

WBCS Parent / Student Handbook

2009 – 2010



Woodland Baptist Christian School

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2009-2010 Theme and Verse

“From Vision to Victory”
I Corinthians 15:57

School Mascot: Eagle

School Colors: Gold, Black, and White

WBCS
School Board and Administration

Pastor
Dr. Tim Gammons

School Board
Mr. Mark Charles
Mr. Tim Childers
Mr. Jimmy Crawford
Mr. Dean Noah
Mr. Thyra Williams

School Administration
Mr. Steve Holley, Administrator
Mrs. Deborah Tapscott, Asst. Administrator
Mrs. Melissa Higgs, Business Manager
Mrs. Sandy Gammons, School Secretary

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.wbconline.org.

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SCHOOL CALENDAR

INTRODUCTION

Woodland Baptist Christian School welcomes you. We are glad you have chosen our school for your training.

WBCS is a private co-educational Christian school founded in 1963. Our school is state approved and our graduates are readily accepted to Christian and secular colleges and universities in and outside of North Carolina.

WBCS is a ministry of Woodland Baptist Church and is governed by a school board elected from the membership of the church. WBCS 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 they are enrolled at WBCS. Each faculty member hopes that the student will be grounded in God's Word, so that when they graduate from WBCS they will be a faithful servant for our Lord Jesus Christ.

The ultimate goal of WBCS is to evangelize the sinner, educate the student, and equip them for service.

OUR DOCTRINE

WBCS holds the Bible to be the inspired, infallible, and authoritative Word of God.

WBCS uses the King James Bible (Authorized Version) 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.

WBCS believes that the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.

WBCS believes in the present ministry of the Holy Spirit by whose indwelling the Christian is able to live a Godly life.

WBCS believes in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.

WBCS believes in the spiritual unity of believers in our Lord Jesus Christ

OUR LEADERSHIP

THE PASTOR:

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

THE ADMINISTRATOR:

Mr. Steve Holley is the Administrator of Woodland Baptist Christian School. He attended Bible College with a passion for Youth Ministry and a focus on Youth Psychology. Mr. Holley's background in Youth Ministry and Administration has prepared him for the task of trying to ensure that young people receive an education that will prepare them not only academically but also spiritually for their future. His belief is that this can only be accomplished by maintaining the highest academic standards through sound teaching and curriculum, and the highest Biblical standards through instruction from the Word of God.

OBJECTIVES:

The educational and spiritual objectives of WBCS will be to maintain the highest possible academic and moral standards in a Christian atmosphere which will give emphasis to the teachings of the Bible, which we recognize as the Word of God. Only with a staff of professionally qualified administrators and teachers dedicated to Christian education can these objectives become a reality.

OUR SCHOOL POLICY

We are glad that you have considered and chosen Woodland Baptist Christian School for the education of your child 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.

GENERAL INFORMATION

Admissions

Woodland Baptist Christian School admits students of any race, color, national, and ethnic origin to all of 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.

Students seeking enrollment in our 3 & 4 year old Pre-school must be potty trained and are not allowed to wear pull-ups.

Students seeking enrollment to our Kindergarten program must be five years old on or before August 31st. The administrator has the authority to appropriately assign the student to the level he decides is in the best interest of the student. Students seeking enrollment to our first grade must be six years old on or before August 31st.

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.

Arrival and Dismissal

The school day begins at 8:00 a.m. for grades K3 through 12. Day care is available from 7:00 a.m. until 6:00 p.m. to accommodate students arriving early or staying late. School ends each day at 2:20 p.m. for grades K3 through 6, and 2:30 for grades 7 through 12. At 2:20 p.m. elementary car riders and elementary day care students are dismissed to the supervising teacher.

Students who have not left the school grounds by 2:30 (K3-6) and 2:45 (7-12) must be under supervision by a club sponsor, a coach, a teacher or a day care worker. Day care attendance is recorded each day.

Any student on campus before 7:45 a.m. or after 2:30 (K3-6) and 2:45 (7-12) p.m. is required to pay day care fees (check price list for cost). Students arriving on campus prior to 7:45 a.m. must report to the day care teacher. Students are not to congregate in unsupervised areas. Students will be dismissed from the day care area at 7:45 to go to their rooms. A student's time of arrival in the morning day care will be documented. In the after school care, the student must sign in the time of arrival to day care and a parent or student must sign out at the time of departure in the afternoon.

Attendance

Our attendance policy is based 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 155 days. 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. Junior and Senior High School students must be in attendance more than half of the class period (25 minutes) to be counted present. An elementary student must be in school a minimum of three hours and thirty minutes before they are counted present for the day.

Students must report to the office with their written excuse from the parent/guardian the first morning back for an admit slip. Students who do not have a written excuse must still report to the office to obtain an admit slip. 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 five days will require a doctor's note. **Please avoid absences unless absolutely necessary.** Flu and other contagious diseases may cause absences to accumulate. Parents of students in grades K5-12 are asked to call the office before 9:30 on the day the student is absent to give a valid reason for the absence.

Excused Absences – the following are considered valid excuses 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. The final authority in all matters of attendance rests with the administration.

Early Dismissals – Students needing early dismissal from school must bring a note from their parents. Students leaving campus for any reason must check out in the office.

Out of Town Trips - *Absences due to out-of-town trips (church related or not) must be pre-arranged and approved by the school Administrator at least 5 days before the absence occurs.* Pre-arranged trips are approved on the basis of prior attendance records and grades in each class. All work must be completed, to the extent possible, prior to leaving for the trip to avoid grade penalty. *Only 5 days per school year will be allowed for trip absences.* Trips not pre-arranged as specified above will be considered unexcused.

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, 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 (see Attendance).

Unexcused Absences - Absences from school for reasons unacceptable to the school will be classified as unexcused. 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 for all tests, quizzes, and homework assignments missed on the date(s) of the students absence will be given in each class missed.** Examples of unexcused absences are: suspension, shopping, hair appointments, hunting, fishing, baby sitting, alarm failure, missing ride to school, entertaining friends, avoidable car trouble, etc.

Communicable Disease Policy

Upon having the following illnesses, a student must have consent from either a physician or the Health Department to return to school: **H1N1**, 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.

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 haven 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 equipped to physically 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.

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 (of a new student) or at the time of diagnosis (for a current student).

Contacting Teachers

Teachers have responsibilities required of them both before and after school. Therefore, parents are requested to contact their child's teacher through email, written note, or contacting the school office. If the teacher is not available at the time of calling, the secretary will leave a message for the teacher to return the call. If a conference is needed, the teacher will schedule a time to meet.

Parents should not go to a child's room in the morning. **Also, parents are asked not to be in the hallways after 8:00 a.m.** This is very distracting to the students. If a child is late, they must be responsible for getting their belongings to their locker or classroom.

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

Guidance Services

Guidance and counseling services in the junior and senior high school are considered a continuous process to be carried on by the administrator, assistant administrator, and each teacher. 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 kindergarten through twelfth grade for all children. Students entering our school for the first time in the pre-school, kindergarten and primary grades must have a current medical report signed by a physician on file. 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 grade 6 if 5 years or more have passed since last dose of tetanus-containing vaccine.

Parents have 30 calendar days from the first day of attendance to provide a shot 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

If it is necessary to close school/daycare because of inclement weather, an announcement will be made as soon as possible on the school website (www.wbcseagles.org), SCHOOLCAST (see Schoolcast section), local radio and television stations. The stations will be contacted in the following order: WXII/NBC 12, WFMY/CBS 2, WGHP/FOX 8, and WSJS Radio/AM 600. We will do our best to make a decision before 6:00 a.m.

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.

InfoDirect

WBCS utilizes a school records and information system called InfoDirect, which is beneficial to parents and staff alike. Parents are able to view announcements, activities, athletic events, calendar, discipline information, lunch menus, account information, and their child's academic progress. More information may be obtained through the office or by visiting our school website at www.wbcseagles.org.

Junior-Senior Banquet

The Junior/Senior Banquet is an annual event where WBCS provides a time of good food and fellowship in a formal atmosphere for current juniors and seniors of the school. This event is not intended to be a “dance” or “prom”, but merely a time of enjoyment. Although inviting a “guest/date” from without the school is neither required nor encouraged, it is allowed. There are certain guidelines for these guests and they are as follows:

- Guests must be at least a sophomore 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 and behavior guidelines as WBCS students.
- Guests must have an evident Christian testimony.
- The administrator must approve guests **before** they are invited. The administrator will request a reference from the guest’s pastor and use the WBCS admittance policy as a guideline. If a guest would not be admitted to attend the school, 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 Junior/Senior Banquet and for Homecoming. A letter outlining those guidelines will be sent to each parent in advance of the event to ensure sufficient time to prepare.

Library

The WBCS Library consists of various volumes of books. It has a balanced selection covering the categories of philosophy, religion, social studies, languages, the arts, fiction, literature, geography and history. There are also **highly filtered**, internet capable computers available for student research and reference. Students using the internet in the library are supervised at all times.

Lockers

Lockers should be locked at the end of each school day. Any student who damages his locker will be charged a replacement fee.

Lockers are the property of the school and may be opened by a school official without the permission of the individual student if necessary. Students to whom lockers are assigned can be suspended or expelled if the locker contains weapons, drugs, or any other unauthorized material. No food, candy, or drinks are allowed in lockers. Lockers are not to be decorated inside or out except by special permission from the administrator.

Lost & Found

Articles will be kept in the lost and found for only thirty days. Unclaimed items become the property of the school and will be otherwise disposed of at the discretion of the school. Effort will be made 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.

Lunch Program

WBCS has a hot lunch program available to students in grades Pre-K through 12. Lunches are bought on a daily basis or paid in advance. **“Charging” a lunch is not allowed.** Students may bring their own lunch and purchase beverages and other food items separately. If a student in grades K3-6 does not bring their lunch and does not have money to purchase a lunch, they will be given a provisional food item and drink. If this happens more than three times, the parents will be called to either pick up the child or bring them a lunch. If a student in grades 7-12 does not bring their lunch or does not have money to purchase a lunch, they will not be provided a lunch and must find some other means to obtain one. Any student in grades 7-12 who tries to go through the lunch line without paying will be given demerits for stealing.

Medication & Sickness

By law, school personnel are 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 medications must be left with office personnel in the mornings to be dispensed at the appropriate time. The school secretary will treat minor abrasions. Students with a temperature of 100 or above will not be allowed to stay at school. Parents will be called to pick up the student.

Office Hours & School Visits

School office hours are from 7:45 a.m. to 4:30 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. 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 and that the visit be brief so that class interruption is limited. Lunches, homework, books and other items should be left in the school office to be delivered to a student.

Off-Limit Areas

All church and school equipment is off-limits except when specifically authorized. Other off-limit areas include the church building 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.

Parent Organization

The Booster Club is open to all parents of students in K3-12th. Those interested in being involved should contact the Booster Club / Fundraising Director.

Patriotism / Pledges

Students will be 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 will be required, as well, to 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 are cautioned not to bring large amounts of money, cameras, collectibles, laptop computers, or any other valuables to school. Students, not the school, are responsible for their personal property.

SCHOOLCAST

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

Parents are required to submit a form at the beginning of the year specifying which methods of communication they would like to receive.

Senior Trip Requirements

The following are guidelines for Senior Trip participation:

- Academics: The senior may not be failing more than one class prior to the trip.
- Attendance: The senior must not have any more than 20 absences 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.

Tardiness

Promptness is expected. 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 get a note from the office.

ALL tardies will be marked unexcused until a note is received in the office. Tardy notes must be received in the office within 1 day of the tardy. The administrator will make the final decision as to whether a tardy is excused or unexcused.

Elementary students, grades K5-6th, should not accrue more than three unexcused tardies per quarter. Beginning with the fourth unexcused tardy in a quarter and for each additional unexcused tardy thereafter, the parent will be charged \$2.

High School students (grades 7-12) will be given demerits and detention for every three unexcused tardies they receive throughout the school year. High School students will begin with zero tardies at the beginning of second semester.

Students are to check in through the office if they are late to school at any time during the school day. The final authority in all matters of attendance and tardies rests with the administration.

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. Please plan ahead so that the office can function with maximum efficiency. Students are not allowed to accept phone calls during class time except for emergencies.

Personal Cell Phones may not be on, used or visible during school hours. If a student is found violating this policy, disciplinary action WILL be taken. Please make sure you understand this policy, and the negative consequences of breaking such, before allowing your child to bring a cell phone to school.

Vehicles

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

- **There is a fee for parking a vehicle on campus.** All vehicles parked on campus by students must be registered in the main office. This includes license tag number, make/year of the car and valid driver's license.
- Students must park in the designated student parking area 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.
- The maximum speed for vehicles on campus is 10 mph.
- Students are to come immediately into school upon arrival to the campus and are to leave as soon as possible at the end of the day. Students are not allowed to congregate at their cars.
- Students are not allowed to go to their cars during school hours without permission from the office.
- A student must have written permission from a parent when riding in a vehicle other than a school bus or van on a field trip or other school related activity, with the exception of in-town ball games.
- 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 administration unless they are members of the same family.**
- 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 principal or his designee has the right to search the vehicle, if necessary, without obtaining permission of the student or the owner of the vehicle.**

ACADEMIC INFORMATION

Awards Presentation

Toward the end of each year, WBCS has an Awards Presentation for student grades K5-12th. Awards of various types are presented to the students in recognition of outstanding achievement.

Class Schedule for Grades 7-12

Period	Regular Schedule	CHAPEL Schedule
1 st Period	8:00-8:48	8:00-8:42
2 nd Period	8:58-9:46	8:52-9:32
3 rd Period	9:49-10:37	9:35-10:15
4 th Period	10:40-11:28	10:18-10:58
CHAPEL	-----	11:03-11:53
5 th Period (10 th -12 th)	11:31-12:19	11:58-12:38
5 th Period (7 th -9 th)	11:58-12:46	12:24-1:04
6 th Period	12:51-1:39	1:07-1:47
7 th Period	1:42-2:30	1:50-2:30
Jr. High Lunch (7 th -9 th)	11:28-11:53	11:53-12:19
Sr. High Lunch (10 th -12 th)	12:19-12:46	12:38-1:02

Credits

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 5 periods per week for 36 weeks. In order to receive one unit of credit, the student must make a passing grade and attend the class at least 155 days.

Envelope System for Grades K3-6th

In order to be of more help to parents and students, we have an "envelope system." A large envelope (9"x12") will be sent home each week containing tests, assignments, and other important information. This envelope needs to be signed by the parent and returned to 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, but must be under supervision of a teacher. This student will not be counted absent and will be given assignments to be completed.

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.

Elementary: At the elementary level, emphasis is placed on fundamentals. The elementary student is promoted if they have been in attendance at least 155 days of school and have made a passing grade in math, reading, language, Bible and at least one other subject.

Seventh and Eighth Grade: In order for a student in grades 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 – 12 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.

Graduation Requirements, Honors, and Awards

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
 - 3 credits Social Studies
(World History, Gov't/Economics, and United States History)
 - 4 credits Mathematics (one must be Algebra I)*
 - 4 credits Science (one in Physical and one in Biology)
 - 5 credits Electives
 - 1 credit Physical Education
 - ½ credit Health
 - 1-4 credits Bible (one each year in attendance at WBCS)
- Have been enrolled at WBCS both semesters of the senior year (unless special permission is 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 cleared 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.**

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

Reminder: While a foreign language is not required for graduation, the NC University system, as well as other university and colleges, require two years of one language for admission.

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 figured using the 4.00 grade scale. (4.00=A, 3.00=B, 2.00=C, 1.00=D). The overall average is figured by adding the yearly grade points for each course taken and dividing it by the number of courses.
- **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 3.00 through 3.29
 - Silver 3.30 through 3.59
 - Gold 3.60 through 4.00

Homework

Homework is an integral part of the academic and character training at WBCS. The purposes of homework are 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, etc.) are required to assign written homework once or twice per week. Because we recognize the value of family time, homework is not to be excessive. Homework will not be assigned over the weekend (i.e. assigned Friday, due Monday).

Make-up Work

Students who miss work are given one day per day absent to make up work (limit of 7 days). It is the responsibility of the student to check with the classroom teacher to schedule make-up work. Teachers will extend the seven day limit for students who have had an extended illness of five days or more if accompanied by a physician's note. Work not completed within the required length of time will be recorded as a zero. If a student is out two days or more, parents may call the school to request make-up work to be sent to the office to be picked up by the parent. Work or tests announced in advance of the absence remain due on the assigned dates but may be adjusted at the discretion of the teacher.

Reports and Grades

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

Our system of grading is as follows:

- A+ (100-99) B+ (92-91) C+ (84-83) D+ (75-74) F (69-below)
- A (98-95) B (90-87) C (82-78) D (73-72) INC (Incomplete)
- A- (94-93) B- (86-85) C- (77-76) D- (71-70)
- An incomplete becomes a zero if the work is not completed within two weeks of the reporting period.

Student Organizations

The list below is a representation of organizations that students in grades 7-12 have the opportunity to become a member. Each individual organization has its own set of membership requirements and regulations.

- Monogram Club
- National Honor Society
- Pep Club
- Service Club
- Spanish Club
- Student Council

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

Testing

High School Testing Schedule - Classroom tests are given periodically to measure the student's retention of the material presented. In the Junior and Senior High School a testing schedule has been established to prevent students from being overloaded with tests on certain days of the week. Quizzes, announced or unannounced, may be given at any time, as determined by the teacher. The weekly test schedule is as follows:

- Monday: Math/Art/Home Economics
- Tuesday: Bible/History/Economics
- Wednesday: English/Foreign Language/Health
- Friday: Science/Computer

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 used in our school program:

- Grades K5-8th Stanford Achievement Test and Otis Lennon School Ability Test
- Grade 10 PLAN
- Grades 9, 10 & 11 PSAT
- Grades 11 & 12 SAT and ACT

Semester and Final Exams - All students in grades 7-12 will take mid-term exams. All students in grades 7-11 will take 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 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 in the class for the year plus less than 15 demerits for the year. ****Note.** School related absences (ballgames, testing, etc.), as well as specially approved absences by the Administration (college trips and/or family related absences [up to 3 days]) will not be included in the designated number of absences.
- If school is closed during exams, due to inclement weather, the exam schedule will resume on the next day back.
- Exams are to begin two minutes after the last bell has rung.
- Students must remain in the classroom until the exam period is over.
- A student who is tardy may not take the exam until the scheduled make-up time. It can only be taken if the tardy is excused.
- Exam grades account for one-fifth of the semester grade.

CONDUCT AND DISCIPLINE

CONDUCT

Conduct Standards

Woodland Baptist Christian School is a distinctively Christian School. Its purpose is to assist the home in training up a child into Christ-likeness. 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 violates 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. 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 excellent 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 for fellow students at all times.**
- Students are expected to be in the house of the Lord each time their church has services.
- 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 be in compliance with them 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 is carried out at home, 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 fully investigate questions of character particularly in the area of relations with the opposite sex, 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, griping 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 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 with the exception of lunch visitors.
- Students may not sit in cars with their peers and loiter in the parking lot, nor wander through unauthorized areas of our school building during or after school hours.
- **Personal Cell Phones may not be on, used or visible during school hours.** If a student is found violating this policy, disciplinary action WILL be taken. On the first offense, the phone will be taken and held in the administrator's office until the end of the following day. On the second offense, the phone will be held for one week. On the third offense, the phone will be taken indefinitely or until a \$50 fine is paid to release it. Please make sure you understand this policy, and the negative consequences of breaking such, before allowing your child to bring a cell phone to school.
- I-Pods, radios, cameras, CD/tape players, playing cards and pepper spray are not to be brought to school.
- Books/magazines are not to be brought to school unless they are a part of the student's class work or have been approved in writing from 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 or church 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. Demerits and a "zero" on the test or assignment will be given to any student guilty of cheating. **Cheating includes obtaining unauthorized "help" on any test, project, homework or class work.**
- 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.
- 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 listened to, performed, quoted or promoted by any student.
- Internet Chat Sites: Students are not allowed to have a profile on **any** Internet chat site the school deems inappropriate. Sites such as MySpace are particularly intolerable. Violators of this policy are subject to severe disciplinary action.
- A more detailed list of rules will be distributed to students at the beginning of the school year.

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 outfits that have been prohibited may be asked to leave the school grounds until appropriately dressed.

General Guidelines: (Grades K3-12)

- No clothes or jewelry resembling the "rock culture: are allowed. Also, no "worldly "prints on garments such as "Hannah Montana", "Jonas Brothers", or "High School Musical" should be worn. This includes book bags, lunch boxes, etc. Questionable prints will be ruled on by the administration.
- Tee shirts are allowed for grades K3-6, but not allowed for grades 7-12.
- Students who attend any school function at our school or other schools must abide by the WBCS school dress code. Students out of dress code will be subject to the penalties outlined in the handbook.
- Leather and camouflage clothing are not to be worn as school attire.
- After participating in a sporting event or practice, regardless of season, students should change back into regular school dress unless they are going directly home.
- P.E./Practice Attire: Students must purchase a P.E. uniform through the business office. Uniforms are required to be worn during P.E. or grade will be penalized.
- HEELYS are not permitted.
- Body piercing and tattoos are not allowed.

Girls: (Grades K3-12)

- Modest dresses, skirts and blouses are required. **Dresses and skirts should completely cover the knees when standing.** “A” shaped splits are not to open higher than the top of the knee and must be sewn to the proper length, not pinned or buttoned.
- Dresses, skirts, shirts, sweaters, tops, etc. **must not be tight fitting or see through.** Tops made from a stretch knit material are not to be worn as an outer garment.
- For girls in grades 4-12, tops may not have any kind of writing on them. No design should bring attention to a young lady’s anatomy. If the outline of a young lady’s undergarments can be seen, then the top or skirt is too tight and is not to be worn to school.
- Sleeveless tops are permitted but the **strap must completely cover the shoulder** and be modestly cut under the arm. A tee shirt underneath may be necessary. Therefore, sleeveless tops, **such as tank tops cannot be worn as an outer garment.**
- Halter tops or strapless tops **may not be worn,** even if another garment is worn over it.
- Tops, sweaters and dresses must be modestly cut with no low fronts (2 ½ inches from the neck bone, avoiding any exposed cleavage) or backs, or having oversized arm openings.
- Shrugs that tie are not allowed. Cropped jackets and bolero sweaters may be worn as long as they are not buttoned.
- WBCS has adopted a no tolerance policy for girls’ tops that are too tight or too short. No part of a young lady’s midriff should ever show (even when arms are raised or when bending over).
- Narrow strapped jumpers/dresses are not to be worn.
- Shoes are to be worn at all times.
- **No slacks or jeans are to be worn on campus at any time. Girls are not allowed to change into pants before leaving the school building.**
- Hair style should be modest and becoming to a Christian young lady. Partially shaved styles are not permitted. Highlights are allowed but hair may not be colored or dyed in an **unnatural** color.
- Sport or beach type flip flops or crocks are not permitted.
- Bandanas or hats are not appropriate attire for school.
- Only two earrings per ear are allowed, and they must be in the lower lobe.

Girls: (Grades 7-12 only)

- Fleece or knit pull-over with buttons or snaps may be worn only if undergarment meets school’s dress code and the pull-over is not tight fitting.
- Zippered sweatshirts may be worn as a jacket only.
- **Pull over or hooded sweatshirts are not to be worn.**
- On chapel days, attire should be considered nice “Sunday Church” type clothing including footwear. Tee shirts or denim skirts {even partial denim} or jumpers are not to be worn. **Tennis shoes, flip flops, Sperry top-siders, or clogs (Birkenstock type) are not to be worn on chapel day.**

Boys: (Grades K3-12)

- Modest dress for young men is required. **Jeans and other pants cannot be oversized, sagging (low-crotch), baggy, wide legged, faded, worn, or sloppy or torn or cut at the bottom. All pants must fit securely at the waist, no more than one inch larger than your waist size.** They are not to drag the ground or be un-hemmed. Undergarments should not be visible at any time. Only students in kindergarten through second grade may wear sweat/nylon pants. Shorts and hats are not to be worn at any time with the exception of athletic participation. Belts must be worn at all times, unless the pants are made with no belt loops and fit securely at the waist.
- **All shirt tails must be worn inside the pants at all times.** Sweaters worn over dress shirts may be worn outside the pant, but must be no more than 6 inches below the waist line.
- **Hair should be neatly thinned and trimmed off the ears and collars.** Hair should be at least one finger width above the eyebrow. The sides of the hair should be evenly tapered with no lines or designs cut into the hair. Partially shaved-styles are not permitted.
- **Hair may not be colored or dyed in an unnatural color, including bleaching or streaking.**
- Sideburns must not be lower than the bottom of the ear opening.
- **Young men must be clean shaven.**
- Young men are not permitted to wear earrings or plugs for pierced ears on or off campus. In addition, **no bracelets or necklaces are 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.

Boys: (Grades 7-12 only)

- Zippered sweatshirts may be worn as a jacket only.
- Pull over or hooded sweatshirts are not to be worn.
- On chapel days, attire should be considered nice “Sunday Church” type clothing. (No tee shirts or denim). Boys must wear dress slacks and dress shirt with tie. No tennis shoes should be worn on these days.
- Button up dress shirts or collared golf shirts are required.
- Turtle neck shirts are to be worn with a shirt/sweater. Henley style shirts are not considered collared shirts. Oversized shirts are not allowed.

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 on the basis of 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 ultimate goal of causing others to fear the Lord and to walk in obedience.

Corporal Punishment (Grades K3-4th)

WBCS believes that according to the instruction of God's Word there are times that corporal punishment is a necessary part of a child's discipline. Although we do not believe that a paddling is appropriate for minor offenses, for major and repeated offenses, we do. All paddling will be administered by the administration and in the presence of another administrator or staff member. The parents will be notified of the incident. Each parent of students in K3-4th must sign a form, acknowledging our policy on corporal punishment. **Corporal punishment will not be administered without direct consent from the parent.**

Disciplinary System (Grades 5-12)

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 extra work, demerits, and/or detention will be used as discipline for violation of the rules. Discipline and Guidance Bible Studies are implemented for detentions and require parental participation.

Demerits

Demerits result from acts of rule violations, and the number administered is assigned in proportion to the offense listed below. Realizing that there are unintentional or first-time offenses from an overlooked area or an inadvertent policy misunderstanding, the consequences of demerits must 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. 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 manner in which 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 school property
Direct disobedience
Disrespect to authority
Disturbing class, chapel, etc.
Dress code violation
Eating/Drinking in Class

Demerits

30
5 + a "0" on the assignment
5
10 + payment for repair
3 + apology
3 + apology
2
2 + change if necessary
2

Expression of Negative Attitude (facial expressions, gestures, slander, grumbling, complaining)	2
Fighting	5 minimum
Forging Signatures	5
Harassment/Bullying	5 minimum
Horseplay/Roughhousing	2
Inattentiveness in class, chapel, etc.	2
Invasion of teacher's personal property	5
Language – Inappropriate (slang, crude, etc.)	2 minimum
Lying	5 + apology
Material – Inappropriate (unchecked books, forbidden items noted in daily rules, etc.)	2 minimum
Music – Inappropriate (singing, humming, etc.)	3
Music – Inappropriate (possessing or listening to)	5
Not signing in or out of school	2
Outside of assigned campus area or in “off-limits” area	2
Out of seat without permission	2
Parent notices, report cards, etc. not returned on time	1 per day
Physical contact	2 minimum
Possession of knives or other potential weapons	15 minimum
Possession of tobacco products on/off campus	15
Profanity or obscene gesture	5 minimum + apology
Profile on Inappropriate Internet Chat site	25
Skipping Class/School	3 per class / 10 per day
Smoking on/off campus	25
Stealing	10 + restitution
Throwing objects	2
Unexcused Absence	3
Unexcused Tardy	1
Unprepared for class	1

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

Students will be fined \$1.00 per demerit after they have accumulated 10 for each semester. If a student accumulates 10 demerits or less during the first semester, those demerits will be erased at the start of the second semester. If a student accumulates 15 demerits, a conference with the parents will be scheduled with the Administrator. A plan of action will be discussed to help the student avoid further demerits and suspension.

Detention

For every 5 demerits received, the student will be required to serve 1 hour of detention. Detention will be held on designated school days immediately following school. In the case of multiple detentions being assigned, a student will serve multiple days until all detentions have been served. The administration reserves the right to issue individual assignments or duties as seems appropriate for the student and/or for the infractions committed.

Merits

Exceptionally good behavior may be rewarded with a merit, which will lower the number of demerits for the year. Voluntarily completing extra tasks and exhibiting cooperation and leadership among the student body without being prompted is the primary way to earn merits. Also, for every 3 weeks a student receives no demerits, 3 merits will be added to his record. One merit and one demerit carry equal weight and, thus, nullify each other.

Suspension

In-School Suspension – Students who accumulate 25 demerits must serve In-School Suspension. The student will be assigned to an appropriate staff/faculty member and will be given various assignments/duties for the day. No interaction with other students will be allowed and the suspended student will receive a “zero” on any class assignments, quizzes or tests missed for the day. Also, a \$25 fee will be added to the student's school bill. Any student receiving In-School suspension will be placed on probation for 4 weeks and cannot participate in any extra-curricular activities or hold any class or student body office. Besides an accumulation of demerits, at the administrator's discretion, students may be suspended for fighting, profanity, disrespect, poor attitude, or any other offense directly contrary to the standards and spirit of Woodland Baptist Christian School.

Full Suspension – Students who accumulate 40 demerits must serve Full Suspension. A student who receives full suspension will remain off the school campus (including any after-school function) until the suspension is fulfilled. The student will receive zeros in all classes for the period suspended. In some cases the administrator will allow the work to be turned in for a grade to be averaged together with the zero given. There is to be no participation in sports or after school events during this time. A school official will notify parents if their child is to be suspended.

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.....**

- **Accumulate 60 or more demerits.**
- 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 sexual activity with the same or opposite sex. WBCS believes that premarital sex is sin and will not condone such actions by its students.
- Bring firearms or any other dangerous weapon to school. This list includes: BB guns, air rifles, bowie knives, daggers, 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 the parent to notify 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. These actions are mandated by NC law.

- 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 3-6) 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 be his or her relationship with God, family and church, academics and 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.

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, that 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 10:00 am 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 10:00 am, only an excused tardy, such as planned doctors' appointment, will be taken into consideration by the administration.)
- A student who misses the school day after a game must have a note from their parent 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 administrator. Assignments and tests given the next day will not be postponed or excused.

Academics – Athletes must maintain an overall “C” average and no less than a “C” average in Bible. Grades will be checked every 3 weeks. At each 3 week check the following applies:

- Students will be penalized one game night for each “F” at grade check.
- A student with an overall average below “C” and/or less than “C” in Bible is considered ineligible to play until the average reaches the acceptable level. The following applies to ineligible athletes:
 - 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.
 - The ineligible athlete must dress in appropriate game attire and sit with the team for home games. Ineligible students are not permitted to travel to away games.

Conduct – WBCS expects our athletes to be exemplary in their conduct. Therefore, athletes will be penalized one game night for every 5 demerits received during a 3 week grading check. Furthermore, athletes who receive 15 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 to always 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 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, use of profanity, or similar misconduct is subject to suspension and/or removal from the team and the school as determined by the school administrator. 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.

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

- Game Day: Chapel Dress Code applies
- Students who do not comply with the dress code will not be allowed to start in the game that day and will be given demerits for being out of dress code. 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.
- **After games, all athletes must return to school dress code unless they are going directly home.**
- Practice Attire:
 - Girls: Shorts (at the knee); t-shirts that cannot be seen through and that are not tight fitting, and appropriate athletic shoes for the sport.
 - Boys: Shorts (at the knee); t-shirts that cannot be seen through and appropriate athletic shoes for the sport. Sleeveless shirts must have appropriate arm openings.

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.

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.

Uniforms - Uniforms are to be cleaned on a regular basis and before returning them to the school at the end of each season. **Team managers or athletes will be responsible for cleaning uniforms.** Students not returning uniforms on time will receive demerits and students failing to return uniforms will pay current prices to replace missing uniforms or parts of uniforms.

Awards

Students who participate on a team at WBCS will be invited to a sports dinner at the end of each season. 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 required to attend the seasonal dinner regardless of whether they are expecting an award or not.

One female and one male will receive the Male and Female Athlete of the Year award and this award will be given out at the end of the school year. A student must be either a junior or senior, must play multiple sports, must have lettered in each of them, must make at least All-Region in at least two sports, and have won the MVP of at least one of them. In case of multiple candidates, the athletic director and the coaching staff will vote to determine the winner of the award.

Booster Club

The purpose of the WBCS Booster Club is to help raise funds for the Athletic Department. Parents of athletes are requested and expected to become a member of the Booster Club.

Eligibility and Try-outs

All students in grades 9 – 12 are eligible to tryout for varsity athletics. The only exception to this is if a varsity team does not have enough players to support the team. At that time, 7th and 8th graders will be considered for the team. Students in grades 9 and 10 who do not make the varsity team may try out for the junior varsity team. All students in grades 7 – 9 (and any 10th graders who did not make the varsity team) may try out for junior varsity teams. In rare cases, 6th graders may be allowed to play junior varsity sports.

Any student trying out for a WBCS Athletic Team must have maintained an overall “C” average and at least a “C” average in Bible for the previous 3 week grade check to be eligible for try-outs. The only exception to this rule is for Fall Sports. Teachers will be asked about players’ conduct and academic standing. Selection of teams will consider academic status and conduct status, as well as ability, work ethic, and attitude displayed during try-outs.

Expectations of Parents of Athletes

Parents of WBCS athletes are expected to do the following:

- Become an active member of the Booster Club. Members help raise funds for their athletes and the athletic department.
- Pick up your athlete promptly from practice and games within 15 minutes of the scheduled end of the event.
- Support your athlete and WBCS with a positive and Christian like attitude. Parents are encouraged to attend as many games as possible.
- Follow the proper order of dealing with problems:
 - Go to the coach. 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.
 - Go to the athletic director
 - Go to the administrator
 - 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.
- Follow the dress code guidelines for modesty established for students.
- Whether at home or away games the school expects parents to be mindful of the testimony they exhibit on behalf of the school.

Fan Participation

Woodland fans are expected to exemplify sportsmanlike behavior and Christian character through their presence in the stands. Fans are not to yell at referees, opposing players and/or coaches, or WBCS coaches. Fans are also not to yell during opponents foul shots during Basketball Season. We should always treat the opposing team and officials in a Christ-like manner. **If you perceive that you will have difficulty following these guidelines, it is suggested that you do not attend the games.**

Lettering, Pinning and Retiring Numbers

Students in grades 9 – 12 who play on a varsity team are eligible to letter in each sport in which they participate. Only players who participate in at least 40% of game time for that sport will receive a letter. Team managers and statisticians who attend all games will be eligible to letter in that sport. A player will receive a letter for the first varsity sport they letter in. They will then receive a pin for each sport they letter in after receiving the original letter.

On rare occasions, an athlete may make a significant and outstanding contribution to the school through a sport. For an athlete's number in a sport to be retired, the athlete needs to be a senior, establish at least three new school records, be a multiple MVP, be a multiple All-Region player, be selected to either an All-State Team or All-American team and most importantly, bring honor to the Lord Jesus Christ, their parents, WBCS and their sport with their achievements and testimony. However, an athlete may have their number retired if they have not met these requirements. This would be possible if their leadership and Christian testimony is so outstanding that the school administrator, athletic director and coaches all agree and since the standards for All-Region, All-State and All-American are different for each sport. In addition, some athletes who have had their numbers retired may have them reinstated if they bring disgrace upon the Lord Jesus Christ, their parents and WBCS with a habitual lifestyle that is inconsistent with the Word of God.

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 Region or 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.

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. 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 and performance. Substitutes will be played according to game strategy, dictates of the game, or as a reward for displaying good 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 school administrator will approve the selection of all team captains. The administrator reserves 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 administrator 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. The estimated time of the team's return from away games is posted on the schedule. However, 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.
- No radios, tape/CD players.
- Bus/van must be cleaned after returning to school.
- Each coach/sponsor is responsible for having an adult chaperon 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 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.

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.

Registration and Enrollment

Woodland Baptist Christian School charges a registration fee of \$100. In order for a student to be enrolled in school, the registration fee must be paid and they must have completed a successful interview with the school administration. All fees must be paid before a student may begin school.

Fees

There are various fees that must be paid before a student may begin school. Those fees include, but are not limited to:

- **Book Fees:** Book fees are assessed to maintain up-to-date texts and resource materials. The book fees vary as to the grade and/or courses taken. Book fees must be paid before texts will be distributed to students.
- **Yearbook:** Every family is assessed one yearbook with their fees. Additional yearbooks may be purchased through the office.
- **P.E. Fees:** Students in grades 1-6 are required to purchase a physical education uniform through the business office. Students in grades 7-10 will be charged a PE fee to cover curriculum and a physical education uniform.
- **Other Fees:** Art, band, chorus, computer, cot rental, fine arts, graduation, lab, and testing (when applicable).

Fees will range from \$250-\$500 per student depending on grade level. WBCS reserves the right to add new fees or increase existing ones at any time when extenuating financial circumstances warrant.

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, class dues, club dues, 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. Tuition prices for the 2009-2010 School Year are as follows:

Grade	First Child	Second Child	All Other Children
K3-Grade 6	\$2495	\$2045	\$1770
Grades 7-12	\$2695	\$2185	\$1875

There is an added discount for active members of Woodland Baptist Church. An active Woodland Baptist Church Member is defined as a member who attends at least 4 services per month. This attendance will be monitored by the Pastor and School Administrator. Any member who does not abide by this guideline will forfeit their discount privilege.

Methods of Payment

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

- **Annually** – Payment is made in full for all fees and tuition before the first day of school. **There is a 5% discount given on the total for choosing this option.**
- **Bi-Annually** – Payment for all fees and 1/2 of the tuition amount is paid before the first day of school. Payment for the second 1/2 of tuition is due by January 31st.
- **Monthly** – Payment for tuition will be made monthly for 10 months, August – May. The first payment will be due August 31st, and the remaining payments will be due on the 31st of each month following. A \$5 bookkeeping fee per month will be added to the monthly amount due.

Woodland Baptist Christian School accepts cash, checks, money orders, and credit cards (Visa/MC). Parents may also choose to have their payment amounts automatically drafted from their banking account.

Statements, Late Charges and Delinquent Accounts

Payment reminders will be sent by email each month. Failure to receive a reminder does not diminish responsibility for payment on time. Parents may request a current statement by email or pick up a statement at any time. Current balances may also be checked by using the InfoDirect system.

A 15-day grace period will permit receipt of payments through the 15th without penalty. Accounts past due after the 15th of the month will be assessed a \$20 late fee. **Post-dated checks will not be accepted for past due accounts.** A \$20 charge will be assessed on all returned checks.

If an account becomes delinquent 30 days, parents will have 1 week to bring the account current. If the account is not brought current within that time, the student(s) will no longer be able to attend class or participate in extracurricular activities. They will also receive zeros while out of class due to a delinquent account. Class work missed must be made up with opportunity for credit. If an account becomes delinquent 45 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.

Mid-term and Final exams will be withheld from students with accounts over 30 days delinquent. All records will be withheld until the account is paid in full. Any account that becomes 90 days delinquent will be turned over to a collection agency, and additional collection costs will be incurred.

Referral Incentive Program

We have found that the best advertisement for our school is by word of mouth. By referring new students to WBCS, parents may be eligible for a referral credit for students enrolled as a result of their recommendation. The credit will be \$250 for the first student from a new family and \$50 for each additional student from the same family. (For example, if the Smith family refers the Jones family to WBCS, and the Jones family enrolls three children, the Smith family will receive a one-time credit of \$350. There is no limit to the number of families that can be recommended to WBCS. Ten new families with three kids each would be \$3,500.00). The rebate will be awarded under the following conditions:

- The new family must clearly state who referred them on the Registration Form when they enroll
- The new family must not have been enrolled at WBCS within the previous (3) years
- The rebate will be credited to the recommending family's account after the new family is enrolled and has made (2) successful payments to WBCS.
- Confirmation from the school to the recommending family will take place upon enrollment of the new family.
- In the event that multiple families are listed as the referral source, the total rebate will be divided evenly among the listed families.
- Siblings of WBCS students do not qualify for the credit.

2009-2010
School Year Calendar

FIRST SEMESTER

DATE	DAY	EXPLANATION
August 24 – 28	Mon – Fri	Teacher Work Days 8:00 to 3:00
August 28	Friday	Required Student-Parent Orientation @ 7:00 p.m. in Church Auditorium
August 31	Monday	First Day of School / Half Day / School dismisses at 11:30 a.m.
September 7	Monday	LABOR DAY HOLIDAY / School & Day Care Closed
September 17	Thursday	K3 – 6 th Grade Pictures
September 18	Friday	7th through 11th Grade Pictures & Senior Tux & Drape
September 29	Tuesday	Progress Reports go out
October 7	Wednesday	Senior Group and Environmental Pictures
October 8	Thursday	Re-make and Absentee Pictures
October 14	Wednesday	PSAT – Testing for grades 9-11
October 15, 16	Thurs, Fri	Soccer & Volleyball Regional Tournament
October 16	Friday	School dismisses at 11:30 for Fall Break / Day Care Open until 6:00 p.m.
October 19	Monday	FALL BREAK / School and Day Care Closed
October 23, 24	Fri, Sat	State Volleyball/Soccer Tournament
October 27	Tuesday	End of First Quarter
October 28	Wednesday	Report Cards go out
November 5	Thursday	PLAN – Testing for grade 10
November 7	Saturday	Fall Festival sponsored by the Booster Club
November 17	Tuesday	Thanksgiving Program @ 7:00 p.m. in Church Auditorium
November 24	Tuesday	Progress reports go out
November 25	Wednesday	School dismisses at 11:30 for Thanksgiving Break / Day Care open until 3:00 p.m.
Nov. 26 – 27	Thurs, Fri	THANKSGIVING HOLIDAY / School and Day Care Closed
Dec 21 - 23	Mon – Wed	Exams for Grades 7-12
December 23	Wednesday	End of First Semester / Deadline for Homecoming dresses to be approved
December 23	Wednesday	School dismisses at 11:30 for Christmas Break / Day Care open until 3:00 p.m.
December 24, 25	Thurs – Fri	CHRISTMAS BREAK / School and Day Care Closed
Dec. 28 – Jan. 1	Mon – Fri	CHRISTMAS BREAK / School and Day Care Closed

SECOND SEMESTER

DATE	DAY	EXPLANATION
January 4	Monday	School resumes after Christmas Holidays
January 15	Friday	Homecoming after Varsity Boys game
January 29	Friday	Spaghetti Supper / 4:00-8:00 sponsored by the Booster Club
February 8	Monday	NCCSA Sr. High Solo Competition @ Friendship Christian School
February 8 – 12	Mon – Fri	NCCSA Academic Testing Week
February 9	Tuesday	Progress reports go out
February 11 – 13	Thurs – Sat	NCCSA Basketball Regional Play-offs
February 12	Friday	School dismisses at 11:30 / Day Care open until 6:00 p.m.
February 15	Monday	PRESIDENT'S DAY / School and Day Care Closed
February 18 - 20	Thurs – Sat	NCCSA State Basketball Tournament
February 22	Monday	NCCSA Jr. High Solo Competition @ Piedmont Baptist College
March 12	Friday	School Dismisses at 11:30 / Day Care open until 6:00 p.m.
March 15	Monday	School Begins at 9:00 a.m. for DST
March 16	Tuesday	End of the Third Quarter / Report cards go out
March 18, 19	Thurs, Fri	High School Fine Arts Competition @ Raleigh Christian
March 25 – 31	Thurs – Wed	Stanford Achievement Test for K5-8 th grades
April 2	Friday	GOOD FRIDAY / School and Day Care Closed
April 9	Friday	Deadline for JR/SR dresses to be approved
April 14 – 16	Wed – Fri	Sixth Grade Trip
April 15, 16	Thurs, Fri	SPRING BREAK / School and Day Care Closed
April 20	Tuesday	Progress reports go out / Spring Music Program @ 7:00 p.m. in Church auditorium
April 23	Friday	JR/SR Banquet
April 28 – 30	Wed – Fri	Elementary Fine Arts Competition @ Gospel Light
April 29, 30	Thurs, Friday	Soccer, Softball, Baseball Regional Play-offs
May 7, 8	Fri, Sat	State Baseball, Soccer and Softball Tournament
May 15	Saturday	Athletic Awards Luncheon (11:00 a.m. – 2:00 p.m.)
May 20	Thursday	Awards Night in Church Auditorium at 7:00 p.m.
May 25 – 27	Tue – Thurs	Exams for Seniors
May 25 – 28	Tue – Fri	Exams for Grades 7-11
May 25	Tuesday	K5 Graduation at Woodland Baptist Church @ 7:00 p.m. / Reception following
May 26	Wednesday	Baccalaureate Service at Woodland Baptist Church @ 7:30 p.m.
May 27	Thursday	School Dismisses @ 11:30 / Day Care open until 6:00 p.m.
May 28	Friday	End of Second Semester / LAST DAY OF SCHOOL / School Dismisses @ 11:30
May 28	Friday	Senior Graduation at 7:00 p.m. / Reception following