coach for addressing adults; "yes/no sir/ma'am"; opening doors, carrying loads, etc.
- Students will treat each other with respect, kindness and compassion in a God honoring manner
- Students will come to class on time and be prepared for learning
- Students will honor their parent as primary instructors/co-teachers as their classroom instructors.

ADMISSIONS

Parent Criteria

- Both parents are Christians
- Both parents are members and active in a local church
- Able to sign the Statement of Faith
- Understand their responsibility to volunteer and be active in their child's education
- One parent able to be primary co-teacher
- Attend required parent meetings each year
- Provide School records for students, copy of birth certificate and current shot records
- Require all parents and/or co-teachers to be present at interview including stepparents
- All adults responsible for the child's education are required to go through the admissions process
- All adults responsible for the child's education are required to give current address and phone number

Student Criteria

- Students are on academic grade level
- No serious behavioral concerns from previous school
- No visible tattoos or piercings
- Students are not allowed to practice, participate or attend any clubs, athletic events, fine arts, etc. before receiving their acceptance letter.

REGISTRATION

Parent Requirements

- One parent must attend a Patriot Preview Information Meeting
- Complete online application
- Provide name and address of references
- Sign up on line for academic testing
- Sign up on line for family interview
- Provide all required student records

FINANCIAL POLICIES

FINANCIAL COMMITMENT

As a private school, Wylie Prep is funded through tuition fees, contributions, and fundraising. As a partner of Wylie Prep you are making a financial commitment to its future. Please read the following policies carefully. All fees assessed are to be considered a financial obligation which is due to the school according to the established financial policies outlined. Student records, including report cards, will be held until all financial obligations are paid in full. If there is an overdue balance, students are not permitted to add additional classes, re-register, receive transcripts, or graduate from Wylie Prep. Also, students may be prohibited from attending classes until the balance is current.

FINANCIAL STANDING

A family in **Good Financial Standing** is defined as follows:

- Financial account is current
- No more than 3 delinquent payments in a school year
- Timely communication regarding financial challenges

If a family fails to meet their financial obligations within thirty (30) days of any due date and fails to arrange an alternate payment plan in writing with the Financial Director, registration for the subsequent semester may be prohibited. Families who have failed to meet their financial obligations within sixty (60) days will result in the student(s) being placed on suspension. Additionally, the monthly payment privilege may be suspended.

TUITION

Tuition is due in full for the Fall Semester June 1st and for the Spring Semester November 1st. Tuition that is due is non-refundable. Wylie Prep extends the courtesy of paying tuition in ten equal monthly installments through FACTS beginning June 1st and ending March 1st. Tuition may also be paid in full at the time of registration. Monthly payments will not be accepted at the school campus.

TUITION DUE DATES AND AMOUNTS DUE

Date	Percent of Annual Tuition Due
June 1 st	50%
November 1 st	50%

Registration after May 31st requires payment of registration fee(s) and tuition payment(s), up to and including the month of registration. The remaining tuition will be paid in equal installments over the remaining months, with the last payment due March 1st.

ATHLETICS TUITION

Each sport is individually assessed an athletic fee which covers all sports participation. All policies pertaining to the payment of tuition apply. No refunds, partial or otherwise, will be given to students temporarily barred from participation due to academic or disciplinary problems. No refunds, partial or otherwise may be given for missed practices and/or games due to weather related cancellations. Parents should expect additional expenses for extra equipment or practice clothes, student travel expenses, etc. (Appendix/Athletic Fees).

SCHEDULE CHANGE POLICY

A student's schedule may only be changed by the parent(s) or guardian(s) who signed the Registration Agreement and the Statement of Financial Responsibility paperwork at registration. Changes to a student's schedule can be made before June 1st for the Fall Semester and during the schedule change period in October for the Spring Semester. Changes made outside of the schedule change periods are subject to a schedule change fee. A Schedule Change Form must be submitted through ClassReach before the schedule change is effective. Full credit will be applied if a student is being transferred from one class of equal value to another or if a change is initiated by the school. Tuition will not be refunded for a class that is dropped from a schedule without another class of equal value being added in its place.

Staff and teachers of Wylie Prep are extended the option to finalize their students' schedules by the second week of school during the fall semester without a schedule change fee.

FINANCIAL POLICY FOR CHANGING COURSES OUTSIDE OF THE SCHEDULE CHANGE PERIODS

Transferring out of a...	Into a...
Class <i>No refund</i>	Study Hall <i>Enroll in study hall but no charge</i>
Study Hall <i>No refund</i>	Class <i>Charge for difference</i>
Class <i>No refund</i>	Class <i>Pay difference in class if higher price</i>

WITHDRAWALS

All tuition and fees at Wylie Prep are based on an estimated cost for providing educational and athletic services to all enrolled students. Wylie Prep reserves a place for the student(s), employs faculty, administrative staff and coaches in accordance with the number of students enrolled and must honor those staff contracts whether or not a student withdraws from one or all enrolled courses at Wylie Prep. By signing and returning the Registration Agreement and Statement of Financial Responsibility, the parent/guardian pledges to pay the costs that Wylie Prep incurs in the education of their student. Withdrawing from Wylie Prep does not absolve the parent/guardian from this financial commitment.

Full withdrawal from Wylie Prep can only be initiated by the parent(s) or guardian(s) that signed the financial agreement paperwork at registration. If a family finds it necessary to withdraw a student, a Schedule Change Form must be submitted through ClassReach withdrawing from all courses to the Registrar as soon as possible. The registrar will determine the effective date based on the receipt of completed Withdrawal Form. A per student withdrawal fee will be assessed.

Withdrawing families who make monthly payments through FACTS Management Company will be required to continue their tuition payments and incidental bill payments through FACTS until their financial commitment is satisfied.

Withdrawing families who have paid in full at registration will receive a refund of the portion of tuition that is not currently due (please see above table for non-refundable percentages).

Refund on tuition that is non-refundable may be considered for extenuating circumstances only. A written appeal for refund can be submitted to the Finance Committee. A response will be made within thirty (30) days of receipt of the appeal.

Transcripts, report cards, and diplomas will not be released until the family account is in good financial standing.

FACTS

Wylie Prep partners with FACTS Management Company for the collection of tuition and incidental billing and to assess financial aid. Families who pay tuition in monthly installments and/or make on campus purchases must pay through FACTS Management Company. It is the responsibility of the family to track invoices, monthly payments, and amounts due. The Financial Office will not issue payment reminders. All incurred monthly incidental charges for on campus purchases and field trips must be paid in full the month they are due. The privilege to charge for on-campus purchases will be suspended if monthly charges are not paid in full when due.

DISCOUNTS

Tuition discounts are offered to families with multiple children, families in full or part-time ministry, and to staff members with currently enrolled students.

Multi-Student Discount

A tuition discount is offered at the time of initial registration for the second, third and subsequent student(s) in a family. The student order (first, second, third, etc.) is determined based on the highest to lowest tuition amounts for each student. Discounts do not apply for any classes added to a student's schedule after the initial registration is processed.

Ministry / Military Discount

A tuition discount is available for all families in full or part-time ministry or in active military. The discount amount will be determined by the Finance Committee and will be no more than a 30% reduction in the total cost of tuition. The discount does not apply to registration fees, curriculum, uniforms, or other fees that may be assessed throughout the school year. An applicant must follow the Ministry Discount application process to be considered.

Staff Discount

A tuition discount is available for staff members with currently enrolled students. The discount will be given after the employment contract is finalized.

FEEES

Application Fee

A one time, per student application fee is due at the time the application is submitted. This administrative fee is non-refundable and covers application processing and the first placement tests for Math and Language Arts. The fee is valid for one year from the date of receipt. If a student leaves the school and returns, the fee will be assessed again. Families applying with multiple students in the same school year will pay a maximum fee for three (3) students. (Appendix/Tuition and Fees)

Campus Security Fee

This is a non-refundable fee charged for each student that covers campus security. This fee can be paid over 10 months. (Appendix/Tuition and Fees)

Graduation Fee

Seniors planning to participate in Wylie Prep's graduation ceremony will be charged a non-refundable, non-transferrable graduation fee to cover expenses related to graduation. The graduation fee is due at registration and may be combined with the monthly tuition payment. (Appendix/Tuition and Fees)

Late Payment Fee

Payments received more than 15 days late are subject to a late fee. (Appendix/Tuition and Fees)

Placement Re-Testing Fees

A fee will be assessed for all students needing to retake placement tests for any reason. These non-refundable, per student, per test fees are due at the time of testing.

Registration Fee

An annual, per student registration fee is due at the time of registration. Once a student has registered, this fee is non-refundable, unless the student does not receive any of their requested classes. (Appendix/Tuition and Fees)

Replacement Badge

A fee will be assessed to any family needing a replacement student badge and/or lanyard.

Returned Payment fee

A charge will be assessed to a family's account for all payments returned for any reason. (Appendix/Tuition and Fees)

Schedule Change Fee

Changes to a student's schedule after the initial registration process will result in a per form administrative fee, regardless of the number of changes requested. A separate schedule change form must be submitted through ClassReach for each student. This fee does not apply to scheduling changes initiated by the school. (Appendix/Tuition and Fees)

Student Life Fee

This is a non-refundable fee charged for each student that covers select student activities and house membership fees. This fee is rolled into the registration fee. (Appendix/Tuition and Fees)

Transcripts

Transcripts are available upon request for families and alumni in good financial standing.

Transfer Credit Fee

A fee will be assessed for all transfer credits and dual credits. (Appendix/Tuition and Fees)

FINANCIAL ASSISTANCE

The application for financial assistance, and ministry or military discounts is a two-step process. The first step is an internal Wylie Prep application; the second step is a third-party application through FACTS Management Company to help further determine the financial needs of each family. Financial assistance applications are due by April 15th for the following school year. Families must complete the registration process to be considered for Financial Assistance.

Families applying for financial assistance must be in good academic, financial, and character standing and maintain that standing while on Financial Assistance. In addition, students must consistently honor and respect school policies.

Wylie Prep applications are available in the Financial Office and should be returned to the Financial Director for processing. Consideration and approval for financial assistance is granted on a per school year basis by the Finance Committee.

Financial assistance is not available for new families and is limited to two (2) consecutive years for existing families. Exceptions will be considered by the Finance Committee on a case-by-case basis.

REQUIRED STATEMENT OF FINANCIAL RESPONSIBILITY

The following statement appears on each year's Registration Agreement. This statement must be signed by both parents/legal guardians and returned at registration.

We understand that registration fees must be paid at the time of registration and is non-refundable. We further understand that 50% of annual tuition listed above is due June 1st, the remaining 50% is due November 1st, and that tuition is non-refundable on the date in which it becomes due. We acknowledge that we have reviewed the policy as it pertains to dropping a class or withdrawing from the school and that our financial responsibility remains in effect until the remainder of the school year, or until a Schedule Change Form or Withdrawal Form has been processed according to the above described refund rate. We acknowledge that the tuition listed above is our financial obligation to Wylie Prep and agree to pay the tuition according to the schedule as set out in the Wylie Prep financial policies.

ACADEMIC POLICIES

ACADEMIC DEPARTMENT PURPOSE STATEMENT

The purpose of the Academic Program is to fulfill the mission of Wylie Preparatory Academy by providing quality, biblically-integrated instruction in every course and grade level; developing God-honoring relationships among our students, co-teachers, teachers, and staff members; providing on-going professional development for classroom teachers; supporting and training our partners in their co-teaching responsibilities; and providing academic opportunities for students to develop and refine their God-given abilities.

CO-TEACHER ROLES

The role of the co-teacher in the academic program of Wylie Preparatory Academy is vital. In order for the partnership between home and school to be fully functional, the following responsibilities are fulfilled by co-teachers.

- Teacher in the satellite classroom
- Guide for dependent study
- Guide for independent study
- Course monitor
- Project assistant
- Resource provider
- Motivator and cheerleader

Kindergarten-5th Grade

Responsibilities are shared between the classroom teacher and the co-teacher at home. The classroom teacher provides detailed plans, and the co-teacher assists the student at home and instructs as needed.

6th-9th Grade

During these grades, the co-teacher begins to transition to the role of a guide for the student's dependent study. When this transition takes place depends upon the individual student's level of maturity and responsibility. Co-teachers and classroom teachers must communicate effectively and work together to ensure that this transition takes place smoothly. Co-teachers at this level serve as guides for their students' dependent study. The students remain at a dependent age where disciplined study habits and time management skills must be developed, not by parental force, but through positive encouragement and through the student's growing awareness of personal consequences. In order for the student to be successful, the classroom teacher is dependent upon the co-teacher to make certain that the student keeps up with the course assignments and communicates with the teacher if difficulties arise.

10th-12th Grade

Most academic courses at the 10th, 11th, and 12th grade levels require co-teachers to be a guide for the students' independent study. Here, the parents have the opportunity to supervise the progress of their students' independent schoolwork and provide any additional guidance they may need before entering college. Courses offered at this level will mimic that of a college course where independent study and research skills, time management skills, a strong work ethic, and self-discipline are essential.

Private Tutor (as needed)

Several academic courses, especially at the upper grade levels, cover subject matter that is unfamiliar to many parents and may require private tutoring from someone other than the co-teacher. Students in these courses are successful because each has one or both parents at home who are willing and ready to assist as needed. Co-teachers receive printed instructions from the classroom teacher on a regular basis outlining homework assignments, follow-up study over covered material, and preparation/review needed for the next class. At this level, the need for a tutor will vary among students and subjects. In some cases, private tutoring by someone other than the co-teacher may be necessary.

CO-TEACHER RESOURCES

Co-teachers are welcome to purchase teachers' editions and/or answer keys for courses as needed to equip them for co-teaching. These resources should only be used by co-teachers, not students.

CO-TEACHER TRAINING REQUIREMENTS

Co-teachers are required to participate in at least one training workshop provided for parents by Wylie Preparatory Academy per semester in order to maintain eligibility for re-enrollment.

ATTENDANCE REQUIREMENTS

Students must regularly attend classes in order to successfully complete a course. This means that they may not be absent (EXCUSED OR UNEXCUSED) more than four times during a semester for a course meeting twice a week or six times during a semester for a course meeting three times a week. Students failing to meet these attendance requirements will not be recognized as having completed the course (i.e., they will be given a grade of incomplete, and in the case of credit-bearing high school courses, denied credit for the course). In most cases, a failure to successfully complete a course because of excessive absences will also prevent a student from being able to register for the next course in the sequence.

An exception to this requirement may be granted by the Head of School when a student has been unable to meet the attendance requirements of the course or courses in which he or she is properly enrolled due to circumstances beyond the family's control (such as an extended illness), provided that the student has, in the judgment of the instructor AND DEAN overseeing his or her work, achieved minimum mastery of the course content, as defined by the relevant school and curriculum policies and standards. Any cases in which the Head of School is in doubt concerning the appropriateness of granting a variance to this policy will be referred to the Academic Advisory Committee for consideration.

Course instructors are required to update attendance records on the school communication portal each school day.

ABSENCE DESIGNATION AND MAKE-UP WORK

Only those absences due to circumstances beyond the immediate control of the student or his/her parents (sudden illness, family illness/death, or personal/family crisis situation) will be considered EXCUSED. The school office must be notified within 24 hours of a student's absence in order to be excused. School administration may, at its discretion, require a note from parents and /relevant professionals explaining the reason for a student's absence before designating the absence as excused.

Absences due to anything other than those mentioned above will be considered UNEXCUSED. Students will not receive a grade/credit for in-class assignments missed due to an unexcused absence. However, students are responsible for all content missed in order to be prepared for future learning and/or assessments.

Due to the condensed teaching time in a University-Model® school, voluntary student absences are strongly discouraged. Pre-planned student absences must be submitted to the Upper or Lower School Dean for approval via email a minimum of two weeks prior to the absence. The Dean will consider the following criteria before excusing the absence: the student's attendance record, academic standing, and discipline record. If the planned absence is approved, the parent must notify individual instructors at least one week prior to the absence in order for the student to receive grades for missed assignments. Instructors are not required to provide future assignments to accommodate planned absences.

Regardless of the nature of the absence, students have one day upon returning to school for every day absent to submit all missed assignments unless otherwise specified by the instructor. Families are responsible for obtaining missed assignments, returning the assignments by the designated time, and coordinating with individual teachers to make up missed quizzes, tests, and labs. It is the responsibility of the parent, not the instructor, to ensure the student has learned the content missed due to absence. Credit/grades will only be given to assignments missed due to excused absences.

TARDY POLICY

In general, a tardy will be treated as a discipline issue. In order to be excused, notification must be provided by a parent, guardian or a school staff member. Only situations beyond the immediate control of the student or his or her parents or guardians will normally be considered excused. Three (3) tardies (excused or unexcused) in one semester will result in an unexcused absence for that course, which will count toward the maximum number of absences allowed per semester. Missing more than one half of any class period is considered an absence, not a tardy.

ASSEMBLY ATTENDANCE

All students who are on campus during second period must attend scheduled assembly and meetings times, including but not limited to chapel.

STUDENT/TEACHER RATIO LIMITS

The following student/teacher ratios are to be used as limits for standard core classes during each semester's registration. These ratios can differ for non-core classes, and exceptions to these ratios can be temporarily granted by the Head of School. Any course with five or fewer students enrolled may not be considered viable and may be cancelled.

- Primary Grades K-2: 14 Students / 1 Teacher
- Elementary Grades 3-6: 16 Students / 1 Teacher
- Junior High Grades 7-8: 18 Students / 1 Teacher
- High School Grades 9-12: 20 Students / 1 Teacher

PLACEMENT TESTING

All students (1st – 12th grades) entering Wylie Preparatory Academy are required to take placement testing prior to enrollment. While placement testing is not the only factor considered for admittance into Wylie Preparatory Academy, it will be used to help determine academic placement. Failure to demonstrate readiness on placement testing may result in enrollment in one or more courses being denied or a conditional placement. Students entering kindergarten will not be required to test. Currently enrolled students of Wylie Preparatory Academy who were not enrolled in a course within a specific academic department in the previous semester will be required to complete the placement test to demonstrate mastery for the desired course prior to registration.

PLACEMENT

All students will be placed in the courses best suited to their abilities based on academic data and developmental readiness. A student may not be placed in a course more than one grade level ahead or behind his/her assigned grade level. The Head of School may grant an exception on a case by case as deemed appropriate based on the student's achievement data and developmental readiness. Students are not allowed to enroll in more than one course per academic subject without prior approval from the Academic Counselor and Dean.

STUDENT PROMOTION BY INDIVIDUAL COURSE (GRADES 3-8)

Student promotion is to occur by individual course rather than by complete grade level. This ensures mastery of all subject matter in a given area of study. For courses in grades 3-8, students must earn a grade of 70 or higher to successfully complete the course and advance to the next course. In the event that a student earns a grade below 70 for one semester, the two semesters' grades will be averaged at the end of the school year, and an average of 70 or higher must be achieved in order for the student to advance to the next course. (See section 5.500 for information regarding promotion in High School courses.)

ADVANCED PLACEMENT REGISTRATION

Advanced Placement course registration is as follows: teachers submit pre-approval for students eligible for advanced level courses to the academic counselor prior to annual diploma plan meetings. During individual diploma plan meetings, the parent and student acknowledge and commit to advanced placement rigor and expectations. For students not pre-approved, the parent and student should meet with the current teacher in the course to obtain approval.

GENERAL GRADUATION REQUIREMENTS

Wylie Preparatory Academy offers two diploma options: the Standard Diploma and the Distinguished Diploma. In order to receive either of the diplomas offered, ALL candidates must:

- Successfully complete a minimum of three academic courses on campus each semester of their junior and senior years.
- Maintain a Grade Point Average of 2.0 or above
- Submit scores from either the ACT (American College Testing) or SAT (Scholastic Aptitude Test)
- Complete the Wylie Preparatory Academy Biblical Worldview course as a 12th grade student (not eligible for transfer credit).
- Complete twelve hours of community service per year of their high school years
- Complete the course requirements as designated on the diploma plans
- (In the event Wylie Preparatory Academy cannot offer a course, the Academic Counselor will assist the student and family in securing an alternate option to complete the required coursework. In this instance, the grade will be calculated into the student's GPA.)

RANKING OF GRADUATING SENIORS

Wylie Preparatory Academy internally ranks students beginning the spring of their freshman year based on a cumulative ranking average. To accurately establish this ranking average, each student's earned semester percentages for classes affecting GPA will be averaged and put in descending order. In addition to these rankings being used to name the valedictorian and salutatorian, they will also be provided to students in the top 10% of their class following the completion of their junior year. To be eligible for the top 10% ranking the student must be enrolled in and successfully complete four core courses on the Wylie Preparatory Academy campus their junior year and be enrolled in four core courses on the Wylie Preparatory Academy campus their senior year.

Additionally, Wylie Prep provides each student with a transcript at the conclusion of each academic year which provides them with a calculated grade point average of all the courses completed at Wylie Preparatory Academy.

TOP 10%, INCLUDING VALEDICTORIAN AND SALUTATORIAN

In order to be named in the top 10% or the class valedictorian or salutatorian, a student must be successfully pursuing a distinguished diploma. The student must complete a minimum of **four** academic courses, which contribute to the student's GPA, on campus each semester of their junior and senior years. The valedictorian and salutatorian will be named at the end of the second six weeks of the spring semester. Once named, successful completion of the senior year is required in order to maintain this award.

THE STANDARD DIPLOMA PLAN

This plan is based on requirements for admission into a four-year college or university.

ENGLISH: 24 credits in English

MATHEMATICS: 24 credits (including Algebra 1, Geometry, Algebra 2)

SCIENCE: 24 credits (including Biology, Chemistry, and Physics)

HISTORY: 30 credits (World Geography, World History and Cultures, American History and Cultures, Biblical Worldview, Government and Economics)

FOREIGN LANGUAGES: 12 credits (must be in the same foreign language)

TECHNOLOGY: 6 credits

STUDY SKILLS: 3 credits

SPEECH: 3 credits

GENERAL ELECTIVES: 6 credits (may include Athletics)

Total required credits for a STANDARD DIPLOMA PLAN: 132

THE DISTINGUISHED DIPLOMA PLAN

This plan should prepare students for entry into more-competitive four-year colleges and universities. To earn this diploma, students must complete the Standard Diploma Plan and one of the following extra academic measures:

- An additional year of math or foreign language
- Completion of two AP courses
 - Satisfactory completion of two Pre AP courses may be used to meet only one AP course.
- An original, independent, faculty-guided project
 - The supervised project must be approved by the subject department head and the Academic Advisory Committee. The student must present his proposal and the final project to the Academic Advisory Committee.

HIGH SCHOOL COURSES TAKEN AT THE JUNIOR HIGH LEVEL

Students in grades 7-8 may take selected high school courses and receive high school credit. If these courses are taken at the Junior High level, the grades will not factor into their GPA. The course will appear on the student's transcript.

ACADEMIC ADVISING

All students entering high school are required to undergo academic advising for the purpose of establishing a diploma plan. At this meeting, the school will provide a contract outlining the graduation requirements in place for the student's graduating class. The contract must be signed by the Academic Counselor and the student's parent(s). Students not planning to graduate from Wylie Preparatory Academy must still confer with the Academic Counselor in order to clarify their purposes for attending Wylie Prep and their course plans. All high school students and parents are required to meet with the Academic Counselor to review and revise diploma plans each year prior to registration.

ACADEMIC AWARDS & RECOGNITION

High school academic awards are given to the top student in each high school course, including one-semester classes and electives that contain more than two high school students. A “top student” is defined by academic ability along with work ethic, character, class participation, and performance. These high school award recipients will be recognized in the last six weeks of the spring semester with a certificate of acknowledgement.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

In order to promote testing for college credit in core subjects, courses in grades 11 and 12 will be annually reviewed for possible pairing to CLEP tests offered by College Board. In each core course, students who maintain an average of 85 through the second six week progress report in the spring semester will be encouraged to take the CLEP test in that subject. Students who pass the CLEP test will be reimbursed the cost of the test for up to two tests in each of their Junior and Senior years.

DEFINITION OF CREDITS

In general, six Wylie Preparatory Academy credits are equivalent to a full year’s instruction in a given course of study. Students will earn course credits on a semester-by-semester basis. The Standard Per Credit Requirement (PCR) for all courses offered at Wylie Preparatory Academy will be 16 hours of instruction for each credit earned. Therefore, the fall and spring semesters for Wylie Preparatory Academy will normally be scheduled for at least 16 weeks of instruction.

MINIMUM PER CREDIT ATTENDANCE REQUIREMENT

The Minimum Per Credit Requirement for all courses offered at Wylie Prep will be 14 hours of instruction per semester for each credit earned. Credit, therefore, will not be awarded to students in attendance below this requirement. For example, a student enrolled in a three-credit course cannot miss more than 6 hours of instruction.

A variance to this requirement may be granted by the Head of School to a properly enrolled student when that student has been unable to meet the attendance requirements of the course or courses in which he or she is properly enrolled due to circumstances beyond the family's control (such as an extended illness), provided that the student has, in the judgment of the instructor overseeing his or her work, achieved minimum mastery of the course content, as defined by the relevant school and curriculum policies and standards. Any cases in which the Head of School is in doubt concerning the appropriateness of granting a variance to this policy will be referred to the Academic Advisory Committee for consideration.

TRANSFER OF CREDITS

Students who choose to take a course off-campus must be in good standing with the school and follow the procedure for requesting transfer credit detailed in the guidelines below. A course taken off campus will be eligible for course credit however the grade average will not be calculated into the student GPA. It is the responsibility of the student and the student’s parents to follow these policies and fulfill all requirements. Failure to follow policies, fulfill requirements, or submit complete and accurate

documentation will result in the student not receiving approval for that course and may cause the student not to graduate.

Students required to take a course off-campus due to a Wylie Preparatory Academy course not making must follow the guidelines for Transfer Credit. An exception to the student's grade average for that course not being calculated into his/her GPA may be granted by the Head of School, Dean of Upper School, and the Academic Advisor.

TRANSFERRING HIGH SCHOOL STUDENTS

Students must submit transcripts or, in the case of homeschool students, a listing of courses taken prior to admittance. All prior course work must be submitted for approval using the method set forth in the Guidelines for Transfer Credit and approved by the Academic Advisory Committee before the first day of class. All transferring high school students must fulfill the requirements for all course work as determined by Wylie Preparatory Academy. Any student who does not meet the requirements must fulfill the requirement by completing the appropriate course at Wylie Preparatory Academy.

GUIDELINES FOR TRANSFER CREDIT

From a School or College/University:

To meet the school's criteria, a transfer credit must have a passing final grade and be either:

1. A credit-bearing course from an accredited high school, college or university which is equivalent in content, level, and rigor to the required Wylie Preparatory Academy course; or
2. A credit-bearing course from a private school which is equivalent to the required Wylie Preparatory Academy course. (The Academic Advisory Committee reserves the right to verify that the course content is equivalent to that required at Wylie Preparatory Academy.)

From a Homeschool Format:

To meet the school's criteria and receive credit, a transfer course must have a passing final grade and:

1. Use a standard high school level textbook (not merely a fill-in-the-blank workbook approach, unless deemed by the Academic Advisory Committee appropriate for the subject matter).
2. Use regular closed-book tests or essays, projects, research papers, and so forth, dependent upon the level and type of course material.
3. Provide information that the time spent and material covered is equivalent to Wylie Preparatory Academy's expected levels of study and performance. Example: for most high school level academic courses at Wylie Preparatory Academy, three credits are equal to forty-eight (48) hours of actual in-class instruction time plus an additional forty-eight (48) hours of out-of-class study time. So, in one school year, a minimum of ninety-six (96) hours of instruction time is required for six (6) credits and each semester accounts for forty-eight (48) hours of instruction.

Requesting Transfer Credit:

1. Transfer courses are accepted on a semester basis. Each semester will be evaluated separately, and credit will be given on a per semester basis.

2. Complete a “Request for Transfer Credit” form. The student and parent must sign the form acknowledging that they understand and agree with the requirements and policies set forth for transfer credits. This form must be turned in for the first semester of a course within the first two weeks of the school year, and within the first two weeks upon returning from Christmas break for the second semester. The request must be approved by the Academic Advisory Committee before the student may begin the course.
3. Families seeking to transfer a home-school course from an un-accredited source will meet with the Academic Counselor to discuss the proposed plan for accomplishing the course objectives and requirements.
4. Upon approval, the student may begin the course semester using the approved curriculum. Any changes to the curriculum must be approved by the Academic Advisory Committee before beginning course work. Failure to gain approval for changes will result in the course not receiving credit.
5. The parent, or other person acting as the instructor, must maintain a weekly lesson plan detailing the scope and sequence covered.
6. Upon completion of the course semester, the “Course Approval” form must be submitted along with weekly lesson plans, a time log, copies of a final exam and/or the last sequential tests given, and any written papers showing critical thinking skills. This form is due by the last class day of each semester or two weeks before graduation for seniors.
7. After all requirements are completed and turned into the Academic Counselor, the Academic Advisory Committee will meet to determine if the requirements put forth by Wylie Preparatory Academy were met. Approval of the course semester work will result in the student receiving transfer credit and allowing him to proceed to the next course in the sequence, if needed. Failure to follow the guidelines put forth by Wylie Preparatory Academy will result in the refusal of the course semester for credit.
8. Upon course semester approval, Wylie Preparatory Academy may retain the right to require a comprehensive exam to verify mastery of course objectives and content as deemed by Wylie Preparatory Academy. The student may also be required to demonstrate critical thinking skills through a writing assignment.

In absence of student work to be evaluated (for initial enrollment purposes only):

1. A student may demonstrate mastery of prerequisite material in math, English, or a foreign language by successfully passing a Wylie Preparatory Academy entrance exam and at least one semester of work with a grade of C or above. (Example: A student passes the entrance exam to Algebra II and makes at least a C the first semester. Based on this, the transfer credit to Algebra I is granted.)
2. A student may also take a competency exam for a particular class to receive credit for that course (Example: Student does not have material to be evaluated from a home-study biology course, so the student can take a biology competency exam to receive credit). The student must pass the competency exam with a grade of 70% or higher to receive credit. No grade will appear on the transcript; however, credit will appear as a transfer credit.

TRANSFER CREDIT FEE

Families seeking to transfer courses from a non-accredited source at initial enrollment will be subject to a per course fee with no maximum. All transfer courses taken while enrolled at Wylie Preparatory Academy will be subject to a per course fee with no maximum. These fees are due upon the initial request for transfer course with the related forms.

PROCTORING FEE

Families who require test proctoring for a transfer course will be subject to a fee per proctoring session. This fee is due at the time of the proctoring session.

ATHLETIC RELATED CREDITS

- Credits for P.T. or Athletics will be awarded on the same basis as other school credits. Two credits will be awarded for participation.
- Athletic credits may fulfill any graduation requirements relating to P.E.
- Students will receive grades for athletic courses, but the grades do not count toward the GPA.

AUDITING OF CLASSES

Wylie Preparatory Academy does not allow the auditing of classes. Any student enrolled in any class at Wylie Preparatory Academy will receive a grade reflecting his level of achievement in the class.

GRADING STANDARDS AND GRADE POINT AVERAGE (GPA)

Most courses at Wylie Preparatory Academy (the exception being courses graded on a pass/fail basis) are graded on a scale of 0-100. The course grade itself represents a percentage of content mastery, and is calculated using standardized weights for each grade level. The course average is used to determine the grade point value of individual courses for credit-bearing High School courses. Wylie preparatory Academy recognizes the difference in rigor between standard, Pre-AP and AP courses. The grade point value for a standard course is based on a 4.0 scale, a Pre-AP course is based on a 4.5 scale, and an AP course is based on a 5.0 scale. Therefore, the grade in a more rigorous course results in a higher GPA than the equivalent grade in a standard course.

The course grade value is then multiplied by the number of credits *earned* for the course to determine the course grade points (which may be fractional), and the sum of all course grade points is divided by the sum of all credits *attempted* to obtain the semester and later cumulative GPA (Grade Point Average).

The letter grade equivalents for the secondary system are as follows:

- A grade of 90-100 is equal to an A
- A grade of 80-89 is equal to a B
- A grade of 70-79 is equal to a C
- A grade of 0-69 is equal to an F

Other grades recognized are I (incomplete), WP (withdrew passing), WF (withdrew failing), NG (no grade given for course), and P (passing;applicable to a restricted number of courses, such as secondary P.T., which is graded on a pass/fail basis).

Specific criteria for assessing grades in any given course will be defined by the instructor in that course. All such criteria must honor any standards, requirements or limitations imposed by curriculum guides and other relevant policies for the establishment of grading criteria within a given course.

GRADE POINT AVERAGE CHART (GPA)

Percentile	Standard	Pre-AP	AP
100	4.00	4.50	5.00
99	4.00	4.50	5.00
98	4.00	4.50	5.00
97	4.00	4.50	5.00
96	4.00	4.50	5.00
95	4.00	4.50	5.00
94	4.00	4.50	5.00
93	4.00	4.50	5.00
92	4.00	4.50	5.00
91	4.00	4.50	5.00
90	3.90	4.40	4.90
89	3.80	4.30	4.80
88	3.70	4.20	4.70
87	3.60	4.10	4.60
86	3.50	4.00	4.50
85	3.40	3.90	4.40
84	3.30	3.80	4.30
83	3.20	3.70	4.20
82	3.10	3.60	4.10
81	3.00	3.50	4.00
80	3.00	3.50	4.00
79	2.90	3.40	3.90
78	2.80	3.30	3.80
77	2.70	3.20	3.70
76	2.60	3.10	3.60
75	2.50	3.00	3.50
74	2.40	2.90	3.40
73	2.30	2.80	3.30
72	2.20	2.70	3.20
71	2.10	2.60	3.10
70	2.00	2.50	3.00

ACADEMIC STANDING

Students must earn a semester GPA (grade point average) of 2.0 or above each semester in attendance at Wylie Preparatory Academy in order to remain in good academic standing. A student whose semester GPA falls below 2.0 at the completion of the semester may at the discretion of the Dean of Upper School, be placed on academic probation. A student placed on academic probation must raise his/her GPA to a 2.0 or above (as indicated on progress reports or the final grade report) in order to return to good academic standing. If a student should earn a GPA less than 2.0 for two consecutive semesters, he/she may be blocked from further enrollment in classes at the academy, or be required to retake any classes in which he earned a grade less than 70.

Any sequential course required for graduation that a student fails, must be successfully repeated before the student will be allowed to enroll in the subsequent course. When the student successfully completes the failed course, the passing grade earned will absolve the failing grade, which will be struck from the transcript. When a failing grade has been absolved in this manner, only the passing attempt will be recorded on the transcript, and only the passing grade will affect the GPA.

Students may attempt to absolve a failing grade in another academic setting, such as another school or a home school. In this case, students must request transfer credit through the required procedure following the successful completion of the course, should they desire to have the course credit recognized by Wylie Preparatory Academy. If such credit is granted, it will replace the failing grade on the student's transcript and only the passing grade will be noted and calculated into the student's GPA. Any student, including one who has been granted transfer credit, must take a placement test to be able to enroll in any course for which placement testing is required, unless he has successfully completed at Wylie Preparatory Academy the previous course in the course sequence.

If a student chooses to repeat a passed high school course, only the first attempt at the course will be used in the calculation of his GPA. Repeated passed courses will appear on the transcript, however, no grade point value will be associated with the course grade.

IMPACT OF WITHDRAWING FROM COURSES ON ACADEMIC STANDING

Should a student drop a course no later than one week following the issuance of the first progress report in any given semester, no record of his/her original enrollment in the course will be indicated on the student's transcript. Should he/she drop a course after this time a record of his/her enrollment will appear on the transcript and he/she will receive a grade of WP (withdrew passing) or WF (withdrew failing); this grade will have no impact on the student's GPA. Students who withdraw completely from Wylie Preparatory Academy may, at the discretion of the administration, receive grades of I (incomplete) for all courses dropped at the time of withdrawal. Grades of I, WP, WF, and P are not calculated into the student's GPA at any time, nor will grades from credits transferred to Wylie Preparatory Academy be included in the determination of a student's GPA at any time.

STANDARDIZED TESTING

Students in grades Kindergarten through 7th grade take the *Stanford Achievement Test, 10th Edition* annually. Students in 8th-9th grade take the PSAT 8/9 annually, and students in 10th grade take the PSAT 10 annually. Students in 11th grade take the PSAT-NMSQT in November. Completion of at least one

college entrance exam, either the SAT or ACT, is required for Individual students' score reports are kept on file for each student, and a copy is forwarded to each student's family. The results of the individual student's testing may be used as one factor among many factors when determining a student's readiness to progress to the next level of instruction. The school analyzes the testing data to evaluate our academic program and formulate improvement plans to increase student achievement and college readiness.

FINAL EXAM EXEMPTION POLICY

Students in 9th-11th grade may choose one final to be exempt from for each semester. Students in 12th grade may be exempt from one final in the fall semester and two finals in the spring.

In order to be exempt from an exam a student must meet the following criteria in a given course:

1. A student must have an A in the course (overall average of 90-100).
2. A student must not have any unexcused absences or tardies for the semester.
3. A student must not have any discipline issues for the semester.

LATE WORK POLICY

1. An academic (i.e., grade) penalty will be assessed for any work turned in late, unless the teacher feels that the student had sufficient reasons for turning the work in late or unless prior arrangements have been made. In general, "sufficient reasons" are events or conditions, such as illness, whose initiation or termination is outside of the immediate control of either the student or his family.
2. Late work, if turned in by the next class day, will be accepted and evaluated, allowing the student to receive at least some credit for his efforts. This does not apply to students in grades 10-12.
3. Unless prior arrangements have been made with the individual teacher or unless approved by the appropriate academic Dean, no late work will be accepted more than three weeks beyond its due date, or any time after the end of the semester in which it is due.

ACADEMIC INCOMPLETES

Students may be awarded a grade of "I" (incomplete) when circumstances beyond their control render them incapable of fulfilling all of the requirements for completing a given course by the end of the semester in which it is offered. All "academic incompletes" must be approved by both the course instructor and the administration, and must be filed with the administration according to current guidelines and procedures governing such situations.

In order to remove the "Incomplete" from the transcript, all course requirements must be fulfilled by the date determined by the course instructor and the administration. Any required work not completed by that date will be awarded a grade of "0." The student's final grade will be calculated after the date given for completion of the course using whatever grading system was employed for all other students in the course (unless other arrangements have been previously made) and including all grades earned up to that time. Course instructors must provide the administration with a description of the grading system to be used as well as any and all evaluation materials (e.g., tests and keys) necessary for completing the course.

ACADEMIC DISHONESTY

DEFINITIONS

1. **General:** Academic dishonesty is broadly defined as any attempt on the part of a student or parent, whether realized or not, to falsely represent the student's level of achievement or mastery in a given course or with regard to any element of that course. This includes but is not limited to:
 - a. Claiming or indicating in any form or fashion that the student has fulfilled any assignment or other academic responsibility, such as reading assigned texts or engaging in assigned study, when in fact he has not done so,
 - b. Using any assistance, including but not limited to copying the work of other students, in taking quizzes, tests, or examinations without the direct and explicit authorization of the course instructor,
 - c. Using any resources, including but not limited to solution manuals and teacher edition textbooks, other than those authorized by the course instructor in writing papers, preparing reports, solving problems, or completing other course assignments,
 - d. Obtaining quizzes, tests, examinations, or other academic materials or evaluation instruments created by or belonging to an instructor, other staff member, or the academy itself, including but certainly not limited to such materials properly used and in the possession of students currently or previously enrolled in the course, without the explicit authorization of the course instructor,
 - e. Engaging in plagiarism, which includes but is not limited to "the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment" and "the knowing or negligent unacknowledged use of materials prepared by another person or agency" which customarily sells or offers free of charge term papers or other academic materials,
 - f. Altering a graded paper or project for the purpose of disputing the accuracy of the grade, and
 - g. Collaborating without explicit authorization with another student or students during any quiz, test, or examination or in the fulfillment of any other academic assignment or responsibility.
2. **Specific:** The following guidelines define Wylie Preparatory Academy's standard application of the general definition given above to (a) quizzes, tests, and other examinations, (b) homework, and (c) major papers and projects. Individual course instructors may grant exceptions to these guidelines, but must do so explicitly, as indicated by the relevant policy statements given below. Any academic assignments, which, by their nature, are not addressed by these guidelines, will be governed by whatever guidelines are provided by the course instructor with regard to such an assignment.
 - a. **Quizzes, tests, and other examinations:** All quizzes, tests, and other examinations, whether conducted in the classroom or in some other location, must be taken at a single sitting and without outside assistance of any sort, including but not limited to books, notes, other individuals, reference works, and audio or visual media. Any exception to these guidelines must be given in writing by the instructor on assignment sheets, the evaluation instrument itself, or other written instructions disseminated to all of the students in the class.
 - b. **Homework:** Homework should be done by the student alone and without assistance of any sort, including but not limited to information provided in teacher edition textbooks, unless such assistance is authorized, either orally or in writing by the instructor in the course, or by the catalogue or an approved curriculum guide's description of parent role for the course. The course instructor may grant such authorization, either in conjunction with the giving of

the assignment or in response to student requests, at any time and for any duration to all of the students in the class or to selected students only, provided that the instructor feels it is in the best educational interests of the student(s) receiving such authorization.

- c. **Major papers and projects:** Major papers and projects should be completed only by the student or by the members of a student group constituted by the instructor for the purpose of completing the paper or project in question without other assistance of any sort, except as explicitly authorized by the instructor. This authorization may be articulated either orally or in writing when granted in the classroom directly under the supervision of the instructor, but must be given in writing on assignment sheets or other written instructions disseminated to all of the students in the class when granted for work to be completed outside of the classroom setting.

CONSEQUENCES FOR ACADEMIC DISHONESTY

Any incident or suspected incident of Academic Dishonesty will be reported to the Dean of Upper or Lower School immediately. The Dean will work with the Dean of Family Ministry to investigate the incident and apply appropriate consequences. Offenses of Academic Dishonesty are cumulative for a student's total time enrolled at Wylie Preparatory Academy.

1st Offense – grade of zero on assignment handled dishonestly

2nd Offense – grade of zero on assignment handled dishonestly and one-day suspension with no credit for assignments missed on suspended day

3rd Offense – grade of zero on assignment handles dishonestly and possible expulsion

ACADEMIC PROGRAM COMMUNICATION

School-Home Communication

Wylie Preparatory Academy administration and teachers will communicate regularly with parents by website, course management system, telephone, email, letters, meetings, the "red folder", and/or the assignment sheet. Parents should attend all school meetings and training opportunities designed to inform the parents of important topics or events and help the parent learn how to be an effective co-teacher.

Students or Parents to Teacher

If there are academic questions or problems within a particular class, the parent or student should meet in person with the teacher. If the issue cannot be resolved satisfactorily, the parent or student should talk with the appropriate department head, then the appropriate Dean, and finally, the Head of School. It is our desire to cultivate a positive and effective relationship with the parents and students to ensure the student's success.

Parents to Administration

Concerns about academic policies or operation, not related to an individual, should be expressed to the appropriate Dean. If the concern is not resolved, parents should go to the Head of School. This procedure also applies to Ministry Board members and staff when they are acting in their roles as parents.

Students to Administration

If a student has a concern not related to an individual, he/she may ask to meet with a Dean or the Head of School.

ACADEMIC STUDENT AND FAMILY ACTIVITIES

Open House

All K-6th families are invited to campus one evening in the fall semester to visit their children's classrooms and see what they have been learning. The K-12th grade Art Show is also on display that evening to showcase our students' artwork.

Fine Arts Showcase

The Fine Arts Department presents a showcase of student talent each semester. This is a fun evening full of music and theater for the whole family.

Art Show & Competition

Wylie Prep hosts a multi-school art competition each spring. The competition is professionally judged and is a great opportunity for our artists to use their abilities to glorify the Lord.

CAMPUS LIFE

SCHOOL PICTURES

All K-12th grade students will take individual pictures during the fall semester. K-6th grade students will take group class pictures during the spring semester. Students will wear school uniforms for all pictures. Parents will have the opportunity to order pictures through our school photographer.

HOUSE SYSTEM

Wylie Prep students in grades 9-12 are assigned into one of four Houses. The House System will provide opportunities for the students to participate in social and school spirit activities, service projects, and spiritual growth opportunities including chapel, mentoring, and other assemblies. The houses will also compete for points in a wide variety of categories throughout the school year, including academics, sports, community service, intramurals, extra-curricular activities, and attendance.

ROOM MOMS

At least two Room Moms will be requested for each grade, K-6, to be responsible for grade level appropriate socials. Further information can be found in Room Mom Dates and Procedures provided by the Dean of Campus Life.

GRADE LEVEL TRADITIONS

Grade Level Traditions provide opportunities for parents to get to know one another and build long-lasting friendships. Each grade or set of grades is responsible for the below event during the school year. Parents will receive information about their grade's event as the event draws near.

Kinder & 1st grade – Field Day

K-5th grade Field Day is on the last day of the school year. Kinder and 1st grade parents are responsible for t-shirt orders, gathering supplies, set-up, running stations, and clean-up.

2nd & 3rd grade – Grandparents’ Day

All K-6th grade students and grandparents are invited to attend our annual Grandparents’ Day the end of October. The 2nd & 3rd grade parents are responsible for gathering supplies, set-up, greeting grandparents, and clean-up.

4th & 5th grade – Scholastic Book Fair

All Wylie Prep families are invited to attend our annual Book Fair the end of September. The 4th & 5th grade parents are responsible for set-up, working shifts during the book fair, and clean-up.

6th grade – Teacher/Staff Appreciation Week

Teacher/Staff Appreciation Week is held in April. The 6th grade parents are responsible for gathering supplies and décor, set-up, and clean-up.

7th & 8th grade – Daddy Daughter Dance

The Daddy Daughter Dance is held the beginning of February for Pre-K to 8th grade girls to attend with their male parent/guardian. The 7th and 8th grade parents are responsible for gathering supplies and décor for the theme, set-up, check-in, and clean-up.

9th & 10th grade – Homecoming Dance

The 9th-12th grade Homecoming Dance is held the Saturday of Homecoming weekend. The 9th & 10th grade parents are responsible for gathering supplies and décor for theme, set-up and clean-up.

11th grade – Prom

The Jr./Sr. Prom is held in April. The 11th grade parents are responsible for gathering supplies and décor for the theme, set-up and clean-up.

OUTREACH THROUGH WYLIE PREP

Every year families have the opportunity to participate in local Christian outreach through Wylie Prep. We feel it is important to support our local community as these opportunities create natural discussion about serving others in the classroom and at home. Below are the outreach opportunities in which Wylie Prep participates. Please know that we only expect our families to contribute what they are able to and would like to contribute.

Food Drive & Competition

Wylie Prep’s Food Drive and Competition takes place the end of October through the beginning of November through the Bridge Connection. The Bridge is a non-profit organization whose vision is to bring unity in the city through businesses, schools, local churches, etc who can provide for those hurting and in need. This includes meeting not only daily physical needs but also relationally connecting with families and sharing the love of Jesus.

Supply Drive & Competition

Wylie Prep’s Supply Drive takes place in January through Lonesome Dove Ranch. Lonesome Dove Ranch provides one-week over night camps for children currently in the DFW foster-care system who have been abused, abandoned and neglected. The primary purpose of this camp is to provide for these children a week of positive memories in a safe, fun-filled, Christian environment. Every child goes home feeling loved and affirmed, knowing that God knows their name, with a new hope for their future and positive memories that last a lifetime.

HIGH SCHOOL COMMUNITY SERVICE

Community Service Requirement

All 9th – 12th grade students, regardless of the number of registered classes, are required to complete **12 hours of community service per year**. Hours are calculated beginning February 1st of the current year through January 31st of the next year.

On-Campus Community Service Limits

Up to 6 hours may be used towards the required 12 hours per year for on-campus events.

- An on-campus event is defined as anything that services Wylie Preparatory Academy: Information meetings, workdays, childcare, assisting cleaning or office staff, etc.

Church-Related Event & Mission Trip Community Service Limit

Up to 8 hours may be used towards the required 12 hours per year for church-related events and mission trips.

- A church-related event is defined as anything that occurs on the church property or at the church location: Vacation Bible School, childcare, teaching Sunday school, carnival/festival, etc.

Outreach Community Service Limit

There is NO limit on hours received through outreach.

- Outreach is defined as an individual or organization's involvement with an activity that services the community: food banks, soup kitchens, visiting nursing homes, community construction/clean-up, city organized community events, babysitting free of charge, etc.

Unapproved Community Service

Anything for which compensation is received, whether financial, material, or services is considered to be unapproved community service.

Community Service Log Submission

Community service hours must be submitted using the online log:

<https://docs.google.com/forms/d/1KC0jnyDNsqcelQeAQHVE81YezvCrbJp2dnsZfH8Ovxc/edit>

- All Community service hours must be submitted by January 31st.
- Submit the total number of hours per event a student has completed when submitting the log regardless of the on-campus and church-related events limit.

Failure to Complete Community Service Hours

- Failure to complete or submit the required service hours will result in the student's inability to register for the next school year.
- Failure to complete or submit the required service hours will result in the report card or transcript being withheld until the hours are completed and approved.

PARENT PARTNERSHIP HOURS

Definition of Parent Partnership Hours

Parent Partnership Hours are defined as any time spent volunteering on-campus or at an off-campus Wylie Prep sponsored event or activity in which compensation is not received. Chaperoning and driving for field trips do not count as Parent Partnership Hours unless the field trip is overnight.

Wylie Preparatory Academy Families

Each Wylie Prep family is required to complete 16 Parent Partnership Hours per school year. All hours must be submitted using the online log:

<https://docs.google.com/forms/d/1sks5nydqH8e8dZGeuRozKOG-XrD6Y-nKo3O-T9duOlc/edit>

All hours must be submitted by the last Friday in April. Senior parents are required to submit hours per the date set by the Senior Sponsor Coordinator.

Wylie Preparatory Academy Families who are Staff

Staff members are not required to complete or submit Parent Partnership Hours. Staff members are required to complete the Additional Requirements for Families.

Additional Requirements for Families

Grade Level Traditions

- Each family is required to volunteer for at least one of their student's Grade Level Traditions.
- Volunteer time does count towards Parent Partnership Hours.

Athletics

- Each family with a student athlete must complete the volunteer requirements for each sport in which their athlete is registered.
- Volunteer time does count towards Parent Partnership Hours

Failure to Complete Parent Partnership Hours

Failure to complete Parent Partnership Hours may result in a conference with the administration and may affect re-enrollment or participation in the graduation ceremony.

ATHLETICS

For all athletic policies and procedures please see the Wylie Prep Athletic Handbook.

PURPOSE

The purpose of Wylie Prep athletics is to further the Wylie Prep mission by making disciples for Christ fully prepared to answer God's call. We concentrate on the core values of honoring God, integrity in all things, and service before self. Through the emphasis of our guiding principles of teamwork, excellence, leadership, unity, courage, and victory, we hope to achieve student athletes who are balanced spiritually, physically, mentally, and emotionally. We attempt to glorify God in all that we do, keeping a proper perspective on winning and losing. Wylie Prep athletics strives for excellence in all of our sports programs and emphasizes training and preparation that leads to God honoring individual improvement and accomplishment. Ultimately, this leads to well prepared and competitive teams.

JUNIOR HIGH SPORTS

Exposure to a variety of sports combined with basic athletic training are the goals of Wylie Prep's Junior High program. Athletes are encouraged to try as many different sports as they can to determine their interests, natural strengths and God-given talents. What to expect:

- Academics to come first
- All students to make the team and experience being a team
- Game playing time to be determined by coach based on the athlete's ability, responsibility and trust
- Basic training in the rules, skill, and physical conditioning
- Growth in physical strength and skill
- Challenges to grow physically, mentally and spiritually through sports
- 2 teams, if available, competitive team and developmental team.

HIGH SCHOOL SPORTS

High school sports at Wylie Prep emphasize a higher level of competition and skill and focus on leadership, athletic and academic excellence, strategy, and team building. What to expect:

- Academics to come first
- Athletes to have practice time with the coach and team
- Coaches to maintain exemplary standards and high expectations for the athletes
- Practices to be challenging and difficult in order to develop the best in players
- Competition that requires a higher commitment and a greater cost of time and effort
- Game playing time to be determined by coach based on the athlete's ability, responsibility and trust
- A commitment by Wylie Prep that we will play to win, but with humility bringing honor to our Lord through our abilities and character
- 2 teams, if available, Junior Varsity and Varsity

SPORTS OFFERED

Cheerleading	fall & winter	Softball	spring
Volleyball	fall	Baseball	spring
Football	fall	Track	spring
Basketball	winter		

UMBRELLA SPORTS

Effective SY 2017-18, Wylie Prep families will no longer be able to register for Golf and Tennis. However, Golf, Tennis, and Cross Country will be added as umbrella sports. As an umbrella sport the athletic department will provide:

- Coach recommendations
- League information including district and state competition dates

Parents will be responsible for:

- Scheduling practice time with a coach
- Contacting the league commissioner to submit dues and entry fees for competitions.
- Practice and competition uniform

Students who place at the district or state level will be recognized in the Patriot Post.

FINANCIAL POLICIES

- Families must be in good financial standing before students are allowed to register for sports.
- All sports must be paid in full or monthly through FACTS. Our tuition payment cycle is from June 1st through March 1st.
- Athletic Caps
 - Please refer to the Appendix/Tuition and Fees
- Withdrawing and Adding Sports
 - To withdraw from or add a sport, a schedule change form must be submitted to the Registrar before the change can be effective. Coaches have no authority to withdraw a student from a sport.
 - Please refer to the Appendix/Athletic Tuition Fees Sheet for cost.
- No refunds, partial or otherwise, may be given to students temporarily barred from participation in extra-curricular activities due to academic or disciplinary problems.
- No refunds, partial or otherwise may be given for missed practices and/or games due to weather related cancellations.

REQUIRED ATHLETE FORMS

All parents/student athletes must complete and turn in the annual required forms before the student athlete may be eligible to participate in any athletic activity. Required Athlete Forms are available on either www.wylieprep.com/athletics or from the school office.

ELIGIBILITY AND ACADEMIC REQUIREMENTS

As an athletic department, we understand that athletics serves as a vital role in the education process only when kept in the proper perspective of the school's overall objectives. Athletic success is meaningless if it is not paired with academic success. For that reason, Wylie Preparatory Academy follows a strict eligibility policy to ensure a strong academic base for our student athletes. Student athletes must maintain a 70% or higher in all classes to be considered in good academic standing. Any student athlete failing the grading period will be ineligible to play according to the full eligibility policy found in the Wylie Prep Athletic Handbook.

FORGE: STRENGTH & CONDITIONING

Because of the unique nature of our school schedule, and to remain competitive with other schools, Wylie Prep recommends student-athletes participate in off-season programs year-round unless they are competing or practicing in a Wylie Prep Sport. The cost of Forge is covered when a student registers for a sport. During the academic year Forge is mandatory for all student athletes the off-season period prior to their in-season sport. However, athletes are encouraged and welcome to attend as practices and competition allow during their in-season times and during the other Forge off-season times as well. Student athletes will be required to commit to a Forge schedule established and agreed upon with the athletics department by season. Wylie Prep Forge will follow the below schedule:

- Fall Forge—August-October
- Winter Forge—October-February
- Spring Forge—February – May

PARENT CONDUCT

It is expected that parent conduct during games be exemplary. Jeering or negative comments about officials, coaches, and opponents at home or away games are prohibited. Parents who abuse the expectations of proper behavior may be asked to leave the premises. Continued non-compliance can endanger his/her student's eligibility to participate and jeopardize the parent's ability to attend games.

VOLUNTEER REQUIREMENTS

In order to conduct competitions and games in a professional manner, volunteers are needed to ensure the proper support of team activities. These positions include gate entry, concession stand, timer/score keeper, sideline crew, line judges, gym set-up and teardown, etc. Parents are responsible for fulfilling these volunteer positions during athletic games.

LETTER JACKETS & LETTERING

9th – 12th grade student athletes that participated on a junior varsity or varsity team will be eligible to purchase a letter jacket. All jackets must be purchased through the school-approved vendor. If a student athlete wants a custom designed patch, it must be approved through the athletic department. All high school (grades 9-12) student athletes who participate and complete a varsity season will receive a letter.

ATHLETE AWARD CELEBRATIONS

The purpose of Athlete Award Celebrations is to honor our student athletes. All Wylie Prep student athletes and their families are invited and encouraged to attend! Each sport will plan an evening to honor their student athletes. Those dates will be announced early in each sport's season.

GENERAL SCHOOL POLICIES

No SMOKING

Wylie Prep campus is a smoke free environment. Smoking will not be permitted on any part of the campus including sports fields.

FIRE ARMS/WEAPONS

Wylie Prep is not an open carry campus. Wylie Prep does not allow fire arms or weapons of any type on campus with the exception of those that have Administration and Ministry Board approval. The Ministry Board will issue a letter of approval after the person has follow the complete approval process.

LUNCHROOM

The lunchroom and lunch/recess areas are monitored by adults. Students in 6th grade and above may use microwaves for items requiring two minutes or less. Students in 7th-12th grade can purchase pizza by the slice every Wednesday. Students in K-12th can purchase ice cream every Wednesday.

HOT LUNCH

Wylie Prep offers hot lunch from a variety of local restaurants every Friday. An order form must be submitted on ClassReach each month with your student's choices. Orders are paid through FACTS.

EMERGENCY CLOSING & INCLEMENT WEATHER

Parents will be notified at the beginning of the school year concerning the method the school will use to announce unplanned nonattendance days. The Head of School will make the final decision in deciding to dismiss students in an emergency or to declare a day off because of an emergency.

In case of inclement weather (snow, ice, etc.), Wylie Prep will announce a late-start or school closing using email, social media, Remind, or ClassReach.

CLOSED CAMPUS

Students may not leave campus for lunch or in between classes with the exception of seniors (please see pg. 15 for further details). Seniors are required to have a current permission form signed by the parents to be able to leave campus.

ELECTRONIC DEVICES

All electronic devices should be kept at home.

CELL PHONES

The use of cell phones and other such communication devices, including smart watches, are ***strictly prohibited*** during the school day (8:00-3:35). The use includes classrooms and at any time during the school day for both Lower and Upper School students.

These items will be confiscated and delivered to the Head of School. Cell phones will only be returned to the parents. A fine of \$25.00 will be imposed on the second and sequential infractions. Students needing to use the phone will be allowed to come to the school office and use the phone designated for students. Cell phones must be turned off and placed in the students backpack during school hours.

COMMUNICATION

The best communication is in person. Electronic communication should not be disrespectful, derogatory, or hurtful in any way.

VISITORS

All visitors are required to sign in at the front office for a name tag and register through the Raptor System prior to going to a classroom.

IMMUNIZATIONS

Immunizations should be up to date before the first day of school. Students who are not immunized must provide an official immunization waiver from the state.

CARPOOL

Lower School students coming to campus before 8:20 are required to go to the car pool area. This area will open at 7:45. Lower school students should not be on campus before 7:45 unless accompanied by a parent.

ILLNESS

Please call the front office of the school by 9:00 a.m. and report your child is ill and will not be attending school that day. Students must be fever free for 24 hours without fever reducing medication before returning to school. Students with a fever of 99 degrees or higher will be sent home.

MEDICATION

All over the counter or prescription medication must be turned in to the front office. Over the counter medications such as Tylenol, Advil, cough drops, etc. can be given to students with parental permission only. Any prescription medication to be given must be current, in the original container with the dosage instructions, Dr.'s name, name of the medication and method of delivery of the medication. Please check to see that any medications to be given regularly, such as inhalers or epi pens, are current.

COURT DOCUMENTS

If your child is named in any type of court document, i.e. protective order, custody, etc. the Head of School must have a copy prior to the first day of school.

BUS BEHAVIOR

Students are required to remain seated at all times. They are required to keep hands, arms, feet and all items inside the bus. Students must use appropriate language and voice volume at all times. Failure to abide by these rules may result in removal of bus riding privileges.

VERIFICATION OF ENROLLMENT FOR DRIVER'S LICENSE

Forms must be picked up a week in advance of need. The office needs a week to verify attendance and grades prior to signing the form. Completed forms can be picked up in the front office.

STATE REQUIRED SCREENINGS

The following state required screenings will be performed during the school year. Any problems or concerns identified during these screenings will be reported to the parent/guardian.

- Vision Screenings: Kindergarten, 1st, 3rd, 5th, & 7th grade
- Hearing Screenings: Kindergarten, 1st, 3rd, 5th, & 7th grade
- Type II Diabetes Risk Assessment: Kindergarten, 1st, 3rd, 5th, & 7th grade
- Spinal Screenings: 6th and 9th grade
- All new students, K-12th grade, will be required to have all four screenings performed

UNIFORM GUIDELINES

Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—His good, pleasing and perfect will. Romans 12:2

Wylie Preparatory Academy's dress code is intended to reflect the school's stated aims to honor God and disciple students. It is designed to encourage modesty, decency, and propriety and to de-emphasize the use of clothing as a significant means of establishing self-identity or gaining attention or social status (Matt. 6:28-34; 1 Cor. 9:19-23; 1 Peter 3:2-4; 1 Tim. 2:9, 10; James 2:1-5). The Wylie Prep staff may determine the appropriateness of a student's clothing or hairstyle. The Head of School or Dean of Family Ministry may grant exceptions to the dress code, if desired, for special dress days.

For school days, all elements of the dress code will be enforced. During that time, students anywhere on campus must be dressed appropriately. Students should seek to dress in a modest Christian manner that represents the school well, and considers others above themselves (Phil 2:3).

If a student is out of dress code he or she is sent to the front office to address the situation. Depending on the violation, the student will be given a verbal warning or if necessary, the parent will be called to bring whatever item is needed to bring the student back in to dress code compliance. Additionally, after the first violation, there is a fine in the amount of \$25.

K – 12th Grade Boys and Girls

All uniform shirts, bottoms, sweatshirts, sweaters, sweater vests, and jackets must be purchased through the school's provider. Please refer to the provider's list of approved items for purchase. Zippered jackets purchased through the spirit shop are also approved. Heavy coats of any color are approved for school days when temperatures are below 45 degrees at any point.

Please note the following regarding the school uniform requirements:

- **School colors** are defined as: navy blue, red, and white
- **Neutral colors** are defined as: white, khaki, gray, brown, black
- Shirts must be tucked in (except with girls' skirts)
- Items with belt-loops must be worn with a **solid neutral or school colored** belt
- Privacy shorts must be worn under skirts

Footwear:

- Shoes must have enclosed toe and heel
- Shoes must be a predominately **solid neutral or school color**
- Boots must be **solid neutral or school colors**, below knee height
 - No military or steel toe style
 - May be worn with pants or skirts only
 - If boots are worn with a skirt, tights or leggings are required
- Rainboots can be any color (no character theme, printed statements or symbols) and may only be worn on rainy days
- Tights or leggings may be worn and must be **solid neutral or school colors**
- Socks are optional but must be **neutral or school colors**
- No Crocs, moccasins, or house shoes

Backpacks, Purses, and Lunchboxes:

May be any color or pattern (no characters or symbols)

Hair:

- Hair must be groomed, clean, and not cover eyes
- Acceptable hair colors, including highlighting, are black, brown, blonde and natural red
- Boy's hair should not extend past the bottom of earlobe or overlap the collar of the shirt
- Excessive hairstyles are not acceptable
- Facial hair is not acceptable

Jewelry and Accessories

- Hair bows, headbands, or ponytail holders may not be distracting and must be **neutral or school colors**
- Jewelry should be appropriate for the school uniform and school day
 - Necklaces, bracelets, and rings should not be excessively large, distracting, or noisy
 - Color of earrings needs to be gold, silver, gemstone or **neutral or school colors**
 - Boys may not wear earrings
 - Ear gauges are not allowed
 - No visible body piercings are permitted
- Hats and sunglasses are not to be worn in the classroom
- No visible tattoos, temporary or permanent, are permitted

Makeup and Cosmetics

- **Lower School:** Girls may not wear makeup
- **Upper School:**
 - Girls may wear makeup in moderation, in a manner that gives a natural appearance
 - Boys may not wear makeup or nail polish

Non-Uniform Days are given as a privilege and not a right. Administration reserves the right to suspend this privilege for a period of time if these guidelines are not adhered to carefully and respectfully.

SPIRIT SHIRT DAYS

Wylie Prep spirit shirts must be purchased through the school

- Spirit shirts may be worn untucked
- Students may wear uniform bottoms or denim (jeans, capris, Bermuda shorts, skirts – no more than 3” above the knee, front and back)
- Jeans may not be excessively low-rise, tight fitting, excessively baggy, or have rips of any kind.

FREE DRESS

Tops/ Dresses:

- Modest in style and appearance
- Must not be excessively tight, low cut, sleeveless, or excessively baggy
- Must not contain inappropriate or offensive pictures

Bottoms:

- Students may wear bottoms no more than 3” above the knee
- May not be excessively low-rise, tight fitting, excessively baggy, or have rips of any kind.

CASUAL DRESS GUIDELINES

All Wylie Preparatory Academy families and guests must uphold the following dress guidelines when attending any on-campus or school-sponsored event. A student/guest wearing unapproved attire will be turned away.

For casual events such as athletic, academic, or social events or programs, the following guidelines must be adhered to:

- **Shorts:**
 - Fingertip length
 - Not form fitting
- **Skirts/Dresses:**
 - Length must not be more than 3” above the knee
 - Slit must not be more than 3” above the knee
 - Not form fitting
- **Leggings/Yoga Pants:** Must be worn with a top that reaches the thigh or with athletic shorts
- **Tops:** No exposed midriff
- **Undergarments:** No visible undergarments (including sports bras)
- **Swimwear for Girls:** Must be a modest one-piece or a t-shirt covering a two-piece swimsuit

COLLEGE WEAR

Must represent a chartered college or university

PROFESSIONAL DRESS GUIDELINES

All Wylie Preparatory Academy families and guests must uphold the following dress guidelines when attending any on-campus or school-sponsored event. A student/guest wearing unapproved attire will be turned away. For events requiring professional dress, including but not limited to, National Honor Society Induction and Senior Graduation, the following guidelines must be adhered to:

LADIES:

- Length: Skirt or dress must not be more than 3" above the knee
- Slits: Skirt or dress must not have a slit more than 3" above the knee
- Neckline: The neckline cannot be too low, plunging, or have any cleavage showing
- Straps: Dresses must have at least 1 strap
- Back: The back of the dress may not be more than 3" below the shoulder blades
- Cut-outs: The dress cannot have cut-outs

MEN:

- Dress slacks and dress shirt (jacket and tie optional) and dress shoes
- No type of earrings, gauges, or piercings can be worn

SEMI-FORMAL/FORMAL DRESS GUIDELINES

All Wylie Preparatory Academy families and guests must uphold the following dress guidelines when attending any on-campus or school-sponsored event. A student/guest wearing unapproved attire will be turned away.

Each student/guest and his/her parents will be required to sign the Semi-Formal/Formal Dress Guidelines Contract before purchasing tickets for the event. Each student/guest will be checked at the event.

LADIES:

- Length:
 - Semi-formal, cocktail, or short dresses must not be more than 3" above the knee and privacy shorts must be worn
 - The length measurement would be from the solid fabric coverage of the dress and not for any sheer fabric such as tulle or lace that is below the hem
- Slits: Formals or floor length dress must not have a slit more than 3" above the knee
- Neckline: The neckline cannot be too low, plunging, or have any cleavage showing
- Straps: Dresses must have at least 1 strap
- Back: The back of the dress may not be more than 3" below the shoulder blades
- Cut-outs: The dress cannot have cut-outs

MEN:

- Formal attire: suit, tux, or dress slacks/dress shirt/jacket (optional), tie, and dress shoes (Converse are allowed)
- No type of earrings, gauges, or piercings can be worn

STUDENT CODE OF CONDUCT

Students will:

- Respect all adults in attitude and speech – yes ma’am, no ma’am, etc.
- Respect all students and treat them the way you want to be treated
- Respect the campus – clean up after yourself, take care of furniture and campus grounds
- Respect and protect the reputation of Wylie Prep in how you present yourself
- Respect other schools at off campus events
- Come prepared for class with completed assignments, materials and an attitude to learn and serve others
- Attend all registered classes and assemblies when on campus
- Follow all school rules including dress code, cell phone and off campus policies
- Take all prescription medications to the office to be dispensed properly by front office personnel
- Speak the **truth** at all times
- Strive to grow in Christian **virtues**
- Promote the idea of being in a Christian **family** (community)
- Seek the **purpose** God has given them for their lives

Students will NOT:

- *Bring any form of fire arms, knives or any form of weapons on campus
- *Bring, sell or use any form of illegal substance on campus including but not limited to drugs, alcohol, cigarettes, e-cigarettes, etc.
- Make deadly threats or attempts to physically harm another person
- Leave campus without checking out from the front office and having parents permissions (seniors must have a permissions form on file)
- Falsify any type of work performed including but not limited to homework, assessments, projects, plagiarism, altering grades already given, or verbally or in writing report they have completed work
- Use inappropriate language on campus
- Post inappropriate pictures of themselves or others on any form of social media
- *Post mean, harmful, derogatory information about others or the school on any form of electronic media including but not limited to email, voice mail, text, Facebook, etc.
- Take inappropriate pictures of themselves or others while in a Wylie Prep uniform, of any kind, bearing the Wylie Prep logo and/or name
- Display of public affection
- Return to their personal cars during the school day
- Cause the destruction of Wylie Prep property
- Behave in a manner that causes another student or staff member physical or emotional harm, intentionally or unintentionally
- Behave in a manner that causes damage to the campus facilities or property, intentionally or unintentionally

*These actions will not be tolerated and will result in serious consequences including but not limited to suspension, inability to register for the following semester and expulsion.

STUDENT DISCIPLINE

Academic & Character/Behavior Infractions of a Non-Serious Nature

Academic issues of a non-serious nature (forgetting books, homework, poor work, inadequate study habits, incomplete work), as well as character and behavior infractions (excessive talking, acting up, distracting others, being inattentive, being disrespectful, etc.) are to be dealt with by the teacher in the classroom.

- First infraction – teacher **counsels** with the student privately and **then records the interaction** on ClassReach.
- Second infraction – teacher **counsels** with the student privately, records the incident on ClassReach, and contacts the parent by phone call. The teacher is also free to set up consequences for the second infraction—grade reduction, loss of points, or whatever.
- Third infraction – teacher **notifies** Dean of Family Ministry through ClassReach who then takes up the matter in consultation with the teacher, student, and parents.

Infractions of a More Serious Nature

Infractions of a more serious nature are immediately reported to the Dean of Family Ministry or an Administrator. Disrespecting staff members, dishonesty, rebellion, fighting or threatening the safety of the classroom, and obscene language are among the more serious infractions that may require a Dean’s intervention.

The visit with the Dean of Family Ministry will determine the nature of the discipline. The Dean will require steps toward restitution, which may include: parental attendance during the school day with their student, or other measures consistent with biblical guidelines, which may be appropriate. If for any of the above or other reasons, a student receives discipline from an administrator, the following will be observed. Within either semester of the school year:

1. The first time a student is sent to an administrator for discipline the student's parents will be contacted and given the details of the visit (either by an office referral form, a phone conversation, or an e-mail). The student will also be given consequences and counseled to take steps toward restitution. The parents' assistance and support in averting further problems will be requested.
2. The second time a student is sent to an administrator for discipline, the student's parents will be contacted and given the details of the visit and the consequences incurred. A second visit to the administrator will likely result in an at-home or in-school suspension. The parents' assistance and support in averting further problems will be requested.
3. If a third office visit is required, the student may be suspended or placed on disciplinary probation.
4. With a fourth office visit the student will face possible expulsion.

Suspension

In the event that a student must be suspended, whether an In-School Suspension (ISS) or an Out-of-School Suspension (OSS), the absence(s) from class are considered “unexcused”. During the day of the suspension, all class work and homework due that day will be penalized with a maximum grade of 70%. All tests and quizzes missed because of a suspension will not be penalized, but the student will be expected to make it up either on that day during the ISS or the next day back from the OSS.

Expulsion

The Wylie Prep Ministry Board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems by a third office visit, the student may be expelled.

Immediate Action for Serious Misconduct

There are circumstances in which the school Administration and/or Ministry Board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior that is in clear contradiction of scriptural commands, the school reserves the right to suspend or expel the student immediately. Students may be subject to after school hour discipline for serious misconduct.

FAMILY MINISTRY

PARENT MINISTRY

Parent Education

Because of the unique challenges of the University-Model® school, an active, relevant family education program is not only necessary but essential for all of us to succeed in the difficult task of co-partnering for our students' moral, spiritual and academic education.

To keep parents "confident, competent, encouraged and informed" in their roles as co-partners, the school provides opportunities for training, encouragement, problem-solving, and education. All UM® schools are expected to create and run relevant and timely family education programs.

All professionals must continually study, take classes and often recertify to keep abreast of changes in their fields and parenting is no exception. Because we exist in a contemporary culture that no longer supports our values, we must come together to strengthen one another morally, spiritually and academically. As a result, many times parents have to un-learn a number of things in order to be successful partners in this model. Therefore, it is vital that parents and school come together to share information, encourage one another, and pray for one another. Coming together for training, encouragement, information, and direction is not optional, but crucial to the success of our mission.

Partners' Week

The main parent training event at Wylie Prep is our annual Partner's Week, usually the last week of the summer before school begins. Workshops, special break-out sessions, main session presentations and special speakers are among the various opportunities for parents during that time. (See page 13 "Required Meetings for Partners"). All co-teaching parents are required to attend. Attendance will be taken and a make-up meeting may be scheduled for those parents who cannot attend.

Patriot Dads

Without the contributions of our school dads a vital piece of the heart of our school is missing. Men need to be with one another, to sharpen one another, and to encourage one another. Also, our sons and daughters are desperately in need of other dads and moms with various degrees of expertise and wisdom to influence their lives. That is why an active dads' community is also important.

Our community of dads is called Patriot Dads. This group exists for three purposes: to present opportunities for dads and their children to have fun together; to bring dads into fellowship with one another for encouragement and occasional training; and to involve dads in all aspects of our school community life through special projects and fundraisers.

The Patriot Dads Fund is generated by activities and fundraisers to support the school overall where needed. It is funded by Patriot Dads who sponsor a variety of special events throughout the year, the most notable of which is the **Annual Patriot Dads Golf Classic**.

Prayer Project

The Wylie Prep Prayer Project is the annual volunteer corporate prayer activity for the school. It is a time when all stakeholders gather in smaller cell groups to pray for the school three times in the designated period. As such, it fosters fellowship and the building of relationships, and in the end provides comprehensive prayer coverage for the entire community.

Coffee Shops

Coffee Shops are meetings held on campus to discuss cutting edge, academic, moral, and spiritual topics relevant to all families. These meetings are optional, but parents are encouraged to attend.

Grade Level Representatives

The Grade Level Rep Ministry builds community by connecting families within each grade level. Grade Level Reps assist with New Family Orientation, plan our Back-to-School Nights, connect new families with seasoned families through our mentorship program, and offer support for families during unexpected life-changing events.

Mentoring

The Mentoring Ministry builds community by matching seasoned families with new families to introduce new parents to the Wylie Prep school community and culture. Mentoring families are available to answer questions, give encouragement and make connections between new families and other families in the same grade so that the transition to our community is smooth and successful.

STUDENT MINISTRY

Diakoneo Leadership Training

Wylie Prep has a three-step leadership training model for all high school students (commencing in the spring of 2018). It is called Diakoneo, a Greek word which means “to wait upon” and “to serve.” From it we get the English word “deacon.”

All students interested in a leadership position of any kind at the school, in whatever area, will receive Diakoneo training. The first step, an introductory meeting called “The Diakoneo Challenge,” will orient and assess the students in their leadership skills. After that, students wishing to continue to pursue leadership positions will attend “The Diakoneo Retreat” a longer time of prayer, training, and instruction on leadership. Step three, “Empowering Diakoneo,” will consist of on-going training in the particular area in which the student leads (House System, sports, NHS, etc.) All training will consist of presentations from outside speakers, specific studies in Scripture, role-playing games, and so forth.

Chapel

Our chapel programs are named and designed to perpetuate celebration, growing up, knowledge of God and the passion and power that God gives us. Teaching materials and methods are drawn for each grade level with worship being a central aspect in each one. Students will be invited into ownership and leadership in each chapel program. Students praying, teaching others, leading worship for others, and putting on entire chapel programs is our goal as teachers and leaders coach students along the way.

- **Primary K-2 CELEBRATE!** Essential teachings at this level should center around 4 main themes: Who is God? (King, Father, Savior, Warrior, Protector); God is good (A good King, Jesus as Savior, Jesus as Healer, Jesus as a Wise Teacher), the Love of God (He loves you, He loves all people, He loves us even when we sin, He wants to save the world), and the development of Character traits and virtues (selected by teachers each year)
- **Elementary 3-6 CROSSOVER** Essential teachings include making your faith your own, instruction in selected Bible stories and parables, learning choruses and songs, learning how to keep a prayer journal, understanding God's love, and the develop of character through virtues.
- **Jr. High 7-8 AWAKEN** Essential teachings are: making your faith your own, understanding God's love, learning wisdom for living through proverbs, learning how to read the Bible, learning how to pray, and serving others.
- **High School 9-12 REVIVE** To help students make their faith their own, to help them see that an encounter with the living God is not only possible but normal, to instruct and introduce students to the Kingdom of God message, to stress the goodness and the love of God, and to grow in character through wisdom from God's word, special Bible studies, and the pursuit of virtues.

Upper School Bible Studies

All students will have weekly Bible studies led by a teacher or staff member. The goal for this time is to help students develop a love for God's word. The leader of the study is there to guide students in how to study scripture on their own, which will hopefully lead to a lifetime of growing and serving. Students will have the opportunity to break into smaller groups to discuss the given passages and pray for each other. Junior high Bible studies are broken up by grade and gender and high school Bible studies are by grade.

Junior High Spark Groups

The purpose of Spark groups is to allow students to explore talents and passions, develop leadership skills, and to experience God's word through intentional discussions facilitated by an adult leader. These groups will be an opportunity for students to sharpen their faith while doing something fun. Students will be able to choose from several group options and will be allowed to try a new group each semester.

Retreats

Both junior high and high school students have the opportunity to attend a retreat during the school year. These retreats are wonderful opportunities for our students to develop deeper relationships with each other and with the Lord while having a blast playing games, listening to powerful messages by a guest speaker, engaging in energetic and intimate worship, and digging deeper in small groups.

Missions

Through our sponsoring of mission trips, we are encouraging our students to grow in their knowledge and understanding of diverse people groups and cultures, develop virtues that will enhance their witness and strengthen character, and fulfill the Great Commission. Missions, therefore, is a natural expression of the school's vision which is to train servant leaders who will go out into the world to serve in whatever capacity God calls them. Our desire is for them to have a deeper understanding of God's love for all people and His desire to be known among the nations.

APPENDIX



Wylie Preparatory Academy Tuition and Fees 2018/19

Annual Tuition Cap (For semester rates, divide by 2.)						
	<i>Kindergarten</i>	<i>1st - 2nd Grade</i>	<i>3rd - 6th Grade</i>	<i>7th Grade</i>	<i>8th Grade</i>	<i>9th - 12th Grade</i>
Includes all Academic, Fine Arts and Enrichment Courses		\$5,170	\$5,500	\$5,800	\$6,200	\$6,600
Includes all above plus Athletics (6th - 12th grades only)			\$6,700	\$7,000	\$7,400	\$7,800

Per Course Annual Tuition Rates						
	<i>Block</i>	<i>Grade Level Core Course</i>	<i>Fine Arts and Enrichment Courses</i>	<i>Study Hall</i>	<i>HS One Semester Course</i>	<i>HS Core Course (taken as an 8th grader)</i>
Kindergarten Block	\$2,970					
Kindergarten Extended Day	\$1,650					
1st & 2nd Grade Language Arts		\$2,320				
1st & 2nd Grade Math		\$1,150				
1st & 2nd Grade Social Studies/Science		\$1,150				
1st & 2nd Grade			\$600	\$600		
3rd - 6th Grade		\$1,225	\$600	\$600		
7th Grade		\$1,275	\$600	\$600		
8th Grade		\$1,300	\$600	\$600		\$1,350
9th - 12th Grade		\$1,350	\$600	\$600	\$675	
SAT/ACT Prep/College & Career (11th grade only)		\$800				

Athletic Fees (sports availability subject to change.)						
			<i>6th Grade</i>	<i>7th Grade</i>	<i>8th Grade</i>	<i>9th - 12th Grade</i>
Athletic Cap (when Academic cap is not met)			\$1,300	\$1,300	\$1,300	\$1,300
Football, Volleyball, Cheerleading, Basketball, Baseball, Softball			\$750	\$750	\$750	\$750
Track			\$550	\$550	\$550	\$550

Application Fee

This is a one-time, non-refundable, per student fee that is due upon submission of the Online Application. This fee is assessed again if a family leaves Wylie Prep for a year or longer and then returns.

Application Fee - All Grades	\$200
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Registration Fee

This is a non-refundable, per student fee that covers registration and enrollment processing, technology fees, standardized testing costs, NAUMS fees, FACTS fees, and administrative costs. Registration fees are capped at a maximum of 3 students per family.

Registration Fee	\$525
Registration Fee after March 23rd	\$600

Campus Security Fee

This is a non-refundable fee charged for each student that covers campus security. This fee can be paid over 10 months.

Campus Security Fee	\$150
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Graduation Fee *(seniors only)*

This is a non-refundable fee charged for each high school graduating student that covers professional college advisement, official transcripts, and other graduation costs including the graduation ceremony and venue.

Graduation Fee	\$250
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Other Fees

Miscellaneous fees that may be assessed on specific events.

Schedule Change Fee (applied to academic or athletic schedule changes outside of the schedule change period)	\$50
Transfer Credit Fee	\$150
Late Payment Fee	\$25
Returned Payment Fee	\$30

Multi-Student Discount

A multi-student discount is applied only during initial registration. The student order (first, second, third, etc.) is determined based on the highest to lowest tuition amounts for each student. Classes added later *will not* receive the discount.

2nd student	10%
Additional students	15%

Referral Credit

This credit is given to a currently registered family for the referral of a new family to Wylie Prep. A referred family must register and complete a minimum of one full semester.

Referral Credit	\$200
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WYLIE PREPARATORY ACADEMY

Athletic Tuition Fees Sheet

2018 - 2019

Athletic Tuition:

- Families must be in good financial standing before students are allowed to register for sports.
- All sports must be paid in full or monthly through FACTS. Our tuition payment cycle is from June 1st through March 1st.
- There will be a part-time or full-time multi-sport cap per student athlete for initial registration. Please refer to the Tuition and Fees 2018/19 for those amounts.

Athletic Tuition covers:

- Physical Training sessions
- One practice uniform per school year
- Use of a game uniform
- Most equipment required for each sport
- League Scheduled Tournament Fees
- Practice & Game Facility Use
- Coach's salary

Withdrawing and Adding Sports:

- To withdraw from or add a sport, a schedule change form must be submitted to the Registrar before the change can be effective. There will be a \$50 fee for each schedule change submitted. Coaches have no authority to withdraw a student from a sport.
- Adding Sports:
 - If you have met the multi-sport cap and you choose to register for an additional sport(s) after your initial registration, you will be charged the \$50 schedule change fee.
 - If you have not met the multi-sport cap and you choose to register for an additional sport(s) after your initial registration, you will pay the additional sport cost or up to the cap amount plus the \$50 schedule change fee.
- Withdrawing from Sports:
 - Up to the season start date – 100% of the total athletic tuition cost less any uniform or equipment expenses incurred.
 - During the first two weeks after the season start date – 50% of the total athletic tuition cost will be owed.
 - Two weeks after the season start date – no refunds will be given.