

2023-2024
PARENT/STUDENT
HANDBOOK



woodlandbaptist
CHRISTIAN SCHOOL

Evangelizing...Educating...Equipping

Woodland Baptist Christian School

A ministry of Woodland Baptist Church



Woodland Baptist Christian School A Ministry of Woodland Baptist Church

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(Student Ministries)

2023 - 2024 Theme and Verse

“Zeal”

Titus 2:14

“A peculiar people, zealous for good works”

School Mascot: Eagle

School Colors: Gold, Black, and White

School Board and Administration

Pastor

Rev. Tim Gammons

School Board

Mr. Daniel Motsinger
Mr. Donald Westmoreland
Mr. Thyra Williams

School Administration

Mr. Ed Venable, Administrator
Mr. John Shelley, Assistant Administrator
Mrs. Martha Fulk, Financial Manager

Woodland Baptist Christian School is a direct ministry of Woodland Baptist Church and is prayerfully and financially supported by it. The church web address is www.woodlandbaptistnow.com

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OUR SCHOOL POLICY:

We are glad that you have considered and chosen Woodland Baptist Christian School for the education of your child/children and appreciate the opportunity to minister to your family. We count it an honor and privilege to be entrusted with them. Though we are pleased to have a part in their life, it is important that you understand our school policy.

- ~Woodland Baptist Christian School is a direct ministry of Woodland Baptist Church.
- ~We are an independent, fundamental, Baptist church school.
- ~We instill and teach the Holy Scriptures, the King James Version of the Bible, to our students and adhere to and teach traditional Baptist doctrine.

Although our doors are open to others, Woodland Baptist Christian School was instituted for the members of Woodland Baptist Church; therefore, those participating must adhere to the school policies as set forth by the church. Our desire is not to appear harsh, but we believe our policies to be right and fair. Our teachers are saved, separated active church members, and the educational and spiritual lessons they teach are Christ honoring and Bible based.

In keeping with the Bible and with the Constitution and By-laws of Woodland Baptist Church, we acknowledge that the God-ordained authority for the church and its ministries, including the Christian school, is the pastor. Therefore, the pastor reserves the right to implement rules, policies, procedures, and changes as he determines to be necessary and in the best interest of the church and school, and he has full authority to designate administration and staff to administer the same.

FINANCIAL INFORMATION:

WBCS is a ministry of Woodland Baptist Church and is supported by the church. The school neither solicits nor receives any state or federal assistance. Parents and friends are encouraged to make tax-deductible gifts to the school whenever possible, however, funds will be designated in whatever way the administration deems necessary. No scholarships or financial assistance is provided by WBCS.

The Opportunity Scholarship Program: This program expands school choice in North Carolina for eligible children in kindergarten through 12th grade. This program provides funding for eligible children who choose to attend a participating nonpublic school.

Contact information:
Phone: 1-855-330-3955 (toll free)
Email: OpportunityScholarships@ncseaa.edu
Fax: 1-919-248-4687

Registration and Enrollment:

For a student to enroll in WBCS, a registration fee must be paid, have an application on file, and had a successful interview with the school administration.

Fees:

- There are various fees that must be paid in addition to tuition, such as Book fees, Yearbook, P.E., etc.
- Fees per student will vary depending on grade level.
- WBCS reserves the right to add new fees or increase existing ones at any time when extenuating financial circumstances warrant.
- If a student withdraws early, all fees are due and are non-refundable.

There are optional fees that will be charged to a student throughout the year based on their participation in a particular activity. Those fees include, but are not limited to athletic fees, and field trips.

Tuition and Discounts:

WBCS understands that providing a Christian Education to children is an investment yet sacrifice for each parent. To that end, we strive to keep our tuition prices as affordable as possible.

There is a significant discount given to active members of Woodland Baptist Church. An active Woodland Baptist Church Member is defined as a member who attends at least 6 services per month. This attendance will be monitor by the Pastor and School Administrator. Any member who does not abide by this guideline will forfeit their discount privilege. There is also a discount given to graduates of Woodland Baptist Christian School who are not members of Woodland Baptist Church.

INTRODUCTION:

Woodland Baptist Christian School welcomes you. We are glad you have chosen our school for your child’s training. Woodland Baptist Christian School is a private co-educational Christian school founded in 1963. Our graduates are readily accepted to Christian and secular colleges and universities inside and outside of North Carolina.

~Woodland Baptist Christian School is a ministry of Woodland Baptist Church and is governed by our Pastor, and a school board elected from the membership of the church.

~Our mission is to *evangelize the sinner, educate the student, and equip them for service.*

~Our school uses traditional teaching methods allowing both teacher-to-student and student-to-student interaction.

We believe in educating the student academically, as well as spiritually. Character building and morality are high priorities in all our activities. Our desire is that each student would come to a saving knowledge of the Lord Jesus Christ while enrolled at WBCS. Each faculty member desires that the student will be grounded in God’s Word, so that when he/she graduates from WBCS, each person will be a faithful servant for our Lord Jesus Christ.

OUR DOCTRINE:

~WBCS holds the Bible to be the inspired, infallible, and authoritative Word of God. (II Tim. 3:16; II Peter 1:21)

~WBCS uses the King James Bible exclusively.

~WBCS believes in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Micah 5:2; Matthew 16:16-17; John 20:31; Acts 1:8-9)

~WBCS believes that the salvation of lost and sinful men, regeneration by the Holy Spirit is absolute necessary. (Rom 6:23; John 3:16)

~WBCS believes in the present ministry of the Holy Spirit by who’s indwelling the Christian can live a Godly life. (Eph. 1:13-14)

~WBCS believes in the resurrection of both the saved and the lost, they are saved unto the resurrection of life, and they are lost unto the resurrection of damnation. (I Thess. 4:17; I John 3:2)

~WBCS believes in the spiritual unity of believers in our Lord Jesus Christ. (Matt. 16:18; Eph. 5:23)

OUR LEADERSHIP:

The Pastor:

Rev. Tim Gammons, Pastor of Woodland Baptist Church, is vitally interested in Christian education. It is his desire each student come to know Christ as personal Savior and grow into a citizen that honors the Lord. Pastor Gammons known for his kindness in dealing with faculty, staff and students is always willing to offer counsel to those who seek his advice.

The Administrator:

Mr. Ed Venable, the Administrator, has a great passion for the success of Woodland Baptist Christian School and students who walk its hallways. His great desire is that the school helps provide students with the tools, education, and most importantly the godly character to be successful in the world after they leave.

Goals:

1. Separate our students from worldly and ungodly influences.
2. Be a positive influence in the spiritual growth of all students.
3. Provide an excellent well-rounded education, so that upon graduation the student may enter any field of higher education or profession that he/she believes is the will of God for his/her life.

Methods of Payment:

Parents are given the option to pay annually, bi-annually, or monthly. Those options are described as:

- Annually – There is a 5% discount given on tuition only if the total payment (tuition and fees) is paid in full before the first day of school.
- Bi-Annually – Payment for the first ½ of total amount due (tuition & fees) paid before the first day of school. Payment for the second ½ is due by January 31st.
- Monthly – Tuition payments will be made monthly for 10 months, August – May. **The first monthly payment must be made before a student may begin school.** Remaining payments will be due on the 1st and no later than the 15th of each month following. The monthly amount is calculated by adding the fee + tuition and divide by 10, however, if a student withdraws early, all fees are due and are non-refundable.
- Woodland Baptist Christian School accepts cash, checks, money orders, and credit cards (Visa/MC/Discover).

Statements, Late Charges and Delinquent Accounts:

- Parents may request a current statement by email or pick up a statement from the office at any time.
 - o Failure to receive a statement does not diminish responsibility for payment on time.
- A 15-day grace period will permit receipt of payments through the 30th without penalty.
- Accounts past due over fifteen (15) days will be assessed with a \$20 late fee.
- If an account becomes delinquent 30 days, parents will be notified by mail or email, requesting to bring the account current.
 - o If the account is not brought current within 15 days of the notification, a secondary notification will be sent, requiring payment on the account to make it current.
- If an account becomes delinquent 60 days, the student will be withdrawn from school and a registration fee of \$100 and all past due amounts, as well as the next month's payment must be made before the student may re-enroll.
 - o All records will be withheld until the account is paid for in full.
- No student will be allowed to re-enroll for a new school year until the previous year's account balance has been paid in full.
- Post-dated checks will not be accepted for past due accounts.**
 - o A \$20 charge will be assessed on all returned checks.

GENERAL INFORMATION:

Admissions:

- Woodland Baptist Christian School admits students of any race, color, national and ethnic origin to all the privileges, programs, and activities afforded by the school.
- Parents interested in enrolling their children in Woodland Baptist Christian School should call the school office to make an appointment to tour the facilities and to discuss the school and its program with the school administration.
- A student is admitted to WBCS on the basis of a personal interview, examination of the student's past school records, references, and availability of openings.
- The school reserves the privilege of accepting or rejecting a student, as it deems advisable.
- Students seeking enrollment in our 3-year-old or 4-year-old Pre-school must be 3 years old and/or 4 years old before entering the designated program.
 - o Students must be fully potty trained before entering Pre-School. (Training pants, such as Pull-ups, are not permitted.)
- Students seeking enrollment to our Kindergarten program must be five years old on or before August 31st.
- Students seeking enrollment to our first grade must be six years old on or before August 31st.
- The administration has the authority to assign the student to the level that is in the best interest of the student.

Arrival and Dismissal:

- Day care is available from 7:00 a.m. and until 6:00 p.m. to accommodate students arriving early or staying late.
- The school day begins at 8:00 a.m. for grades K3 through 12.
- School ends each day at 2:20 p.m. for grades K3 through 5, and 2:30 for grades 6 through 12.
- Elementary car riders and elementary day care students are dismissed to the supervising teacher at 2:20.
- Students arriving on campus prior to 7:45 a.m. must report to the before-care teacher.
 - o Student's time of arrival in the morning care will be signed in by the before-care teacher.
 - o Students on campus before 7:45 a.m. are charged a day care fee (see price list).
 - o Students are dismissed from the morning care at 7:45 to go to their rooms.
- Students on the school campus after 2:30 (K3-5) or after 2:40 (6-12) are required to be under adult supervision (coach, teacher, after school care staff).

- o Students will be signed in by the after-school care staff, at the time of arrival to after school care.
 - o And will be signed out at the time of departure by the after-school care teacher.
 - o Students on campus after 2:30 (K3-5) and 2:40 (6-12) p.m. will be charged a day care fee (see price list).
- Students are not allowed to congregate in unsupervised areas during either before school care or after school care.

Attendance: *(Please note there are significant updates to our attendance policy to align with NC attendance guidelines)*

Our attendance policy base is on the objectives of complying with the state compulsory attendance laws, promoting organizational efficiency, and providing Christian character training. **Prompt and consistent attendance is necessary to realize all the educational benefits to which the student is entitled.** Thus, we request that medical and other appointments not interfere with class attendance if possible. Parental cooperation with our policy is essential and appreciated.

Students in grades K5-12 are required to attend classes for 155 days.

- Only 13 absences are allowed for ½ unit or semester courses.
- Middle and Senior High School students must attend more than half of the class period (*25 minutes*) to be counted present for the class.
- An elementary student must be in school a minimum of three hours before they are counted present for the day.
- *WBCS does not recognize a "Perfect Attendance" award.* While we expect students to be in school every day for the entire school year, we also understand sickness and other contributing factors potentially will keep students away from school. We encourage if a student is sick to please stay home and recover to prevent the spreading of illness to their peers. Our desire is when the student returns to school they can remain at school for the day and not have to go home due to not being fully recovered.

Sickness:

- A student with a temperature of 100 or above will not be allowed to stay at school.
 - o The parents will be called to pick up the student.
 - o The student will not be allowed to return to school at least 24 hours after they no longer have a fever of 100 or above or sign of a fever without the use of a fever reducing medication.
- Parents of students in grades K5-12 should call the office before 9:00 on the day the student is absent to give a valid reason for the absence and to request any assignments the child may need to make-up.**
- In addition, upon returning to school, the students must report to the office with a written excuse from the parent/guardian to obtain an admittance slip to class.**
 - o **Students who do not have a written excuse must still report to the office to obtain an admit slip.**
 - o **Students will receive a tentative unexcused absence until a written excuse is presented to the office.**
 - The absence will be counted unexcused if the note is not submitted within two days.

- Being absent for more than three days will require a doctor's note.
- The state of North Carolina recognizes 10 consecutive unexcused absences from school as "excessive" and the student may be considered truant if they exceed those days.*
- Please avoid absences unless absolutely necessary.**
- Flu and other contagious diseases may cause absences to accumulate.

Medication: A "Permission to Administer Medication" form must be on file in the office.

- The school personnel, by law, is prohibited from prescribing or administering internal medication at their discretion.
- If a student must take medicine at school, it may be administered with written parental or physician approval.
- All student medication is to be left in the office to be dispensed at the appropriate time by office personnel.
- The school secretary will treat minor abrasions.

Excused Absences:

- The following valid excuses are considered for temporary non-attendance: illness or injury, death in immediate family, quarantine, medical or dental appointment, court or administrative proceedings, inclement weather conditions agreed upon by the administration, and transportation breakdown, college tours, and family trips.
- A student in grades K5-12th are required to attend classes 155 days.
 - o **If a student misses a class more than 25 times during the year, he/she must repeat the course (or grade) or take it in summer school.**
- Only 13 absences are allowed for ½ unit or semester courses.
- The final authority in all matters of attendance rests with the administration.
- Please note that an absence or tardy of "Personal" reasons will not be excused.*

Unexcused Absences:

- Absences from school for reasons unacceptable to the school will be classified as unexcused.
 - o Examples of unexcused absences: suspension, personal, shopping, hair appointments, hunting, fishing, babysitting, alarm failure, missing ride to school, entertaining friends, avoidable car trouble, etc.

- **Also, 3 unexcused tardies equal 1 unexcused absence.**
- The administration will determine if work may be made-up and if so the grade on the work will be lowered a letter grade.
- **If work is not to be made-up, a zero grade will be given for all tests, quizzes, and homework assignments missed on the date(s) of the student's absence in each class missed.**

Tardiness:

- Students are expected to arrive at school prior to 8:00 am and to be prompt to each of their classes daily.
- Students are to check in through the office if they are late to school at any time during the school day.**
- *The following valid excuses are considered for an excused tardy: death in immediate family, medical or dental appointment, court or administrative proceedings, inclement weather conditions agreed upon by the administration, and speaking with administration or teaching staff.*
- Students should be in the classroom when the tardy bell begins to ring.
 - After the tardy bell rings and the student is late, he/she must be marked Tardy without excuse by the teacher (unless written documentation is provided excusing the tardy)
- ALL** 1st period tardies will be marked unexcused until a note is received in the office.
 - A note from the parent giving reason for the tardy must be received in the office within one day of the tardy.
- Three unexcused tardies equals one unexcused absence.**
- To prevent excessive tardiness, three excused tardies will equal one unexcused tardy.
 - *Unexcused absences that result from an accumulation of unexcused tardies will carry the same penalty.
- *Please note tardies of "Personal" reasons will not be excused.*

School Related Absences:

- School related absences are absences from a class that are approved by the school administration.
- School related absences include but are not limited to the following: sports events, fine arts practice and competition, conferences with teachers or administration, and inter-school activities.
- All work missed during school related absences must be made up.
- School related absences are recorded, but do not count against overall attendance for a class.

Out of Town Trips:

- Absences due to out-of-town trips (church related or not) must be pre-arranged and approved by the school Administration.**
- A note for a pre-arranged trip is to be presented to the Administrator for approval at least 1 week in advance the absence occurs.**
 - Trips not pre-arrange as specified above will be considered unexcused.
- Pre-arranged trips are approved on prior attendance records and grades in each class.
- Parents should request work from the teacher/teachers prior to leaving for the trip.
 - All work must be complete, to the extent possible, prior to leaving for the trip to avoid grade penalty.
- **The final authority in all matters of attendance and tardies rests with the administration.**

Early Dismissals:

- Students needing early dismissal from school must bring a note from the parent or the parent must contact the office before 9:00 informing the office of the time and reason for earlier dismissal.
- Seniors need to leave after lunch unless prior approval is given by a teacher or administrator to remain on campus.
- Students leaving campus for any reason must check out at the office.**
- Students must check back in at the office upon returning if on the same day.
- Students must obtain an admission slip from the office the next day of attendance.

Communicable Disease Policy:

It is the responsibility of the parent or guardian of a student to inform the school of the student's infection of any serious and continuing communicable disease upon application for enrollment (for a new student) or at the time of diagnosis (for a current student).

While it is not the desire of Woodland Baptist Christian School to discriminate against any student, the school is faced with the challenge of providing a safe environment for those students entrusted to their care and it is their intent to protect all students from exposure to serious illness. Woodland Baptist Christian School is not physically equipped to care for the needs of a very ill student or any student with a serious or chronic communicable disease.

Therefore, out of concern for the welfare of all students, it is the school policy to deny admission to, or to require dismissal from, the school for a child with a serious and communicable disease. Any student who is denied acceptance or dismissed due to a communicable disease will not be permitted to enroll or re-enroll in regular classes until he has been medically diagnosed as no longer carrying the disease.

This policy applies to diseases such as, but not limited to and including, syphilis, gonorrhea, AIDS, etc. Students who test positive for HIV are included in this policy.

- Upon having the following illnesses, a student must have consent from either a physician or the Health Department to return to school: Measles, Mumps, "Pink Eye" conjunctivitis, Ringworm, Scarlet fever, Streptococcal sore throat, or Whooping cough.
- A physician, Health Department, or principal may re-admit a student to school upon having the following diseases: Chicken pox, Colds, Head Lice, Influenza, or Pneumonia, Covid-19

Contacting Teachers:

- Teachers have responsibilities required of them both before and after school. Therefore, we request parents to contact their child's teacher through email, written note, or contacting the school office.
- If the teacher is not available at the time called, the secretary will leave a message for the teacher to return the call.
 - If a conference is requested, the teacher will schedule a time to meet.
 - Parents of students in K5 through 12th grades should not go to a child's room before or after school to have an unannounced conference with the teacher due to the teacher's classroom responsibilities.
- We ask parents not to be in the hallways after 8:00 a.m.**
 - This is very distracting to the teachers and the students as their day is to start on time promptly at 8:00am
- If a child is late, they must be responsible for getting their belongings to their locker or classroom.
- As well as reporting to the office for an admit slip.

Parents who are members of Woodland Baptist Church should not discuss school matters with teachers at weekly services.

Envelope System for Grades K3-5th:

- To be of more help to parents and students, we have an "envelope system."
- A large envelope (9"x12") is sent home each week containing tests, assignments, and other important information.
- This envelope is to be signed by a parent and returned to the student's teacher by the designated day.

Field Trips:

- Teachers are permitted and encouraged to schedule a limited number of field trips per year.
 - Students who do not go on the class trip will be counted absent for the day.
 - However, a student may come to school while the class is on the trip if there is an unforeseen circumstance hindering the student from going on the trip, and the student will be under supervision of a teacher.
 - This student will not be counted absent and will be given assignments to be completed.
- Parents or chaperones who go on field trips whether they ride with the students or drive separately or meet at the destination, must abide by the school dress code set forth by the school for the students.**

Guidance Services:

Guidance and counseling services in middle school and senior high school are considered a continuous process to be carried on by the administration and staff. This is necessary because of the numerous problems of varying depth in spiritual, personal, emotional, social, and physical life that young people face.

Immunizations:

The North Carolina Department of Human Resources requires proof of immunization for all students from Pre-School through twelfth grade.

- Students entering our school for the first time must have a current medical report signed by a physician on file as well as an immunization record.
- The following immunizations are required:
 - 5 DPT - 3 by age 7 months, 1 between 12 and 19 months, 1 on or after fourth year (before enrolling in K5)
 - 4 OPV - 2 by age 5 months, 1 by age 19 months, 1 on or after fourth year (before enrolling in K5)
 - 2 MMR - 1 on or after 12 months (before 16 months), 1 before enrolling in K5
 - 4 HIB - 3 by age 7 months, 1 between 12 months and 16 months
 - 3 Hepatitis B - 1 by age 3 months, 1 by age 5 months, 1 by age 19 months
 - 1 Tdap booster before entering the 7th grade if 5 years or more have passed since last dose of tetanus-containing vaccine.
 - 1 Meningococcal vaccine for students entering the 7th grade
 - 1 Meningococcal booster (2nd) vaccine for students entering the 12th grade

Parents have 30 calendar days from the first day of attendance to provide an immunization record, or to begin receiving the required immunizations. If neither action takes place, the student will be suspended on the thirty-first calendar day until proof of immunizations is presented to the administration.

Inclement Weather:

Please understand that we have students enrolled from at least six different counties, which causes the decision-making process to be very difficult. Although we are confident that we will never make everyone happy regarding a decision, our policy is to ALWAYS use CAUTION in our decision-making process.

-If it is necessary to close school/daycare because of inclement weather, an announcement will be made as soon as possible on the Rapid Notification System, social media, and television stations.

-The stations will be contacted in the following order: WXII/NBC 12 and WFMY/CBS 2.

-We will do our best to decide before 6:00 a.m.

Information System

WBCS utilizes a school records and information system, which is beneficial to parents and staff alike. Parents can view their child's academic progress, attendance, etc. Parents will be notified of log-on and password credentials for their family as soon as they are available. More information may be obtained through the office.

Jr./Sr. Banquet:

The Jr./Sr. Banquet is an annual event at which students enjoy a time of good food and fellowship in a formal atmosphere. Encouragement from a guest speaker challenges the attendees from the word of God. This event is not intended to be a substitute for a "dance" or "prom". Although inviting a "guest/date" from without the school is allowed, it is neither required nor encouraged. There are certain guidelines for these guests, and they are as follows:

- Guests must be at least a junior in high school, but no older than 20 years of age. The only exception to this is the invitation of a sibling or parent.
- Guests must abide by the same appearance, dress code, and behavior guidelines as WBCS students.
- Guests must have an evident Christian testimony.
- The administration must approve guests **before** they are invited. The administration may request a reference from the guest's pastor and use the WBCS admittance policy as a guideline. If a guest does not meet the requirements to attend WBCS, then, more likely, they will not be allowed to attend this event.
- The administration reserves the privilege of accepting or rejecting a guest, as it deems advisable.
- **FORMAL DRESS REQUIREMENTS:**

There are specific guidelines as to what may be worn to the Jr/Sr Banquet and for Homecoming. A letter outlining the guidelines will be given to students, as well as parents, in advance of the event to ensure sufficient time to prepare.

Lockers:

-Lockers are the property of the school and may be opened by a school official without the permission of the individual student if necessary.

-No food or drinks should be in lockers (exception: food/drink for lunch/break) due to spills, etc.

-Lockers are not to be decorated inside or out except by special permission from the administration.

-Athletic bags, book bags, etc. are to be placed on the top of the lockers but must be removed each Wednesday, Thursday, and Friday due to church services.

-Any student who damages his locker will be charged a replacement fee.

-Students to whom lockers are assigned can be suspended or expelled if the locker contains weapons, drugs, or any other unauthorized material.

Lost & Found:

-Articles kept in the lost and found for only two weeks.

-Unclaimed items become the property of the school and will be otherwise disposed of at the discretion of the school.

-We will try to return items to their owner.

-The school encourages students to label all personal items brought to school.

-Parents are welcome to come by the office and check for any misplaced items.

Laptops/Tablets/Cell Phones/Smart watches:

-Students in 6th-12th grade are allowed to bring their Personal Laptop/Tablet to school to be used in school under the following conditions

- Before the student can use the laptop at school it **MUST** have the school's security software installed by Administration or other designated personnel (Forti-Client)
- WBCS will not be held responsible if the laptop/tablet is damaged, lost, stolen, etc. while at school. The student is solely responsible for their device.
- The laptop/tablet can only be used in class when designated by the teacher (not in the gym, hallway, nor cafeteria)
- The laptop/tablet cannot be used to access social media during school hours and if done will result in the loss of the use of the laptop/tablet and potential discipline.
- The laptop/tablet cannot be used to access inappropriate sites, if done the student will forfeit their privilege of using their laptop/tablet at school.
- If the student uses his/her laptop/tablet to access sites that would aid in cheating the student will forfeit their privilege of using their laptop/tablet at school.
- The use of laptops/tablets/smart watches at school can be reviewed and rescinded at any time by the Administration whether on an individual basis or as a group.

-Cell phones or using a smart watch as a form of communication are not allowed during school hours.

- If a student wishes to bring a cell phone on campus, it must remain in their car or with a staff member at the beginning of the day and picked up at the end of the school day.
- If a student is discovered violating this policy, severe disciplinary action WILL be issued (See page 16).

Lunch Program:

-WBCS has a hot lunch program available to students in grades Pre-K through 12.

-Lunches may be purchased daily or paid in advance. **"Charging" items not allowed.**

-Students may bring their own lunch and purchase beverages and other food items separately.

Office Hours & School Visits:

School office hours are from 7:45 a.m. to 4:00 p.m.

-All visitors to the campus must register in the school office.

-When visiting the school for any reason, visitors must first sign in and receive a visitor's badge.

-Student visitors should abide by the school dress code and visit only during lunch.

-Lunches, homework, books, and other items brought after school begins are to be left in the school office to be delivered to a student.

-Parents are welcome at school; however, when a visit to the classroom is desired, it is to be scheduled by the office.

- We ask that you refrain from going directly to the classroom.
- The visit be brief so that class interruption is limited.
- Please remember that all visits to the school (including classroom parties) require that the parents follow our school dress code.

Off-Limit Areas:

-All church and school equipment is off-limits except when specifically authorized.

-Other off-limit areas include the church auditorium, church restrooms, Sunday school rooms, nurseries, etc., except as designated.

-Teacher or office desks, computers, personal possessions, or files; vehicles in the parking lot; main office without permission; and other students' desks, lockers, and possessions are off-limit.

Parent Contact:

-The school office and teachers occasionally contacted parents via email or telephone concerning important announcements. We ask you to please check your email and your phone messages periodically for any messages concerning the school or your child.

Patriotism / Pledges:

Students are required to pledge daily to the American flag, the Christian flag, and the Bible. We unapologetically teach the value of self-discipline, respect for those in authority, obedience to the law, and a love for God and country. Students are required, as well, to stand and honor the flag during the presentation of the national anthem at any school event by placing their hand over their heart, facing the flag, and remaining silent for the duration of the presentation.

Personal Possessions:

- Students, not the school, are responsible for their personal property.
- Students are cautioned not to bring large amounts of money, cameras, collectibles, laptop/tablet (exemption 6th -12th), or any other valuables to school.
- Students are not to leave items such as book bags, wallets, pocketbooks, clothing, or other personal items in the locker room or in any other unsupervised area in the building, especially over the weekend.
- Students who leave behind items will have those items placed on our lost and found table in the cafeteria for a period of two weeks. After the two weeks have elapsed, those items will be donated to Goodwill.

Rapid Notification System:

Woodland Baptist Christian School utilizes a Rapid Notification System. Administration and Staff may use this system to relay important announcements regarding school closings, schedule changes, upcoming events, homework, and project reminders, etc.

Senior Trip Requirements: All senior trip requirements are at the discretion of the administration.

The following are guidelines for Senior Trip participation:

- Academics: The senior may not fail more than one class prior to the trip.
- Attendance: The senior must not have any more than 20 absences for the year prior to the trip in any class.
- Disciplinary: The senior must not have been suspended from school either semester of their senior year.
- Financial: The senior must not be any more than 60 days delinquent in their financial obligations to the school.
- Senior Trip Fee: A senior trip fee will be added to the senior school fees to be use as a down payment toward the class trips.

A senior who does not go on the class trip will be required to attend school while the class is away.

-The student will be under supervision of a teacher or teachers.

*Non-attendance to school will be counted as an unexcused absence.

Telephone Use:

- Church and school telephones are for church and school business only.
- Students may use an office telephone in case of sickness or emergency with permission from the office.
 - *Emergencies do not include calling parents to have them bring homework, lunches, projects, or sports clothing.
- Students are not allowed to accept phone calls during class time except for emergencies.

Vehicles:

The following rules and regulations apply to students driving vehicles to school:

- There is no fee for parking a vehicle on campus, **however all vehicles parked on campus by students must be registered in the main office by completing the Student Parking Registration Form.**
- *Students must have a valid driver's license and valid form of insurance to drive to and park at Woodland Baptist Christian School*
- Students must park in the designated student parking in the "bus parking lot" and park evenly between the marked parking lines.
- Students are required to arrive on and leave campus in an orderly manner.
- Students are not to screech tires, nor play loud music, and reckless driving is prohibited.
 - *This includes when leaving school from athletic practice or any other after school event.
- **The maximum speed for vehicles on campus is 10 mph.**
- Students are not to park their vehicle at the back of the building for athletic practice or games, due to the after-school care using the area to go to and from the playground and parents picking up children.
- Students are to come immediately into school upon arrival at campus and are to leave by 2:40 p.m. at the end of the day.
- Students are not allowed to congregate at their cars or other cars before, during, or after school nor drive randomly in the parking lot with other students.
- Students are not allowed to go to their cars during school hours without checking out and checking in at the school office and must exit and enter from the main entrance of the building.

- If a student(s) is caught in the parking lot during school hours without permission from a teacher or administration, the student(s) will be considered "skipping" class and will be subject to demerits and/or detention.
- A student must have written permission *prior to the day of the event* from a parent when riding in a vehicle other than a school bus or van on a field trip or other school related activity.
- A student driver must also have written permission from his/her parents to transport student passengers.
- Members of the opposite sex are not permitted to ride to and from school or sports activities following school without written approval from the parents unless they are members of the same family.
- *Student Athletes are not allowed to ride to or from away games in any vehicle other than the team bus or van without written permission from the parent prior to the day of the game.*
- If any of these rules are broken, the first offense will result in a written warning and for the second offense, the student will not be allowed to drive on campus for two weeks. The third offense will result in a total loss of driving privileges for the remainder of the semester and/or school year.
- ***While a student vehicle is on school property, the administration has the right to search the vehicle, if necessary, without obtaining permission of the student, parent, or the owner of the vehicle.***

ACADEMIC INFORMATION:

Grade Classifications:

Kindergarten: The kindergarten child must show that they have achieved the basic skills of knowing the alphabet, written and orally, and know the phonetic sounds and must be able to apply this knowledge to reading simple words and sentences. The student must be able to count, write and recognize numbers from one to one hundred. The student must exhibit the social skills needed to function in the first grade.

1st through 5th Grade: Emphasis is placed on fundamentals. The student is promoted if they have attended at least 155 days of school and have made a passing grade in math, reading, language, Bible and at least one other subject.

6th through 8th Grade: In order for a student in grades six, seven and eight to be promoted, they must pass all classes. Any failed subjects may be made up in summer school. The student must attend class at least 155 days.

9th through 12th Grade Classifications:

- A freshman is a student who has passed all courses in the eighth grade.
 - A sophomore is a student who has completed 5 units of credit by the end of the freshman year.
 - A junior is a student who has completed 10 units of credit by the end of the sophomore year.
 - A senior is a student who has completed 15 units of credit by the end of the junior year.
- Summer school may be required to earn the necessary credit or credits to be classified.

Graduation Requirements:

Before a student receives a diploma from WBCS, the student must:

- Pass a minimum of 22 ½ -25 ½ credit hours in the disciplines listed below:
 - 4 credits English
 - Honors English: offered for students in the 9th, 10th 11th and 12th grade.
 - 3 credits Social Studies (World History, Gov't/Economics, U.S. History)
 - Honors Social Studies: offered for students in the 9th, 10th 11th and 12th grade.
 - 4 credits Mathematics (one must be Algebra I)
 - Honors Math: offered for students in the 9th, 10th 11th and 12th grade.
 - 4 credits Science (one must be in Physical, and one must be in Biology)
 - Honors Science: offered for students in the 9th, 10th 11th and 12th grade.
 - 5 credits Electives
 - 1 credit Physical Education
 - ½ credit Health
 - 1-4 credits Bible (one each year in attendance at WBCS)

(One unit of credit is equivalent to 150 hours of instruction under the supervision of a teacher, or successful completion of a course that meets 36 weeks. To receive one unit of credit, the student must make a passing grade and attend the class at least 155 days.)
- Have been enrolled at WBCS full time (5 classes their senior year) (unless special permission granted by the Administration).
- Obtain a minimum standard score on the Pre-Scholastic Aptitude Test (PSAT/NMSQT).
- Pay all graduation fees and be cleared by the Business Office of any tuition or fees.
 - * **If a student has not been clear by the Business Office by the day of the Baccalaureate service, that student will not be allowed to participate in the Graduation exercises.**

***The school will withhold the diploma and transcript from any graduating senior who has failed to pay all school bills in full.**

***No POSTDATED checks will be accepted.**

Note: If a senior fails a required course or is deficient in units, he/she may participate in the graduation exercises, provided they are deficient two units or less. He/she will not receive a diploma until all deficiencies are completed.

Honors & Awards:

- **Honor Graduate Requirements** - Students must have a cumulative grade point average of 3.50 from the ninth through the twelfth grade. The average is figure using the 4.00 grade scale. (4.00=A, 3.00=B, 2.00=C, 1.00=D). The overall average is figure by adding the yearly grade points for each course taken and dividing it by the number of courses.
- *A part time student will be ineligible for any WBCS academic awards due to the variance in grading scales.*
- To qualify for Senior Academic Awards, the student must be enrolled full time in a state recognized high school for at least 3 of their 4 high school years.
- **Bronze, Silver, and Gold Medals** - Graduating seniors who meet the following grade point requirements for grades 9-12, will qualify for a bronze, silver, or gold medal:
 - Bronze 3.30 through 3.59
 - Silver 3.60 through 3.99
 - Gold 4.00 and above

Homework:

Homework is an integral part of the academic and character training at WBCS.

-The purpose of homework is to teach habits of independent study; provide practice in the application of learned skills, acquaint parents with the child’s work, and to teach wise use of leisure time.

-Teachers of core classes (Bible, Math, Science, Social Studies, and English/Language) are required to assign written homework at least two times per week.

-Written homework should not be assigned over the weekend (i.e., assigned Friday, due Monday). It can be assigned on Friday to be due on Tuesday or later. Nights Woodland Baptist Church has revival/special services, homework is not to be assigned.

Make-up Work:

-The day the student returns to school he/she should check with his/her teacher/teachers concerning required make-up assignments.

-The day the student returns to school the teacher (1) will assign the missed assignment (2) assign a due date.

-6th – 12th grade students have 2 days to make up work without a grade penalty

- (i.e.: assigned on Monday, due no later than Wednesday)
- Assignment will not be accepted after Wednesday without grade penalty)
 - A letter grade penalty will be issued each day passed the due date, up to 2 days for 6th – 12th.
 - (i.e., due on Wednesday, no penalty, Thursday one letter grade penalty, Friday second letter grade penalty, Monday zero is issued)

-Teachers will extend the due date limit, at their discretion, for students who have had an extended illness of five days or more.

-If a student is out of school two or more days, parents may call the school office to request make-up work.

Report Cards/Progress Reports and Grades:

To keep student and parent informed of academic progress in each class, a progress reports is sent home 4 ½ weeks into each quarter and a report card is sent home at the end of the 9 weeks grading period. If the student is not making satisfactory academic progress, a parent/teacher conference should be scheduled.

Our system of grading is as follows:

- A+ (100-98) B+ (89-87) C+ (79-77) D+ (69-67) F (59-below)
- A (97-94) B (86-84) C (76-74) D (66-64)
- A- (93-90) B- (83-80) C- (73-70) D- (63-60)
- GPA for 9th – 12th grades:
 - Regular: A (4.00) B (3.00) C (2.00) D (1.00) F (0.00)
 - Honors: A (4.50) B (3.50) C (2.50) D (1.50) F (0.00)

Summer School Requirements:

Elementary: Grades 1-3 25 contact hours

Grades 4-6	40 contact hours		
Jr/Sr High	Review course	60 contact hours	
	Repeat course	75 contact hours	
	New course		150 contact hours

Test Schedule:

- **Middle School and Sr High School Test Schedule** - Classroom tests are given periodically to measure the student’s retention of the material presented. A testing schedule has been established to prevent students from being overloaded with tests on certain days of the week. Unannounced quizzes may be given at any time, as determined by the teacher. The weekly test schedule for Middle School and Senior High students is as follows:
 - Monday: Computer, Business Math/ Consumer Math/Electives
 - Tuesday: Bible/Foreign Language
 - Wednesday: History/Economics and Government/Health
 - Thursday: Math/English*
 - Friday: Science/English*

*Denotes two days set aside due to covering Grammar/Literature/Vocabulary. The teacher will decide on which day one or two of these is given. The third is given on the other day set aside.

- **Standardize Testing Program:**

We consider the testing program as an instrument that can make a major contribution to our understanding of the individual. We attempt to secure some measure of each child’s ability, interests, aptitude, and achievement. The following tests are use in our school program:

- Grades K5-8th Iowa/CogAt Test
- 9th -12th (OPS) Iowa Test
- Grade 11 PSAT
- Grades 11 & 12 ACT and SAT

- **Semester and Final Exams**

- Students in 6th – 12th grades will take mid-term exams. Students in 6th - 11th grades will take final exams.
- If school is closed during exams, due to inclement weather, the exam schedule will resume on the next day back.
- Exams will begin two minutes after the bell has rung and students must remain in the classroom until the end of the period.
- A student, who is tardy, may not take the exam until the scheduled make-up time. It can be taken only if the tardy is excused.
- Exam grades account for one-fifth of the semester grade.

- **Seniors and Final Exams:**

- The exemption process for final exams for seniors will be determined by the following:
 - An “A” plus no more than 5 absences and no more than 10 tardies (Excused or Unexcused) in the class for the year plus less than 15 demerits for the year.
 - A “B” plus no more than 3 absences and no more than 10 tardies (Excused or Unexcused) in the class for the year plus less than 15 demerits for the year. However, the “B” must be an 84 or above.

-Note: School related absences (ballgames, fine arts, etc.) will not be included in the designated number of absences. In addition, up to 5 days of specially approved absences (college trips and/or family related absences) by the Administration will be considered for exemption.

CONDUCT:

Conduct Standards:

Woodland Baptist Christian School is a distinctively Christian School. Its purpose is to assist the home in training a child into Christlikeness. When a student enrolls in WBCS, they become a representative of our ministry. Toward that end, certain expectations have been established regarding student behavior and conduct. It is important that the home and the school cooperate fully with one another. **If questions arise, the parent should never undermine any aspect of the program and should therefore, never make a derogatory remark about a teacher or the school in the presence of their child, to other students, or to other parents.** To do so not only violate scripture and ethics but tears down the credibility and authority of the teacher. Even further, it diminishes the submission of the child to all types of authority and weakens their confidence in Christian education. There are proper channels through which

problems or disagreements may be discussed, and it is only through these channels that anything constructive can be done about problems.

No conduct code can hope to address every infraction in standards of conduct that can occur. If you have any questions, please contact the administration. **These regulations are not intended to be exhaustive, but to provide general guidelines for acceptable behavior.** The Administration has the responsibility for and final authority to enforce the intent and spirit of the conduct code. While enrolled at WBCS the following guidelines are expected to be followed:

- Students are expected to maintain a testimony of evident moral character. The ultimate Christian testimony cannot be obtained without the empowering of the Holy Spirit. A person's testimony is defined as the opinion of one's character by their friends and acquaintances. For a student to develop spiritual leadership ability, that student must possess Christian character. Thus, one of the goals of WBCS is to develop Christian character within each student.
- **Students are to be honest, courteous, and friendly, and exhibit kindness and respect to fellow students, administration, teachers, staff, and guests at all times.**
- Students are expected to be present each time their church has services.
 - Be faithful in attendance and encouraged to be active in their church.
- Students are under the authority of the teacher or other designated personnel.
 - They are expected to abide by the rules discussed and set up by WBCS and to comply during and after school hours.
- Students are to obey the ones in authority.
 - That includes teachers, office staff, and substitute teachers as well as other staff members.
 - When this policy at home is expected, we seldom have a problem at school.
- Students should always show respect to teachers and staff members by addressing them as Mr., Miss, or Mrs.
 - Students should address teachers and staff in this manner both on and off campus, during school hours, and after school hours.
 - No type of nickname will be tolerated in reference to a teacher, staff, or administrator.
- **Students will answer authority with yes/no sir and yes/no ma'am.**
- Students will stand when an adult enters the classroom.
- Parents can expect WBCS to investigate fully questions of character particularly in relations with the opposite sex, lesbianism/homosexuality, experimentation with controlled substances, or other immoral conduct. Parents who feel this is an invasion of privacy should consider other educational facilities, as WBCS purposes to maintain an environment that is distinctively "Christian".
- Constructive suggestions made to the Administration of WBCS will always be appreciated; however, complaining is a destructive sin and will not be tolerated.

Students enrolled at WBCS should clearly understand that attending this school is an administrative choice, not a right. Thus, students are expected to conform to the standards of conduct set forth by the school. When conduct is in violation of our standards, students may be subject to a discipline review and may be asked to withdraw from WBCS. This entails conduct outside the school, as well as during school hours, which is unbecoming to a Christian.

Daily Rules:

- Students who leave early on a regular basis must have a permission slip signed by a parent on file in the office.
- Students are not allowed to leave campus without written permission from their parents and/or from the administration.
- Students are not permitted to attend dances/proms. Consent forms will NOT be signed by the Administration for these events.
- Students are not allowed to have off campus visitors during school hours, except for approved lunch visitors before the day of the visit. (See pg. 11)
- Students may not sit in cars with their peers or other non-family persons nor loiter in the parking lot, nor wander through unauthorized areas of our school building during or after school hours.
- **Cell phones: Personal cell phones are not allowed during school hours.** If a student wishes to bring one on campus, it must remain in his/her car or with a staff member. (See pg. 11) If a student is caught violating this policy, disciplinary action WILL be taken.
 - On the first offense, the phone will be taken and placed in the office and parents must pick up the phone.
 - On the second offense, the phone will be placed in the office and parents must pick up the phone.
 - On the third offense, the student will receive out-of-school suspension.
 - Please make sure you understand this policy, and the negative consequences, before allowing your child to bring a cell phone to school.
- **Inappropriate material:** WBCS has a no tolerance policy for inappropriate material on cell phones such as nude pictures or sexual content (otherwise known as "sexting"). These types of actions are immoral, and violators will be dealt with severely.
- **Portable electronics:** MP3 players, earbuds, etc. are not allowed during school hours. (Laptops/Tablets – see page 11)
- **Playing cards:** Playing cards, of any kind, and/or other questionable material/games are **not** to be brought to school.

- **Books/magazines:** Books and other literature are not to be brought to school unless they are a part of the student's class work or have been approved in writing by the administration. Literature containing wording or pictures that are suggestive to sexual experiences or have pictures of a boy or girl improperly dressed, are subject to severe penalties.
- **Boy/Girl Relations:** WBCS has a "hands-off" policy with the opposite sex. This includes but is not limited to kissing and holding hands on school grounds or at any school related activity. Unusual display of affection with the same sex is also, strictly forbidden.
- **Cheating:** Cheating in any form will not be tolerated at WBCS. The student or students guilty of cheating will receive Demerits or a "zero" on the test or assignment (or both) for the offence. **Cheating includes obtaining unauthorized "help" on any test, project, homework, or class work.**
- **Bullying:** Although we realize bullying may occur from time to time, at WBCS, it is never acceptable. Our goal is to implement a clear framework for dealing with bullying incidents to protect our students and to discipline and instruct the bully to learn how to treat others in a way that is in line with biblical principles. (See Addendum on Bullying)
- **Student Organizations:** Any organized student activity must receive written permission from the administration. Any organized student activity that does not receive written permission is subject to disciplinary action up to and including expulsion for all students involved.
- **Fighting:** Teachers will supervise every indoor and outdoor activity and students should report any problems to the teacher on duty. Any student guilty of fighting will be subject to suspension and possible expulsion.
- **After school activities:** Students staying after school to attend a ball game must go to after school care. Once the game begins, the student is to remain in the gym or on the field under supervision and not be in other areas of the building or campus.
- **Music:** Worldly music is unacceptable on our campus. It should not be listening to, perform, quoted, or promoted by any student.
- **Internet Chat/Member Sites:** Students are not allowed to have a profile on **any** Internet chat site the school deems inappropriate or an inappropriate profile on approved sites. These profiles are public, thus a direct reflection of WBCS. Violators of this policy are subject to severe disciplinary action.
- **Social Media/Text/Group Text: Post on Social Media/Text/Group Text whether public or private by a student of WBCS are a direct reflection of WBCS and the ministry of Woodland Baptist Church. Therefore, if a student post text, picture, or video on Social Media/Text/Group Text or that is considered by the Administration of WBCS to be damaging to standards and/or testimony of WBCS or Woodland Baptist Church that student will be subject to discipline up to and possibly including expulsion.**

Dress Code:

The purpose of the dress code is to achieve Christian modesty and maintain a high standard while at school and at school functions. **No dress code can address every variation that can occur. These regulations are not intended to be exhaustive, but to provide general guidelines for acceptable dress. The administration has the final authority as to interpretations of the dress code.** There will be an inspection for dress code by designated staff members. On the first offense, the student may be given a warning. Thereafter, demerits will be issued. Students who wear inappropriate outfits will be asked to leave the school grounds until appropriately dressed.

General Guidelines: (Grades K3-12):

- No clothes or jewelry resembling the "rock" or "pop" culture is allowed.
 - No "worldly" prints on garments, including the prevalent young pop culture, or peace symbols, should be worn. This includes book bags, lunch boxes, etc.
 - **Questionable prints will be ruled on by the administration.**
- WBCS students who attend any school function or other schools' functions must abide by the WBCS school dress code.
 - Students who are out of dress code will be subject to the penalties outlined in the handbook.
 - A zippered fleece pull-over and/or knit pull-over with buttons or snaps may be worn only if:
 - The undergarment meets school's dress code.
 - In addition, the pullover must remain unzipped and/or unbuttoned.
- *All jackets must remain unzipped while inside the building.*
- P.E. Attire: A P.E. uniform is required during P.E. or grade will be penalized.
- Body piercing and tattoos are not allowed. This includes any other type of coloring/drawing on the skin.
- Modest dresses, skirts and tops are required for young ladies.
- Appropriate attire and appearance for young men is required.
- **Hooded Jackets or Hooded Sweaters will not be permitted in the school building.**

Girls: (Grades K3-12): Parents must pick up or bring other attire if clothing does not meet the following guidelines:

- **Dresses and skirts:**
 - Dress or skirt hemline should not be higher than the bottom of the knee in front and be below the bend of the knee in the back when standing.
 - Should come to the top of the knees when sitting.

- “Tunic top dresses” do not meet the school dress code for length even if worn with leggings. A skirt must be worn underneath.
- Dress or skirt with a “Hi-low hemline” must meet dress code in length. (See above)
- Dress or skirt with an **underlining that has a see thru overlay must meet dress code in length. (See above)**
- Splits (front/back or side) are not to open higher than the top of the knee and must be sewn/pinned to the proper length.
- **Skirts:**
 - Skirt must not be tight fitting in the hips, causing the skirt/dress to “ride up” when walking or sitting, nor see thru (see above).
 - The outline of a young lady’s undergarments should not be noticeable.
- **Dresses:**
 - Dress must not be tight fitting on any portion of the young lady’s body nor see-thru (see above).
 - The outline of a young lady’s undergarments should not be noticeable.
 - Dress must be modestly, cut with no low fronts avoiding any exposed cleavage and/or low backs and/or have oversized arm openings.
 - No part of a young lady’s **cleavage** should ever show.
 - The neckline should be no lower than 3 inches (4 fingers) from the clavicle bone.
 - Dress with a lace yoke: Undergarments must be of the same color.
 - A sleeveless dress is to be modestly cut under the arm and the top of shoulder *completely* covered.
 - A sweater or jacket may be necessary and/or a camisole or tank worn underneath.
 - The covering should not allow any straps to be visible.
 - A shoulder strap that is less than 2 inches is to be worn with a covering.
 - “Cold Shoulder” dress/top must have a **wide/solid shoulder covering that covers the shoulder and modest arm openings**.
 - Strapless or halter top dresses are NOT to be worn, even if another garment is worn over it.
- **Tops, shirts, sweaters, etc.:**
 - Modestly cut with no low fronts or low backs or oversized arm openings nor tight fitting or see-thru.
 - The neckline should be not lower than 3 inches (4 fingers) from the clavicle bone.
 - No part of a young lady’s **cleavage** should ever show.
 - WBCS has adopted a no tolerance policy for girls’ tops that are too low, too tight, or too short. No part of a young lady’s midriff should show at any time, even when arms are raised or when bending over.
 - **Camisoles or tank tops are not to be worn as an outer garment. They must be worn with an outer covering.**
 - A lace yoke top: Undergarments must be of the same color.
 - The outline of a young lady’s undergarments should not be noticeable.
 - Sleeveless tops are permitted but cut modestly under the arm and the top of shoulder must be completely covered (see dresses).
 - Strapless tops or halter-tops are NOT to be worn, even if another garment is, worn over it.
 - A solid color T-shirt is permissible but may not be excessively casual (no raglan sleeve tees). A small logo on the front right shoulder area is acceptable.
 - No garment design or writing should bring attention to a young lady’s anatomy.
- **Hooded Jackets or Hooded Sweaters**
 - Hooded jackets or hooded sweaters will not be permitted in the school building.
- **Shoes** must be worn at all times. (Sandals, boots, tennis shoes, etc., but no “Classic Crocs”)
- **Leggings:**
 - Footless tights or footless leggings are not to be worn as part of a young lady’s attire, unless worn with boots or socks as covering.
- **Slacks or Jeans:**
 - Are not to be worn on campus at any time including after school events.
 - Girls are not allowed to change into pants before leaving the school building.
- **Shorts:**
 - Shorts are not classroom attire for our Pre-school.
 - Are not to be worn at any time on campus, including attending a sports event or after practice.
 - Exception: athletic participation.
- **Hats:**
 - Not to be worn at any time, except for athletic participation.
- **Hairstyle** should be modest and becoming to a Christian young lady.
 - Partially shaved styles not permitted.
 - Natural color highlights that blend with hair’s natural color are allowed.
 - Hair may not be colored or dyed in an **unnatural** color.
 - No two-tone layers or “pick-a-boo” highlights.
- **Bandanas or hats** are not appropriate attire for school.

- Only two **earrings** per ear are allowed, and they **must be in the lower lobe**.
- Seventh period PE students must change into regular school dress code at the end of class period whether staying on campus or not.

Girls: (Grades 6-12 only):

- **Chapel attire:**
 - **Nice “Sunday Church” type clothing including nice dressy footwear.**
 - T-shirts or denim skirts {even partial denim} are not to be worn.
 - Exception: a denim dress jacket or vest used as covering
 - *Tennis shoes, flip-flops, Sperry topsiders or any other very casual shoes are not to be worn on chapel day.*

Boys: (Grades K3-12):

- **Jeans/Pants:**
 - **Oversized or tight fitting or skinny pants or jeans are not to be worn. (Will be determined at the discretion of the Administration.)**
 - No elastic/tight ankle type pants.
 - Must fit securely at the waist, no more than one inch larger than your waist size.
 - Are not to drag the ground or be un-hemmed or frayed at the bottom.
 - Are not to have holes or be torn or have worn places.
 - Undergarments should not be visible at any time.
 - **Belts must be worn at all times** unless the pants have no belt loops and fit securely at the waist (grades 6-12).
 - If suspenders are worn, a belt must be worn (grades 6-12).
 - Only young men in kindergarten through second grade may wear sweat/nylon pants.
- **Shirts:**
 - **Button up dress shirts or collared shirts are required (grades 3-12).**
 - Shirts must remain button while on campus (no partial)
 - Shirrtails must be long enough to tuck and stay inside the pant all day.
 - **T-shirts are allowed for grades K3-2nd only.**
 - Zipper/button type pullovers worn over a dress shirt may be worn outside the pants.
 - Must be no more than 6 inches below the waistline.
 - Undergarment (shirt) must meet the school dress code.
 - **All shirrtails must always be inside the pants (grades 3-12) including “Eagle gear” shirts on “Spirit Days”.**
 - **Hooded Jackets or Hooded Sweaters**
 - Hooded jackets or hooded sweaters will not be permitted inside the school building.
- **Shorts:**
 - Shorts are not classroom attire for our Pre-school.
 - *Are not to be worn at any time on campus, including attending a sports event or after practice.*
 - Exception: athletic participation.
- **Hats:**
 - Not to be worn at any time, except for athletic participation.
- **Hair: (Student “may” be asked not to return to school until issue with hair is corrected. At the discretion of administration.)**
 - Should be neatly thin and trim off the ears, collars, and eyebrows.
 - Must not be “bushy” or “unkempt”.
 - Sides of the hair should be evenly tapered with no lines or designs cut into the hair.
 - May not be colored or dyed including bleaching and streaking.
 - Partially shaved styles not permitted.
 - Faux hawk hairstyles not allowed.
 - Pompadour, afro, curly top style haircuts must be **modest in length with a modest fade** (no high fade).
 - No Mullet style cuts allowed.
 - Young men must be clean-shaven.
 - Sideburns must not be lower than the bottom of the ear.
- **Jewelry:**
 - Young men not permitted to wear earrings or plugs for pierced ears on or off campus.
 - Jewelry confiscated from young men must be picked up by the parent in the school office.
 - Bracelets (including string or silicon etc.) or necklaces are not to be worn at school or at any school function or activity.
- **Shoes and socks** must be worn at all times. Sandals and other open-heeled shoes are not permitted.
- Seventh period PE students must change into regular school dress code at the end of class period whether staying on campus or not.

Boys: (Grades 6-12 only):

- **Chapel attire:**
 - Nice “Sunday Church” type clothing including footwear.
 - Students must remain in “Chapel Dress” the entire day.
 - A Tie or Bow Tie must be worn.
 - Dress slacks, dress shirt with tie is to be worn.
 - No denim
 - *Tennis shoes or other very casual shoes (i.e., Crocs, etc.) are not to be worn on chapel day.*

DISCIPLINE:

Behavioral Discipline Philosophy:

Biblical discipline is positive training that equips children to meet the demands, challenges, and responsibilities of life. Lessons of discipline include teaching the fear of the Lord (Proverbs 1:5-7); teaching students to make the right decisions and to stand alone for righteousness (Proverbs 1:10-19, 29-33); teaching God’s laws of cause and effect (Galatians 6:7-8; Deuteronomy 11:26-28); and teaching restitution for offenses (Matthew 5:23-24, 18:15). In addition, a balanced approach to discipline – rewarding that which is right and punishing that which is wrong – proves beneficial in the development of young people.

The purpose of student discipline is to provide a foundation and to produce the character of Christ through the implementation of Biblical principles of correction. According to God’s Word, obedience to rules is designed to protect a person for God’s best in his life, rather than preparing a person for a life of surrender to the world (Romans 6:13)

The philosophy in the application of a disciplinary system is to exhibit a spirit of concern and control. The concern of the administration is motivated by a desire for each student to travel in the direction that God would have for him. Discipline at WBCS is never carried out with the goal of hurting or demoralizing, but rather protecting the student from unprofitable pursuits in life. The school’s disciplinary system is designed to be administered with equity, based not on who the student is, but based on what principle or what policy may have been violated and to what extent the student has violated the rule(s).

The goal in discipline is to match the consequences to the offense and to counsel restitution to the offended party (Matthew 18:21-35). The disciplinary system will be only as public as necessary to resolve conflicts with the goal of causing others to fear the Lord and to walk in obedience.

Discipline (K3 - 5th):

Woodland Baptist Christian School believes that according to the instruction of God’s Word there are times discipline is a necessary. Although we do not believe discipline is appropriate for minor offenses, for major and repeated offenses, we do. All major discipline issues will be handled by the administration and in the presence of another administrative staff member, if needed. The parents will be notified of the incident.

Disciplinary System (6th – 12th):

Because WBCS promises to maintain an atmosphere that is conducive to learning, parents would be done a great disservice if wrong behavior were not corrected. Usually silent lunch, demerits, and/or detention will be used as discipline for violation of the rules.

Demerits:

Demerits result from acts of rule violations, and the number administered is assigned in proportion to the offense listed. Realizing that there are unintentional or first-time offenses from an overlooked area or an inadvertent policy misunderstanding, the consequences of demerits may still be applied for the student’s violation; but in such cases, a minimal number of demerits will be administered. In contrast, cases of deliberate or repeated disobedience, reflecting purposeful or premeditated action, will receive the full consequences of demerits. Demerits may be administered by any faculty or staff member of Woodland Baptist Christian School. Each demerit carries its own disciplinary weight and consequence.

Demerit notification will be sent to the parents’ preferred email address on the same or following day. The following alphabetical list is given for the benefit of parents who wish to know the types of offenses that sometimes occur and the way each is handled. This list is not exhaustive and is used as a guide for teachers and staff members. Repeat offenses will result in additional demerits given at the discretion of the administrator.

Infraction:

- Attending a Rock/Country music concert
- Cheating
- Dancing
- Defacing/damaging school property
- Direct disobedience
- Disrespect to authority
- Disturbing class
- Dress code violation
- Fighting
- Forging Signatures
- Harassment/Bullying
- Horseplay/Roughhousing
- Inattentiveness in chapel/Not having a Bible
- Invasion of teacher’s personal property
- Language – Inappropriate (slang, crude, gossip)
- Lying
- Material – Inappropriate (unchecked books, etc.)
- Music – Inappropriate (singing, humming, etc.)
- Music – Inappropriate (possessing or listening to)
- Outside of assigned campus area or in “off-limits” area
- Physical contact
- Possession of knives or other potential weapons
- Possession of tobacco products on/off campus
- Profanity or obscene gesture (written or verbal)
- Inappropriate profile on Internet Chat site
- Inappropriate material on Cell Phone
- Skipping Class/School
- Smoking/vaping on/off campus
- Stealing
- Unapproved Electronics/Cell Phone

Demerits:

- 2 Days Full Suspension
- 3 and a “0” on the assignment, Detention
- 1
- 3 + payment for repair, Detention
- 3 + apology, Detention
- 3 + apology, Detention
- 1
- 1, change if necessary
- 3, Detention
- 1
- 3 minimum, 1 Detention minimum
- 1
- 1
- 3, Detention
- 1 minimum, possible detention
- 1 + apology
- 1 minimum
- 1
- 1
- 1
- 1 minimum
- 3, Detention
- 6, 2 Days Detention
- 3 + apology, Detention
- 1 Day Full Suspension minimum
- 6, 2 Days Detention
- 1 per class / 3 per day, possible detention
- 2 Days Full Suspension
- 6 + Restitution, 2 Days Detention
- 1

**All penalties & quantities are assigned at the discretion of the Administration*

Demerit/Detention Process

- For every 5 demerits a student receives the student will be given a Detention to be served the next school day, or another day as directed by the Administration. The Detention will be served directly after school from 2:40pm – 3:30pm.
- If a student receives 3 Demerits after their third detention the student will then be given an In-School Suspension
- If a student receives 3 Demerits after the In School Suspension the student will serve 2 Day Full Suspension
- If a student receives 3 Demerits after the 2 Days Full Suspension the student will serve a 1 Week Full Suspension
- If a student receives 3 Demerits after the 1 Week Suspension the student will move to the Administrators discretion for correction including potential expulsion from the school.
- If a student accumulates 5 demerits or less during the first semester, those demerits will be erased at the start of the second semester.
- If a student accumulates 6 demerits, a conference with the parents will be scheduled with the Administration during which a plan of action will be discussed to help the student avoid further demerits and suspension.
- Demerits received during “testing days” will carry a grade penalty on the final exams or final test.

Merits:

- Exceptionally good behaviors may be rewarded with merits.
 - Voluntarily completing extra tasks and exhibiting cooperation and leadership among the student body without being prompted is the primary way to earn merits.
- Merit awards will be given immediately upon administration of the merit.
 - The merit may be used to purchase a fifty-cent item in the cafeteria or denote other beneficial rewards as deemed by the Administrator.

Detention

- The student must report to the assigned detention room promptly by 2:40.
- The student must sit in the assigned detention room, without talking to other students and perform the required task the WBCS Staff member administering detention deems necessary.
- The student must leave campus promptly at 3:30.
- If the student normally stays in after school care, the student will not be allowed to stay the day they serve their Detention.
- If a student participates in any sport, the student will not be allowed to participate in practice or game on the day that they serve their detention. This may result in further discipline from our coaching staff for an unexcused absence from practice or game.

Suspension:

In-School Suspension -

- Students who accumulate three demerits after their second issued Detention must serve In-School Suspension.
 - o No interaction with other students will be allowed.
 - o The student will be assigned to an appropriate staff/faculty member (substitute teacher) and will be given various assignments/duties for the day.
 - o A grade reduction will be given on all assignments for the day.
- Besides an accumulation of demerits, at the administration's discretion, students may be suspended for fighting, profanity, threats, disrespect, poor attitude, or any other offense directly contrary to the standards and spirit of Woodland Baptist Christian School.**

Full Suspension –

- Students who accumulate 3 demerits after their In-School Suspension or the consequence requires it, must serve Full Suspension.
 - o The length of the suspension will be determined by the severity of the offense.
 - o A school official will notify parents if their child is to be suspended.
- A student who receives full suspension will remain off the school campus (including any after-school function) until the suspension is fulfilled.
 - o There is to be no participation in sports or after school events during the suspension.
- The student will receive zeros in all classes for the period suspended.
 - o *In some cases, the administration will allow the work to be turned in for a reduced grade to be averaged together with the zero given.*

Expulsion:

The school administration is always willing to offer counseling to students with problems in their lives. Our desire is to help students as they see their own spiritual need and ask for help. In these circumstances, WBCS truly wants to help them to be restored to Christian fellowship. However, students who willfully continue to participate in an activity that is against the standards set forth by WBCS will be dealt with severely. For that reason, **STUDENTS WILL BE EXPELLED IF THEY...**

- **Receive 3 or more Demerits after serving a 1-week Full Suspension.**
- Drink or have in their possession any alcoholic beverage either on or off campus.
- Use, make pretense of using, have in their possession, or encourage others to use illegal drugs at any time. Students, suspected of using illegal drugs, will be required to submit to a drug test conducted by a laboratory approved by the school at the parent's expense.
- Conduct their selves immorally by participating in lesbianism/homosexuality or sexual activity with the opposite sex. WBCS believes that lesbianism/homosexuality and premarital sex is sin and will not condone such actions by its students.
- Bring a false accusation against any Church or School Staff member. We encourage students to report anything inappropriate; however, accusations of any nature will be investigated thoroughly. If the accusation brought by the student is determined to be false, the student will be dismissed from WBCS immediately.
- Bring firearms or any other dangerous weapon to school. This list includes BB guns, air rifles, bowie knives, daggers, pepper spray, slingshots, switchblades, blackjacks, metallic knuckles, razor, and razor blades (except for personal shaving), and any sharp-pointed or sharp-edged instrument, (except for instruction supplies), unaltered nail files and clippers, and tools used for instruction in the preparation of food and property maintenance.
NOTE: North Carolina law also requires school officials to report any discovery of weapons to law-enforcement authorities. This includes finding any of these previously mentioned items in vehicles parked on school property. In the event items are found on school property, a call will be made to notify the parents of the incident and a call will also be made to the law enforcement authorities to come and arrest the student at the school facility. **NC law mandates these actions.**
- Furthermore, Woodland Baptist Christian School reserves the right to dismiss and deny re-admission to any student for reasons the administration deems necessary. This right includes, but is not limited to, the following offenses: lack of parental cooperation;

nonconformity to standards of conduct or grooming; chronic unexcused absences or tardiness; uncooperative spirit; rebellion toward discipline.

ATHLETIC INFORMATION:

WBCS maintains an active interscholastic (Grades 6-12) and intramural (Grades 1-5) sports program competing in various athletic activities. At Woodland, we believe that participating in athletics is a great privilege, which has great responsibilities. An Eagle athlete is to conduct himself or herself as a pattern of good works in academics, social activities, classroom and extracurricular conduct, in teamwork and athletic skill, and most importantly, in maintaining a consistent, growing, daily walk with God. Further, we believe that each athlete has the purpose of bringing glory and honor to the Lord Jesus Christ, his or her parents, and WBCS and Eagle athletics in every area of his or her life. Finally, each athlete, coach, and parent needs to keep athletics in its proper place. WBCS believes the priorities of each athlete's life should first be his or her relationship with God, family and church, academics and, lastly, sports.

Athletic Program Philosophy:

The athletic program at Woodland strives to instill in its participants Christian sportsmanship, fellowship, teamwork, and character through competition with other schools. It is also the objective of the athletic program to aid in the development of well-rounded students. Luke 2:52 tells us that Jesus increased in wisdom, in stature, and in favor with God and man, so it is important that our students develop mentally, physically, spiritually, and socially. It is important for students to maintain a balance of all these areas; thus, the WBCS athletic program seeks to emphasize not only physical development, but also spiritual growth and social skills. We believe that extracurricular activities such as an athletic program are an important part of Christian Education, but these activities will not take priority over our emphasis on academics. Woodland Baptist Christian School also strives to set a Christian example before every school with which it competes. Finally, WBCS understands that winning is a Biblical concept; therefore, we also strive to develop a competitive and winning program.

Athletic Program Policies and Guidelines:

Absences from School - The following procedures will be followed for absences:

- If a student is dismissed from school due to an illness on the day of a game or practice, the student will not be eligible to play in a game or attend practice that day.
- Students who arrive late to school must do so prior to 11:00 a.m. to be eligible to participate in team activities that day. However, students who have a pattern of being late will not be allowed to practice or play. (After 11:00 am, only an excused tardy, such as planned doctors' appointment or a pre-arranged out of town trip, will be taken into consideration by the administration.)
- A student who misses the school day after a game must have a note from their parents explaining why he/she missed, or he/she will not be able to play the next game. Only reasons that are considered excused absences in this handbook will be accepted. "Not feeling well" cannot be a habitual excuse. If the athlete is constantly sick, perhaps the demand of athletics is the problem.
- Students getting back late from a game will not be excused for tardiness on the next school day unless approved by the administration. Assignments and tests given the next day will not be postponed or excused.

Academics – Athletes must maintain an overall "C" average to participate in sports. Grades will be checked every 4 weeks. At each 4-week check, the following applies:

- A student with an overall average below a "C" will be considered ineligible to play until the overall average reaches the acceptable level no later than 12:00 pm of the day prior to the game. The following applies to ineligible athletes:
 - o The ineligible athlete must continue to attend practices even though they may not play in the upcoming games. Failure to comply with this procedure may prevent them from playing in future games when they become eligible. This is at the coach's discretion.
 - o The ineligible athlete must wear chapel dress and sit with the team for home games.
 - o Ineligible athletes are not permitted to travel to away games.
 - o Note: Academic guidelines do not apply to postseason competitions or non-conference tournaments.

Conduct – WBCS expects our athletes to be exemplary in their conduct. Therefore, athletes will be penalized one game night for every 3 demerits received during a 3-week grading check. Furthermore, athletes who receive 9 demerits or more during a nine-week grading period will be suspended from play for a period of one week. Conduct problems in the classroom will be communicated to the coaches. Any student suspended from school will be removed from the team at the administrator's discretion. The following guidelines apply to unsportsmanlike conduct during athletic participation:

- Athletes are always to show sportsman-like conduct toward coaches, officials, teammates, and opposing team members.
- Athletes are never to "show off" as this does not bring glory to God.
- Any athlete who displays unsportsmanlike conduct may be removed for the remainder of the game. This penalty will be decided upon by the Coach, Athletic Director or Administrator and will be based upon the severity of the offense. A second offense will result in suspension of one additional game and a third offense will result in being removed from the team.

- Any player who engages in fighting, uses profanity, or similar misconduct is subject to suspension and/or removal from the team and the school as determined by the school administration. This applies to acts during a school-sponsored event, including any actions afterwards while on the school campus.
- Players who are ejected from a game due to misconduct are subject to the NCCSA policy of a one game suspension, even if the game is against a non-NCCSA opponent. They will also have a meeting with the Athletic Director concerning the misconduct.
- Athletes will **always** be supervised (this includes before practice/games, during practice, and after practice if they do not leave the campus).

Dress Code - The following guidelines are in place for **all athletic seasons**:

- Game Day: Chapel Dress Code applies. This applies to **ALL** sports and games, home or away. The only exception to this rule will be during specially designated “Eagle Spirit” days.
- Students who do not comply with the dress code will be assigned demerits.
- Game day attire is to be worn to home and away games unless a coach instructs a team to change into their uniform before traveling.
- Athletes must change into regular school dress after competing in an athletic event or sport (game) if remaining on campus.
 - This includes any member of any of the sport teams.
- Practice Attire:
 - Girls:
 - Shorts (at the knee)
 - Tee shirts that cannot be seen through and that are not tight fitting.
 - Appropriate athletic shoes for the sport.
 - Leggings may be worn under practice or game shorts if socks are worn as well.
 - Athletes must change into regular school dress after practice if remaining on campus.
 - Boys:
 - Shorts (at the knee)
 - Tee shirts that cannot be seen through.
 - Appropriate athletic shoes for the sport.
 - Sleeveless shirts must be cut modestly under the arms (**NO large under the arm openings**).
 - Athletes must change into regular school dress after practice if remaining on campus.

Fees – Because of the cost of the school’s athletic program, all athletes will be charged an athletic fee per sport.

- This fee will offset the cost of officials, uniforms, and other athletic expenses paid by the school.
- This fee must be paid in order for an athlete to participate in a sport and is to be paid prior to the first game of the season.

Insurance - All student athletes must have proof of adequate medical insurance to participate in the sports programs. This insurance must be maintained throughout the student’s participation.

Physical Examination - A current physical examination form completed by a licensed physician is required for all students participating in athletics, including tryouts.

NCCSA Liability Waiver Form – Each athlete must have a signed NCCSA Liability Waiver Form on file in the office for the current year.

Concussion Form-Each athlete must have a signed Concussion Form on file in the office for the current year.

Uniforms - Uniforms are to be cleaned on a regular basis and cleaned before returning them to the school at the end of each season.

- Team managers or athletes or coaches will be responsible for cleaning uniforms.
- Coaches and the Athletic Director will be responsible to keep an inventory of uniforms and keep a record of all uniforms issued and returned.
- Students failing to return uniforms will pay current prices to replace missing uniforms or parts of uniforms.

Awards:

Award presentations will be given at an assembly/dinner at the end of each season or at the end of the year. Coaches can allow team members to vote for the awards, but the final decision rests with the coaches and the athletic director in selecting the recipients of each award. Normally, each team will give out four awards of significance. All athletes for each season are expected to attend regardless of whether they are expecting an award or not. One female and/or one male will receive the Male and/or Female Athlete of the Year award and this award will be given at the end of the school year if the athlete meets the required qualifications.

- Must be either a junior or senior.
- Must play multiple sports.
- Must have lettered in each sport.

- Must make at least All-Region in at least two sports.
- And have won the MVP in at least one of the sports.
- In the case of multiple candidates, the athletic director and the coaching staff will vote to determine the winner of the award.

Eligibility and Try-outs:

Varsity Sports:

- Students in grades 7-12 are eligible to tryout for varsity athletics.
- Each team will have a pre-specified number of uniforms and positions to fill, therefore cuts are likely.
- This number will vary by sport, season and school year, and will be determined by the Athletic Director and Coach before tryouts begin.
- Each coach will have specific skills and athletic guidelines required to qualify for team selection.
- Final selection will be based on attitude, academics, athleticism, work ethic, knowledge, and skill.
- At times, a particular sport will have enough interest to have a JV and Varsity Team. In those situations, the following applies:
 - 9th and 10th graders who make the Varsity team will be allowed to tryout for JV as well and may CHOOSE to play both consecutively.
 - In the rare case that a 7th or 8th grader makes the Varsity team, they will be REQUIRED to play JV and Varsity consecutively in order to promote continued growth and maturity through the JV program.

Junior Varsity Sports:

- Students in grades 6-10 are eligible to tryout for Junior Varsity athletics.
- Each team will have a pre-specified number of uniforms and positions to fill, therefore cuts are likely.
- This number will vary by sport, season and school year, and will be determined by the Athletic Director and Coach before tryouts begin.
- Each coach will have specific skills and athletic guidelines required to qualify for team selection.
- Final selection will be based on attitude, academics, athleticism, work ethic, knowledge, and skill.

**Note: Eligible transfer students must wait 14 days from the date of enrollment to participate in an athletic event.

Playing Time:

- Interscholastic sports are different from intramural sports -- **not everyone gets to play every game.** Playing time is an earned privilege.
- At the junior varsity level, starting players are chosen and playing time is earned based on positive attitude, ability and performance during practices and games.
- Coaches are encouraged to substitute as much as possible.
 - Substitutes are made to gain game experience, to provide depth, and to enhance team play.
 - Substitution may also be a reward for a player’s effort and attitude.
- At the varsity level, starting players are chosen and playing time is earned based on positive attitude, ability, work ethic and performance during practices and games.
- Substitutes will be played according to game strategy, dictates of the game, or as a reward for displaying outstanding effort and a positive attitude.

Practices:

- Practice times will be set according to season, facility, and coaches’ schedules.
- All athletes are expected to attend practices.
- Each coach will have specific guidelines and penalties regarding absence from practice.

Team Captains:

The athletic director will approve the selection of all team captains. The administrator and/or athletic director reserve the right to overturn the selection of an athletic captain who does not exemplify appropriate standards of conduct, character, or academics.

Transportation:

Athletes must travel to all games on a bus or van, except when the administration gives prior approval. A bus will be available to take students to in-town games. Parents will be responsible for transportation home. On school nights, junior varsity teams may return from out-of-town games when the junior varsity games are over. Athletes will be allowed to contact their parents concerning arrival times since the length of games is unknown. Coaches will stay with athletes but if parents are frequently not at school ready to pick up their child when the team returns, it may result in the athlete not being allowed to travel to away games.

- Boys and girls are to sit segregated while traveling on the bus/van.
- Boys are required to wear long pants during travel.
- No type of music player and/or headphones, ear buds, etc. is allowed on bus/van trip.
- Cell phones are not to be used on the van/bus except to contact parents or for emergencies.
- Bus/van must be cleaned after returning to school. This is the responsibility of the coaches.
- Each coach/sponsor is responsible for always having an adult chaperone with respective teams on the bus at all times.
- Students are required to ride the bus to out-of-town games, unless granted special permission by the administration.
- Coaches/Administration must have written permission from a parent if a student is not riding the bus or van home from an out-of-town game.
- No one is to ride the bus except managers, team members, staff members, coaches, and sponsors, unless otherwise allowed by the administration.

Overnight Accommodations:

It is anticipated that, occasionally throughout the year, the varsity teams will be involved in games or tournaments that may require overnight stays in hotels. Players are responsible for the cost of the room and meals while on the trip. The exception would be for State Tournaments – the school incurs the motel costs for these games. While parents are welcome to accompany teams, the athletic department can only arrange accommodations for the team. Parents will need to make their own reservations.

Expectations of Parents of Athletes:

Parents of WBCS athletes are expected to do the following:

- Become actively involved in the Athletic program by participating in fundraising, concessions, admissions, and team support.
- Pick up your athlete promptly from practice and games within 10 minutes of the scheduled end of the event.
- Support your athlete and WBCS with a positive and Christ-like attitude. Parents are encouraged to attend as many games as possible.
- Follow the proper order of dealing with problems:
 - Most problems can easily be resolved by going to the coach FIRST.
 - Parents must never approach a coach after a game seeking to discuss some aspect of the game.
 - Parents must arrange for a meeting with the coach following the next available practice session.
 - If an ethical solution cannot be found, a meeting may need to be arranged with the coach and athletic director.
 - Never approach another school with a problem you have against them. Address all problems to the WBCS athletic director.
- Observe your conduct and attitude during competition. (See Fan Participation below)
- Follow the dress code guidelines for modesty established for students.
- Whether at home or away games, WBCS expects parents to be mindful of the testimony they exhibit on behalf of the school and church.

Fan Participation:

Woodland fans are expected to exemplify sportsmanlike behavior and Christian character through their presence in the stands. If WBCS athletes are expected to adhere to specific guidelines, their authority, peers, and support group should be expected to do so to an even greater extent and set the proper example. Therefore, the following guidelines are in place and will be enforced:

- Fans are not to approach, speak to, nor yell at referees/umpires in a malicious manner for ANY reason.
- Fans are not to approach, speak to, or yell at opposing players and/or coaches.
- Fans are not to yell or make noise during opponents' foul shots during Basketball season.
- Fans are not to "lose control" of their attitude, actions, or words, or bring attention to themselves by doing so.

Offenders of these policies will be given one warning. A second offense will result in the offender being dismissed from the event. Furthermore, any fan, including parents, found guilty of verbally abusing a coach at any time during the school year will be given a verbal warning. A second offense will result in suspension from WBCS athletic events for a period of two weeks. A third offense will result in permanent dismissal from all WBCS athletic events and, in the event the offender is a parent, the athlete will be dismissed from WBCS as well. **If you perceive that you will have difficulty following these guidelines, it is suggested that you do not attend athletic events.**

Woodland Baptist Christian School

Anti-Bullying Policy

The following policy has been established by the school board and administrators of Woodland Baptist Christian School regarding bullying.

I. Policy Statement

The school board of Woodland Baptist Christian School prohibits acts of bullying of a student or students. The school board and administrators have determined that a safe, civil, and Christian environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation, or bullying.

II. Definitions

Article 29C. School Violence Prevention. § 115C-407.15.

Bullying and harassing behavior. (a) As used in this Article, "bullying or harassing behavior" is any "pattern" of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that takes place on school property, at any school-sponsored function, or on a school bus, and that:

- (1) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property.
 - (2) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.
- (b) No student or school employee shall be subjected to bullying or harassing behavior by school employees or students.
- (c) No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior.
- (d) A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.
- (e) A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official. (2009-212, s. 1; 2009-570, s. 39.)

https://www.ncleg.net/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_115c/Article_29C.pdf

III. Policy Provisions

1. The school shall adopt discipline rules in compliance with NC General Statutes - Chapter 115C Article 29C that prohibit bullying and include provisions concerning education, parental involvement, and intervention. These discipline rules shall apply regardless of the location in which the bullying occurred when the bully and the targeted student are students at school or at a school function or disciplinary action is reasonably necessary to avoid substantial interferences with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
2. The principal shall implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of bullying, consistent with the code of student conduct, as well as the consequences and remedial responses for staff members who commit one or more acts of bullying. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.
3. The principal shall be responsible for designating a member of his/her staff to receive all complaints alleging violations of this policy.

4. All school employees, volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to the principal or the principal's designee on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. A written report of the incident shall also be submitted to the school principal or principal's designee within one (1) school day of submitting the verbal report.
5. Students, parents, and visitors within the school are encouraged to submit a written report of alleged violations of this policy to the principal (or principal's designee) on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. Such a report may be made anonymously. Formal action for violations of the code of student conduct may not be taken solely based on an anonymous report.
6. Any church and school employee, volunteer or contracted service provider who promptly reports an incident of harassment, intimidation, or bullying, and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.
7. The principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel to assist in the investigation. The investigation shall be completed, and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of harassment, intimidation, or bullying. The principal or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.
8. The school shall record the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying and electronic or written communication bullying. The school shall report this information to the Pastor and school board. Information shall be submitted to the School Board by May 30 of each year.
9. The principal shall provide the parents of the students who are parties to the investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the administration found evidence of bullying, and whether consequences were imposed, or services provided to address the bullying incident if the evidence of bullying was substantiated. This information is to be provided in an expedited manner.
10. Any school employee, volunteer or contracted service provider who receives a report of harassment, intimidation, or bullying from a student, parent, visitor, or colleague, and fails to initiate or investigate or who witnesses or observes a bullying incident and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action by the school.
11. The School Board of Woodland Baptist Christian School is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of bullying is confirmed, according to the parameters described in the school's code of student conduct. The school board recognizes that some acts of bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either by the Church Pastor or by local law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from positive behavioral interventions up to and including suspension or expulsion.
12. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying and enhance school climate, enlist parent co-operation and involvement, or take other appropriate action). Intervention and support implemented by the principal or his/her designee should include follow up services to both the targeted student and the bully. The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.
13. The principal of the school is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents.
 - a. Students – Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion.
 - b. School Employees – Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with procedures and agreements.
 - c. Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.
14. The principal shall post a link to the policy that is prominently displayed on the home page of the school's website. The principal shall ensure that notice of the policy appears in the student handbooks and all other publications of the school that set forth the comprehensive rules, procedures, and standards for the school.
15. The school shall disseminate the anti-bullying policy and bullying prevention instruction to all students in grades 1-12 within the school no later than September 15th of each school year. It is expected that anti-bullying information will be part of a more comprehensive bully prevention effort communicated to the students throughout the school year.
16. The school shall provide annual training on this policy and bullying prevention and intervention instruction to school employees, volunteers, and contracted service providers who have direct and on-going contact with students.
17. The school board and administrators of the Woodland Baptist Christian School understand that the characteristics and resultant needs of the school will continue to evolve, and that the existing base of knowledge regarding bullying prevention and intervention will continue to grow. Research on bullying prevention practices will continue to emerge, and the date on the nature of bullying behaviors will continuously change. It is essential that school administrators and school staff regularly review available bullying prevention and intervention data. Additionally, school administrators are expected to collect and analyze in-house data regarding bullying incident investigations, incident frequency and the effects of the school's efforts to address bullying behaviors. Through data-driven practice, administrators will be best qualified to determine the need for changes to policies and procedures and to institute improvements to prevention and intervention programs and approaches.

III Training

- A. All school administrators and teachers will attend an annual session on bullying and the school's bullying policies during teacher workdays at the beginning of each school year.
- C. All students in grades 1-12 will attend an annual session on bullying during the first week of each school year.

Source: https://www.ncleg.net/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_115c/Article_29C.pdf

Revised July 31, 2023

2023-2024 First Semester School Year Calendar
(All dates are subject to change)

*Revised 7/20/2023

FIRST SEMESTER		
DATE	DAY	EXPLANATION
August 7, 8, 9	Mon -Wed	Teacher Workdays (8:30 to 2:00)
August 14	Monday	Required Student-Parent Orientation @7:00 pm in Church Auditorium
August 14	Monday	First Day of School and Daycare!
September 4	Monday	LABOR DAY HOLIDAY (School and Day Care Closed)
September 15	Friday	1 st Quarter Progress Reports go home
September 27	Wednesday	School Pictures (8 th – 11 th)
September 28	Thursday	School Pictures (4 th – 7 th)
September 29	Friday	School Pictures (K3-3 rd)
October 11	Wednesday	PSAT Test – 11 th grade
October 13 th	Friday	Teacher Workday (School and Day Care Closed)
October 16 th	Monday	<i>1st Quarter Report Cards go home / End of 1st Quarter</i>
October 27-29	Thurs - Sat	Soccer/Volleyball State Tournament (TBD)
November 10	Friday	Observance of Veteran's Day (School and Day Care Closed)
November 17	Friday	2 nd Quarter Progress Reports go home
November 22-24	Wed-Fri	THANKSGIVING BREAK (School and Day Care Closed)
December 18-19	Mon-Tues.	Regular school day for elementary students
December 15-19	Fri-Tues.	Exams for grades 6th-12th (Early dismissal for students in grades 6-12 due to exam schedule)
December 19	Tuesday	Half Day – 11:30 dismissal for K3-5 th – Day Care Open until 6:00 pm
December 19	Tuesday	End of 2 nd Quarter / End of 1 st Semester
December 20 - January 1	Wed. – Mon.	CHRISTMAS BREAK (School and Day Care closed)

2023-2024 Second Semester School Year Calendar
(All dates are subject to change)

SECOND SEMESTER		
DATE	DAY	EXPLANATION
January 2	Tuesday	School resumes after Christmas Holidays
January 5	Friday	2 nd Quarter Report Cards go home
February 2	Friday	3 rd Quarter Progress Reports go home
February 14	Wednesday	Valentine's Day
February 22-24	Thurs-Sat	State Basketball Tournament (TBD)
February 26-February 29	Mon-Thurs	Dr. Seuss Week – K3-5 th
March 1	Friday	Teacher Workday (School and Day Care Closed)
March 4	Monday	<i>3rd Quarter Report Cards go home / End of 3rd Quarter</i>
March 20-22	Wed-Fri	NCCSA High School Fine Arts Competition (TBD)
March 29- April 5	Fri.–Fri	Easter Break / Spring Break (School and Day Care Closed)
April 12	Friday	4 th Quarter Progress Report go home
April 17-23	Wed - Tues	Achievement Testing for K5-5 th Grade
April 17-22	Wed - Mon	Achievement Testing for 6 th -8 th Grade
April 17-19	Wed.- Fri.	Achievement Testing for 9 th -12 th Grade (OPS students)
April 25-26	Thurs. - Fri.	NCCSA Elementary Fine Arts Competition (TBD)
April 26	Friday	Jr./ Sen. Banquet
May 6-10	Mon-Fri	Teacher Appreciation Week
May 8	Wednesday	Senior Baccalaureate Service at Woodland Baptist Church @ 7:00 p.m.
May 9-11	Thurs.-Sat.	Softball/Baseball/Soccer State Tournament (TBD)
May 13-14	Mon-Tues	Regular school day for K3-5 th
May 13-15	Mon.-Wed.	Exams for grades 6th-12th (Early dismissal for students in grades 6-12 due to exam schedule)
May 14	Tuesday	K5 Graduation in Church Auditorium @ 7:00 pm/Reception following
May 15	Wednesday	Half Day – 11:30 dismissal for K3-5 th – Day Care Open until 6:00pm
May 15	Wednesday	End of 4 th Quarter/End of 2 nd Semester/Last day of School
May 16	Thursday	Teacher Workday 8:30-2:00 (No Day Care)
May 17	Friday	Senior Graduation in Church Auditorium @7:00 pm/Reception following



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February 7th, 2018

Woodland Baptist Church
1175 Bethania Rural Hall Rd.
Winston-Salem, NC 27106

RE: Asbestos at Woodland Baptist

To Whom It May Concern:

This letter is to confirm that NO asbestos-containing materials were used or specified in the construction of Woodland Baptist Church located at 1175 Bethania rural Hall Rd in Winston-Salem, NC. This new church facility consisting of 55,600 sq. ft. was completed in 2009 by our firm.

Please feel free to give us a call if you need more information.

Sincerely,

Jim Gillikin
President/COO

**SIGNATURE PAGE FOR STUDENT/PARENT HANDBOOK
2023-2024 SCHOOL YEAR**

Please sign and return this page to the school office by August 16.

One signature page is required per family.

By our signatures, we verify that we have read (in the case of younger children, read to), the Parent/Student Handbook in its entirety, and agree to abide by the rules and regulations as described in its contents. I realize this form will be kept on file in the school office for future reference.

Parent's signature: _____

Date: _____

Student's signature: _____

Grade: _____

Date: _____

Please sign and return this page to the school office within the first week of school.

NOTES

