

Woodcrest Baptist Academy



Student Handbook

WARRIOR HANDBOOK

WOODCREST BAPTIST ACADEMY
6875 University Avenue NE
Fridley, Minnesota 55432
(763) 571-6410

Mark A. Poorman, Pastor

Loren W. Isaacs, Principal

Revised June 2010

Dear Parents and Students,

Thank you for your interest and participation in Christian education. Attendance at Woodcrest Baptist Academy is far more than a “private school” education. It is uniquely and distinctively Christian. We exist to train young people to be conformed to the image of Christ. We consider it a great privilege and an important responsibility that we have been entrusted with the training of future servants of Jesus Christ. While we strive for academic excellence in the classroom and desire to have well-educated students, we also seek to promote spiritual growth in the lives of every student.

As an academic institution, it is important for Woodcrest Baptist Academy to have standards and rules to guide us as we seek to glorify God in every area of life. We believe that the rules and regulations contained in this handbook are based on the precepts and principles of God’s Word, the Bible. It is our aim to have a school that is operated in an orderly, disciplined fashion. The policies set forth in this handbook reflect our pursuit of God’s holiness and orderliness and our desire is to demonstrate those truths to you on a regular basis.

Please read through this handbook carefully. If there are things that you do not understand, please come and speak with a member of the administration. We will be happy to help you in any way we can. We will strive to be consistent and fair in enforcing these policies as we all endeavor to imitate Christ in our person and our character.

I trust that every family who entrusts their child to Woodcrest Baptist Academy will be faithful to church, will read their Bibles regularly, will provide ample home study time, will keep in communication with the teacher, and will support the school staff. By God’s grace and with His help, as we work together, there will be academic and spiritual growth in the lives of each student so that we might all “walk worthy of the Lord.”

Pastor Mark Poorman

TABLE OF CONTENTS

PHILOSOPHY

General Information	8
Goals and Objectives	8
Family Responsibility	9
Statement of Faith	9

ACADEMIC POLICY

Bible	10
Chapel	10
Curriculum	11
Eligibility Requirements	11
Field Trips	11
Grading Scale	11
Help Class	12
High School Graduation requirements	12
Homework	12
Honor Roll	13
Music	13
Parent/Teacher Conferences	13
Progress Report/Deficiency Notice	13
Repeating Failed Classes	13
Report Cards	14
Retention	14
Standardized Testing	14
Tutoring	14

ATTENDANCE POLICY

Absences	15
Tardiness	16
School Functions, Activities, Athletics	16

FINANCIAL POLICY

Contributions to WBA	17
Damage to School Property	17
Fees (Tuition, Materials Fee, Registration Fee)	17

Graduation Fee	18
<u>CONDUCT AND DISCIPLINE</u>	
Conduct	18
Dress Standard	19
Discipline	21
<u>GENERAL POLICIES AND INFORMATION</u>	
Admissions/Enrollment Procedures	23
Cold Weather Days/Snow Days	24
Extended Care	24
Items not to be brought to school	25
Lockers	25
Lunches	25
Medication	25
Parent Chaperones	25
Parties/Birthdays	26
PE Uniform - grades 3 - 12	26
Private Music	26
Room Mothers	26
School Hours	26
School Office Hours	27
Secular Movies/TV and Internet	27
Social Networking	27
Sports	27
Student Insurance	28
Student Vehicles and Transportation	28
Transportation	28
Transportation Reimbursement	28
Use of Phones	28
Visitors	29

Important Contact Information

Phone Numbers		E-mail
School Office	(763) 571-6410	academy.office@woodcrestbaptistacademy.org
Attendance Line	(763) 463-7900	
Pastor Bruce Cournoyer	(763) 463-0166	bruce.cournoyer@woodcrestbaptistchurch.org
Pastor Loren Paulson	(763) 463-0167	loren.paulson@woodcrestbaptistchurch.org
Mr. Loren Isaacs	(763) 463-0169	loren.isaacs@woodcrestbaptistacademy.org
Mrs. Valerie Towberman	(763) 463-7901	valerie.towberman@woodcrestbaptistacademy.org
Miss Sandi Scholze	(763) 463-7907	sandi.scholze@woodcrestbaptistacademy.org
Mrs. Suzi Walters	(763) 463-7909	suzi.walters@woodcrestbaptistacademy.org
Mrs. MaryAnn Keister	(763) 463-7910	maryann.keister@woodcrestbaptistacademy.org
Miss Marcy Chilcote	(763) 463-7906	marcy.chilcote@woodcrestbaptistacademy.org
Mrs. Julie Hanks	(763) 463-7905	julie.hanks@woodcrestbaptistacademy.org
Mr. Joshua Halloran	(763) 463-7902	josh.halloran@woodcrestbaptistacademy.org
Mr. David Martens	(763) 463-7903	dave.martens@woodcrestbaptistacademy.org
Miss Rebekah Hanks	(763) 463-7905	rebekah.hanks@woodcrestbaptistacademy.org
Mr. Scott Halsey	(763) 463-7904	scott.halsey@woodcrestbaptistacademy.org
Teresa Herbert	(763) 463-7908	
	teresa.herbert@woodcrestbaptistacademy.org	
Fax Number	(763) 571-3978	

Website: www.woodcrestbaptistacademy.org

High School Code for College Admissions and

ACT/SAT Testing 241-703

Office Hours 8:00 a.m. – 4:00 p.m.

PHILOSOPHY

A. GENERAL INFORMATION

1. WBA is a ministry of Woodcrest Baptist Church. Our teachers are all active members of WBC. The doctrinal position of WBC will be reflected in all activities and teachings of the school.
2. WBA expects that families will maintain a family and church life consistent with the teachings of the Word of God. This includes regular prayer and Bible reading in the home and church attendance.
3. Parents should honor the judgment of school staff in the areas of discipline.
4. WBA is designed to help families prepare their child(ren) for service to the Lord.
5. WBA has established standards and procedures which provide the type of environment which promotes academic and spiritual growth.
6. WBA insists that students conduct themselves in a manner that is pleasing to the Lord.
7. WBA must protect its testimony. Therefore, the school takes an interest in the out-of-school conduct of its students.
8. The key to right relationships and behavior at school is a right relationship with Jesus Christ.
9. It is understood that all students and parents are to have read this handbook.

B. GOALS AND OBJECTIVES

1. In Webster's Dictionary of 1828, Noah Webster defined "education" as "bringing up, as of a child; instruction; formation of manners. Education comprehends all that series of instructions and discipline which is intended to enlighten the understanding, correct the temper, and form the manner and habits of youth, and fit them for usefulness in their future stations. To give children a good education in manners, arts and science, is important; to give them a religious education is

indispensable; and an immense responsibility rests on parents and guardians who neglect these duties." In the Bible we find these words concerning the early years of Jesus Christ's life upon this earth, "Jesus increased in wisdom and stature, and in favour with God and man" (Luke 2:52). In this brief statement we find the four parts of a basic education:

- a) "increased in wisdom" - the acquisition of knowledge and understanding;
- b) "increased in stature" - the growth of the physical being and abilities;
- c) "in favour with God" - spiritual growth and character developments;
- d) "in favour with man" - the developments of the social graces.

2. By the use of our total program (including academic learning, lunch time, recess, chapel, before and after school activities, homework, etc., as well as the personal example of school staff), Woodcrest Baptist Academy seeks to minister to the whole child, helping him to become a complete person after the example of Christ Jesus. Students enrolled in Woodcrest Baptist Academy will be given a good, solid, basic education in reading, language, mathematics, science, history, Bible, and physical education. Our educational program is geared to the average and above average student.

C. FAMILY RESPONSIBILITY

The Bible very clearly commands the family to be sure that their children are taught the truth. (Ps. 78:4-5, Deut. 6:6-9, Eph. 6:4). They are also instructed to make sure that their children are not taught error and falsehood (Prov. 19:27, Col. 2:8). Conscientious families realize that no matter how costly or time consuming to the parents it is always right to fulfill this God-given responsibility. It is for the children of such families that Woodcrest Baptist Academy exists to offer a Bible-based education, school environment, and life training *en loco parentis* (in the place of their parents) during their time in school. It is the desire of the administration that the home and the school work together very closely in providing this type of education.

STATEMENT OF FAITH

We believe the Bible to be the inspired Word of God; that Jesus is the only Savior and that He is able to meet every need of spirit, soul and body (John 1:4). We believe there is a need in every Christians life for the fullness of the Holy Spirit to both empower and guide into effective service for the Master (Acts 1:8). We believe in salvation through the blood of Jesus Christ (I John 1:7). We believe in a life of holiness for every believer (Hebrews 12:14). We believe in the second coming of Christ (Acts 1:11).

II. ACADEMIC POLICY

The academic program, through the traditional approach, is developed to provide students with the best possible program of studies. There is emphasis on the mastery of the fundamental blocks of material necessary for satisfactory achievement in these areas. Stress is placed upon the acquisition of facts and concepts in the areas of study, leading to the development and exercise of the powers of reasoning. Methods of teaching proven to be effective are utilized with a constant search for better methods. Realizing the difference in innate ability, we encourage and expect each student to do his best. We believe the traditional system of education educates the mind and builds character. It encourages competition and teaches the value of living under a free enterprise system of government.

A. BIBLE

1. Bible study is recognized at Woodcrest Baptist Academy as of fundamental importance and is a required subject for all students. It is foundational for work in English, history, science, and all other subjects, and without it a student can hardly be called educated in the true sense. The Bible gives light for this life and the only hope for the life to come. There is no other book that can so enrich the minds and hearts of men as "The Book of Books."
2. A knowledge of the Bible is one of the greatest educational assets any man can have in addition to the moral and spiritual values resulting from the study. Character development is the most important work of a school. No other course offered in this Academy affords so great opportunities for laying the foundation for good and sound character.

B. CHAPEL

1. Chapel is held weekly for all grades - separate chapels for K-6th and 7th-12th. Special speakers, ensembles or drama teams come during the

year to add variety to the chapel times. Parents are invited to attend any chapel service.

2. Attendance at chapel is mandatory.

C. CURRICULUM

1. Most of our textbooks and support materials are published by either Bob Jones Press or A Beka Book Publications
2. We also use Saxon for our math in grades 5 – 12.

D. ELIGIBILITY REQUIREMENTS FOR EXTRA-CURRICULAR ACTIVITY

1. Those who represent WBA in sports are ambassadors for the school. Therefore, they will be expected to maintain high standards academically, spiritually, and behaviorally.
2. Eligibility will be checked at mid-quarter and at the end of the quarter. Students must maintain a 'C' average. Any student that has a 'F' average in any subject is automatically ineligible.
3. The attitude, behavior, and appearance requirement must be maintained at all times. If in the judgment of the administration of the school, the student does not meet these requirements, the student may be kept out of one event or several, even if the student may not have broken any specific rule or regulation.
4. Students participating in extra-curricular activities will be expected to be in attendance at school the FULL DAY on the day their activity is to take place or the FULL DAY before if the activity takes place on a Saturday. For athletes, school dress standards are to be observed for arrival and departure from games. .

E. FIELD TRIPS

Field trips are a valuable way of enlarging the experience of students. Each class will have approximately two field trips each year. Occasionally, parents will be asked to pack a special lunch or send along a few dollars for admission fees.

F. GRADING SCALE

A+	99-100	C+	84-86
A	96-98	C	79-83

A-	94-95	C-	76-78
B+	92-93	D+	74-75
B	89-91	D	70-73
B-	87-88	F	0-69

G. HELP CLASS

1. Students with academic weaknesses will be assigned "Help Class" by the teacher. Help class meets on Wednesdays from 2:30 - 3:15.
2. Teachers may use other nights for help class if needed.

H. HIGH SCHOOL GRADUATION REQUIREMENTS (Acquired during grades 9-12)

<u>SUBJECT</u>	<u>CREDITS</u>
* Bible	4
English	4
History (To include World, U.S., and Government)	3
Math (To include Algebra I and Geometry)	3
Science (To include Biology)	3
** Physical Education	2
*** Additional Credits (To include 1 year of keyboarding and 1 semester of speech)	2
TOTAL CREDITS	21

*For Bible 1/2 credit for each semester enrolled at WBA is required.

** one year = 1/2 credit

From each graduating class a Valedictorian and Salutatorian shall be selected. The academic criteria for the awards are as follows:

Valedictorian – the student with the highest GPA based on the students 9th – 12th grade years. The student must have a minimum GPA of 3.5 and have completed 2 of 4 years at WBA.

Salutatorian – the student with the second highest GPA based on the students 9th – 12th grade years. The student must have a minimum GPA of 3.0 and have completed 2 of 4 years at WBA.

I. HOMEWORK

Homework will be a regular part of the life of a WBA student. The amounts given vary with grade. Heavy homework will not generally be assigned on

Wednesday night. Work time for average students will range from 30 minutes for first grade to 90 minutes for High School. Classroom work that a student fails to complete during the time allotted is NOT considered in these averages. Assignment pads are to be signed nightly by a parent, indicating that the parent has checked that all work is completed and satisfactory, for each student in grades K-8. Elementary teachers will also send home test papers and "F" grade papers to be signed and returned.

J. HONOR ROLL

Students who excel academically will be recognized by placement on either the "A" Honor Roll or the "B" Honor Roll each quarter.

K. MUSIC

Students in K4 – 6th grades will have music classes twice a week.

We also offer:

7th – 8th grade choir 9th – 12th grade choir
5th – 6th grade band 7th – 12th grade band

Private lessons are offered for the following:

Piano Grades 3 – 12
Voice Grades 7 – 12
Instrument Grades 5 – 12

For information and fees contact the school office.

L. PARENT/TEACHER CONFERENCES

1. A conference with the teacher and parent is scheduled at the end of the first quarter. An optional third quarter conference is available.
2. Parents are welcome to schedule a conference with the teachers throughout the school year. Please call or email the teacher to set up a time to meet.
3. We believe school business is a PRIVATE matter and should be dealt with in private, not in a public setting. Please show respect for our teachers' private lives by not calling them at home about school business.

M. REPEATING FAILED CLASSES

Required courses of study that are failed in grades 9-12, must be repeated. This may be done at Woodcrest, through the use of a self-study program. Minimum cost is \$2.50 per unit of study. (A semester of work requires 7 units; two semesters requires 13 units.) This may be arranged with the administrator.

N. REPORT CARDS

WBA report cards are printed each quarter. First quarter report card will be given out at the parent/teacher conference. Second through fourth quarter report cards will be sent to your home. Student progress can be monitored online. Grades for daily homework, tests and quizzes can be viewed both by parents and students.

O. RETENTION

1. A retention is considered when the child does not successfully complete a specific grade level. Two or more semester grades of "F" are evidence that a student is not making satisfactory progress. Sometimes a retention is considered when the student is making satisfactory progress academically, but the student does not evidence the maturity necessary for the subsequent grade.
2. The school will attempt to notify parents of its intention to retain their child during the last quarter of school. However, occasionally, especially at the kindergarten level, the school may not make its final decision regarding retention until completion of testing at the end of the school year.

P. STANDARDIZED TESTING

Each spring testing is done on a regular basis using the Stanford Achievement Test. These tests yield scores and norms which are based upon comparison with other students in both public schools and Christian schools belonging to the American Association of Christian Schools.

Q. TUTORING

Students with pronounced academic difficulties may, at the recommendation of the Administration, receive tutoring during the school day. There is an additional fee for tutoring.

III. ATTENDANCE POLICY

A. ABSENCES

1. Parents need to call the school in the morning if your child is absent. When the child returns to school he must have a note signed by the parent indicating the reason and dates of absence.
2. **Excused absences** are given for sickness, doctor's appointments, and a death in the immediate family. (Please, NO doctor's appointments before lunch.)
3. **Unexcused absences** are given for any reason other than the above, or if the student does not have a note upon return. A zero will be given for each class that is missed. Tests and quizzes cannot be made up. The teacher will not be obligated to assist the student with make-up work.
4. **Pre-excused absences.** If a student knows he is going to be absent from classes, he must present the principal with a written statement from home stating the reason for the absence and the days the student will be absent. The pre-excuse slip should be presented to each teacher far enough in advance of the planned absence so that all make-up work can be completed prior to the absence, at the teacher's discretion. Tests may be made up.
5. The administration reserves the right not to approve an absence if the student is having academic difficulty or has excessive absences.
6. **Truancy.** Any absence without the knowledge or permission of the parents and which does not meet the requirements for the absences outlined above will be subject to disciplinary action by the school authorities.
7. **Closed Campus.** All requests to leave the grounds while school is in session, including lunch period, must be approved by the principal. Any student leaving the school property without permission will be

considered truant. Students will be expected to be on campus from arrival time until dismissal. Students leaving campus during the school day for any reason must sign in and out at the office.

8. **Excessive absences.** If a student is absent for fifteen days in any one semester, his record will be reviewed as to whether or not credit will be given for that semester.
9. **Make-up work.** A student who is granted an excused absence will be responsible to arrange with his teachers to make up his work. He will be given a total number of days to turn in his work equal to the number of days absent plus one.

B. TARDINESS

1. Promptness is a measure of character. The school day will begin promptly at 8:15 a.m. Students arriving later than 8:15 are to sign in at the office before going to class. If a student has 3 unexcused tardies in a quarter, their record will be marked as one day absent.
2. A student will be counted as being one-half day absent if he arrives at school after 10:00 a.m. or leaves before 1:00 p.m.

C. SCHOOL FUNCTIONS, ACTIVITIES, ATHLETICS

1. Students are encouraged to attend such all-school functions as musical programs, commencement, athletic events, etc. (Any student attending the event must be in school the day of the event.)
2. Students in 6th grade and below must be accompanied by a parent or adult (not an older student).
3. School dress is required at all activities.
4. During the school year, the following are mandatory attendance activities for grades 7-12:
 - a) Fall Camp - Next camp is September 19-23, 2011
 - b) Junior-Senior High Programs
 - c) High School Commencement

IV. FINANCIAL POLICY

No bill is sent for regular monthly tuition payments. Parents may view financial accounts online through HeadMaster. All statements for other fees received from the WBA office are due and payable upon receipt.

A. CONTRIBUTIONS TO WBA

1. All gifts to WBA are tax-deductible, and we will issue a receipt when requested.
2. In the case of donations of equipment or supplies, WBA reserves the right to use the material as we see fit. Once given, all donations of this type become the property of WBA.
3. Warrior Club - The Warrior Club is for those who are able to contribute at least \$25 per month for 12 months. Contributions will help fund special projects throughout the school year. See office for details.

B. DAMAGE TO SCHOOL PROPERTY

Students are liable for replacement or repair of school property, equipment and books that are damaged by their misuse.

C. FEES

1. Tuition and Fee Schedules are available from the school office.
2. Registration Fee, Materials Fee (includes milk for grades K-6), and first month's tuition must be paid on or before the first day of school. Past and present accounts must be current before the Registration Fee will be accepted. All accounts must be current for students to begin classes.
3. It is the policy of WBA to make no refunds of Fees.

4. Tuition is paid on an 11 month payment schedule. The first installment is due August 15th, and the 11th installment is due June 15th. All monthly payments must be received in the school office by 4:00 p.m. on the 15th of the month to avoid a late fee (LATE FEE: Accounts paid from the 16th to the 20th will be assessed \$5.00. Accounts paid after the 20th will be charged \$10.00.)
5. A ten dollar charge is due if a check is returned to WBA for NSF or any other reason.
6. Students may not be permitted to attend school if your account is more than one month behind (unless special arrangements with the WBA Principal have been made). Records and report cards will also be held until the account is paid in full.

D. GRADUATION FEE

All graduating seniors will be charged \$35.00 to help cover the cost of commencement materials and diploma. Diplomas will be issued when all academic requirements are met and when all financial obligations are completed for the family.

V. CONDUCT AND DISCIPLINE

Woodcrest Baptist Academy endeavors to provide an environment conducive to the spiritual growth of young people who are not yet mature Christians. A standard of conduct based on Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God Who indwells us (I Cor. 8:9, 12-13; 10:32). The Christian will endeavor to avoid practices which cause the loss of the Christian's physical, mental or spiritual well being (I Cor. 9:27)

In an atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and personal interest between faculty and student, there will be many opportunities for the development of strong Christian character. Just as excelling is the key word for the academic expectations of students attending Woodcrest Baptist Academy, so maturing will be the goal of students with regard to Christian conduct and behavior.

A. CONDUCT

Good behavior must come from the heart in love and obedience to the Lord Jesus Christ and should not be merely conformity to man-made regulations. However, to assist in maintaining an atmosphere conducive to spiritual growth, the following guidelines for conduct will be in effect at all times students are under the authority of the school.

Proper Christian conduct with the opposite sex will be emphasized at all times. NO physical contact is permitted. Dating is allowed only in grades 11 and 12.

B. DRESS CODE

1. Our outward appearance is a reflection of our hearts and minds. Through our clothing and hairstyles, we can either draw attention to ourselves or we can magnify the Lord. Any hairstyles or clothing that are associated with the "worldly crowd" will not be permitted.
2. The administration reserves the right as final authority in dress regulations and interpretations.
3. NOTE: If a clothing item is questionable it should be avoided. It is the responsibility of the students (and parents) to keep their appearance within the guidelines.
4. Girls: The Bible teaches that women are to adorn themselves in modest apparel. Therefore, we insist on the following rules:
 - a) Dresses or skirts must be worn at all times. WBA expects the length of girl's dresses to be modest and that the dress should come to the middle of the knees while standing, sitting and walking. Slits in skirts should be no higher than the middle of the knee. Slits that are higher than the middle of the knee must be sewn shut, not pinned. Tight fitted skirts are to be avoided. Denim skirts or dresses that are neat—not faded, bleached, or stone-washed—may be worn on non-chapel days.
 - b) No pants, gauchos, gaudy hose, shorts, sweat-shirts (or articles of clothing made from "sweatshirt" material), sundresses, dresses with low necklines (front or back), sheer dresses or blouses (those through which details of under-garments may be clearly seen), crop tops, T-shirts, T-shirt style shirts, or other types of clothing which are deemed inappropriate by the school administration are to be worn.

- c) Blouses/shirts are to be buttoned up and tucked in appropriately unless designed to wear on the out-side of clothing. Necklines of blouses/shirts are to be modest. No sleeveless attire is to be worn. No "slogan" or picture shirts of any type will be permitted. (Trademarks measuring approximately two inch diameter or less are acceptable.)
- d) Elementary girls in sixth grade and below will not wear nylon hose nor make-up. This includes, but is not limited to: lipstick, lip gloss, eye make-up, nail polish. While excessive adornment is not encouraged, small post-type earrings are acceptable.
- e) Jr-Sr High girls may wear cosmetics in moderation. Earrings exceeding one inch in diameter are not allowed. Only one earring per ear is allowed worn in the earlobe only. No cartilage earrings.
- f) Jr-Sr High girls are to wear casual and/or dress shoes. Athletic shoes, beach style flip-flops, and hiking/combat boots are not to be worn.
- g) No hair dying will be allowed.
- h) No tattoos are to be worn – temporary or permanent.

5. Boys: The Bible also has explicit instruction to men with regard to appearance and dress. Therefore, we expect our boys to conform to the following rules:

- a) Tight-fitting or extremely baggy pants are not to be worn. Pants made of denim material will not be worn. On slacks with belt loops, a belt must be worn. No military apparel, shorts, sweatpants, or bib overalls are to be worn.
- b) Shirts with collars must be worn in all grades. Sweatshirts (shirts made of sweatshirt material), T-shirts, T-shirt style shirts are not acceptable. Denim shirts that are neat, not faded, bleached or stone-washed may be worn on non-chapel days.
- c) All shirts will be buttoned up and tucked in appropriately.

- d) No printed "slogan" or picture shirts of any type will be permitted. (Trademarks measuring approximately two inch in diameter or less are acceptable.)
- e) Casual and/or dress shoes are to be worn for classroom wear in grades 7-12. Athletic shoes or shoes that look like athletic shoes may not be worn in the classroom. Athletic shoes may be worn at athletic events.
- f) No jewelry (except watches and rings).
- g) Hairstyle's must be conservative. Boy's hair is to be cut and neatly groomed at all times. Hairstyles in which hair touches the ears or collars are not allowed. The hair is to be combed off the forehead so that it does not fall down over the eyebrows and eyes. Hair is to be tapered sides and back. Hair is not to touch the ears even if combed straight down from the part line. Layers, stripes, designs, spikes and uncombed looks not permitted
- h) No hair dying or bleaching allowed.
- i) No mustaches or beards. Students must be clean shaven. Sideburns below the middle of the ear will not be allowed. Sideburns may not be trimmed higher than the top of the ear.
- j) No tattoos – permanent or temporary.

C. DISCIPLINE

Our discipline policy applies to students while they are on campus, on WBA operated buses, or at recognized school functions. While behavior at other times or places is an individual and parental responsibility (and not the school's), behavior that impairs the testimony of the school CANNOT be ignored. Therefore, behavior offenses which occur outside the limits established in this policy will be considered as to their severity and impact on the school's reputation.

Unacceptable behavior differs in its severity and, thus, should receive a different disciplinary response. Behavior offenses have been categorized into two levels of severity: Less Serious and More Serious. The examples listed in each category are examples and are not meant to be inclusive. Offenses that are not listed will be dealt with at the discretion of the teacher/administrator in line with these examples.

1. Less Serious Offenses:
 - Unexcused lateness to school (exception - hazardous weather)
 - Three unexcused tardies to class
 - Failure to stay after school to complete an assignment
 - Failure to keep a scheduled appointment
 - Causing a disturbance in class, study hall or halls
 - Unnecessary talking in class or study hall
 - Meddling with other people's property
 - Disobedience of specific rules
 - Throwing objects
 - Horseplay between classes
 - Dress or hair code violation
 - Gum chewing

2. More Serious Offenses:
 - Habitual committing of less serious offenses
 - Failure to accept responsibility for academic work
 - Frequent critical or derogatory remarks
 - Disrespect toward those in authority
 - Acts of rebellion against school rules
 - Cutting class or school
 - Leaving campus without permission
 - Cheating
 - Lying
 - Stealing
 - Swearing, using obscenities, using God's name in vain or as an expression of emotion.
 - Defiance, willful disobedience to those in authority
 - Abuse or willful destruction of school property
 - Sexual immorality
 - Drinking, smoking, or possession of tobacco or alcoholic beverages
 - Possession, sale or use of illicit drugs
 - Fighting
 - Possession of pornography
 - Gambling
 - Dancing
 - Listening to "Rock " music
 - Viewing inappropriate media (See Secular movies/ TV Policy)
 - Watching videos or TV shows with poor dialogue, suggestive games, or immorality.
 - Possession or use of a weapon of violence
 - Mistreatment of other students

- Committing a serious breach of conduct inside or outside of the school which has adverse effect on the testimony of the school

3. Typical Disciplinary Procedures for misbehavior:

- a) Less serious offenses - depending on severity, one of the following:
 - (1) reproof,
 - (2) detention,
 - (3) call home,
 - (4) loss of classroom privileges,
 - (5) sent to principal,
 - (6) parent conference.
- b) More serious offenses - depending on severity, one of the following:
 - (1) detention,
 - (2) dismissed from class,
 - (3) parental discipline,
 - (4) in-school-suspension,
 - (5) probation,
 - (6) expulsion.
- c) Detentions will generally be on Mondays and Thursdays from 3:30 to 4:30. Detention slip must be signed by the parent and returned before the detention can be served. If a student misses a scheduled detention, they will be given a double detention.

VI. GENERAL POLICIES AND INFORMATION

A. ADMISSIONS/ENROLLMENT PROCEDURES

Admission to Woodcrest Baptist Academy is determined by academic testing and interview of student and parents. It is our desire to educate as many young people as possible, but we are not equipped to handle those with substantial learning disabilities, severe academic problems or rebellious attitudes toward rules and discipline.

Woodcrest Baptist Academy accepts students without regard to race, color, sex, or national or ethnic origin.

1. Re-enrollment for continuing students.
 - a) Complete application.
 - b) Submit Application Fee with application and other fees according to current schedule.
2. Enrollment for new students.
 - a) Complete application and medical forms.
 - b) Submit Application Fee and other fees according to current schedule along with the application and medical forms.
 - c) Your name will be placed on the class roster and new student testing list. Attend the next scheduled testing session.
 - d) A family interview with the principal will be scheduled.
 - e) Kindergarten students must be 5 years old before September 1 to be considered for enrollment. A copy of their birth certificate needs to be submitted with their application.

B. COLD WEATHER DAYS/SNOW DAYS

1. Notice of school closure or early dismissal due to bad weather will be given on WCCO radio.
2. On days when school starts late there will be no A.M. extended care and when school dismisses early there will be no P.M. extended care.
3. During extremely cold weather, elementary girls (K-6) may wear pants under dresses to and from school (but not for classroom wear). Girls in K-6th may also wear pants (under skirts) or snowmobile suits (over skirts) at recess.
4. The administration will make the decision as to when it is too cold for students to go out at recess.

C. EXTENDED CARE

Students arriving at school before 8:00 a.m. or staying later than 3:30 p.m. (except those in organized school sponsored activities) will automatically be considered "Extended Care". Extended care will be available as follows:

7:00 a.m. to 8:00 a.m. (or any part thereof)	\$2.00	
* 2:35 p.m. to 3:30 p.m. (or any part thereof)	\$2.00	*Wednesday only

3:30 p.m. to 4:30 p.m. (or any part thereof)	\$2.00
4:30 p.m. to 5:00 p.m. (or any part thereof)	\$1.00

1. Extended Care will end at 5:00 p.m.
2. Students not picked up by 5:00 p.m. will be charged \$5.00 for each additional 15 minutes.
3. Cost is per student. Parents will be billed monthly. Additional children of same family are charged fifty percent of posted rate. Extended care is a time of supervised activity. A snack may be sent with the student. Extended Care applies to all students grades K-6.
4. If a student has a repeated behavior problem, or is left in extended care later than 5:00 p.m., he/she may lose the privilege of this service. A two week notice of termination will be given for any student who is being dismissed.

D. ITEMS NOT TO BE BROUGHT TO SCHOOL

Students should not bring comic books, vehicle magazines, sports magazines or glamour magazines to school. Further, novels of questionable moral value should not be brought to school. WBA reserves the right to screen all reading material brought to school. Guns, knives, weapons of any kind, explosives, radios, media players, CD's, iPods, and MP3 players should not be brought to school.

E. LOCKERS

Students in grades 7-12 will be assigned locker space. WBA reserves the right to search lockers. Any item or substances found in a student's locker will be considered to be that students property.

F. LUNCHES

Daily beverage (white milk, chocolate milk, fruit juice) is provided for all students K-6. A hot lunch program is offer on Mondays, Wednesdays and Fridays. The cost is \$3.00 per day. Microwaves are available for 3rd – 12th grade students.

G. MEDICATION

It is best that all medications be administered at home before school. If it is essential that your child bring a prescription or over-the-counter medication to

school, please send along a note which indicates the frequency and dosage. Students are not allowed to keep medication in their desks or lockers.

H. PARENT CHAPERONES

There are times throughout the school year when parents may serve as chaperones or assist in the classroom. In such cases, parents are asked to follow the same code of dress and conduct as is required of the students.

Parents serving as chaperones are asked to assist the teacher in maintaining the schools expected standards of safety and behavior. Generally, the parent chaperone should not bring non-school-age children to the activity.

I. PARTIES/BIRTHDAYS

Birthdays in elementary grades will be celebrated one day a month, at the discretion of the teacher. Parties in grades 7-12 may be held only during the regular lunch hour. Any class holding a party in the cafeteria area is responsible for clean-up. No kitchen supplies are to be used (except housekeeping materials). All materials must be brought by students.

J. PE UNIFORMS

Grades 3rd – 12th

1. BOYS: T-shirt, shorts, white socks, and gym tennis shoes
2. GIRLS: Loose fitting, heavy weight T-shirt; shorts purchased from WBA; white socks and gym tennis shoes.

K. PRIVATE MUSIC

Private lessons are offered for the following:

Piano	Grades 3 – 12
Voice	Grades 7 – 12
Instrument	Grades 5 – 12

For information and fees contact the school office.

L. ROOM MOTHERS

Classroom teacher shall select Room Mothers to help with class activities over the course of the year. Typical duties will include helping with class parties, field trips, and programs.

Room mothers and other parents who assist with activities at school or field trips are asked to abide by the school dress code.

M. SCHOOL HOURS

The school day begins at 8:15 a.m. and ends at 3:15 p.m. On Wednesdays the school day will end at 2:20 p.m. To avoid "Extended Care" charges, do not drop students off earlier than 8:00 a.m., and pick up students no later than 3:30 p.m. (2:35 p.m. on Wednesdays, see "Extended Care" on page 15 for fees).

N. SCHOOL OFFICE HOURS

The WBA office is open for school business Monday-Friday 8:15 – 4:00. All phone calls and contacts should be made during these hours.

O. SECULAR MOVIES\TV AND INTERNET

Much of the Secular film industry promotes immorality, violence, blasphemy, vulgarity, disrespect of parents, indecency, drug use, and an anti-Christian belief system. Realizing this, we question the wisdom of directly supporting such an industry by attendance at movie theatres or viewing media at home that promotes these areas.

Students of Woodcrest Baptist Academy should not view R-rated media. Parents should be actively involved in monitoring your child's media viewing.

We believe that students must also refrain from viewing internet sites that contain inappropriate material that would hinder their spiritual growth and development.

P. SOCIAL NETWORKING

The policies in this handbook establish guidelines for students at WBA. Because a Christian's lifestyle must be markedly different than the world's, students must commit to follow these guidelines in the community and on the internet. If a student is known to violate them, whether observed by a member of the community or personally shared and detailed for the public in written form(e.g. Facebook, MySpace, Twitter, etc.) these behaviors are subject to disciplinary action which may include warnings, probation, suspensions or dismissal.

Q. SPORTS

WBA plays in the following interscholastic sports:

1. Boys: Soccer, Baseball, Basketball
2. Girls: Volleyball, Basketball

R. STUDENT INSURANCE

WBA students are covered by accident insurance while at school and on school activities. Our insurance is a secondary coverage program and only takes effect after the primary coverage has been exhausted.

S. STUDENT VEHICLES AND TRANSPORTATION

1. Students driving to school must have a "Driving Permission" card on file in the office.
2. No student will be allowed to transport other students to and from school except by permission agreed upon in advance by parents.
3. School administration reserves the right to revoke driving privileges if conduct so merits.
4. Athletic team members, and choir members will always ride to and from games, practice, and concerts in a vehicle provided by the school unless other arrangements have been approved in advance by the administrator and coaches.
5. Student vehicles must be parked in the designated area and are to be locked, undisturbed and unoccupied. Student vehicles must leave the parking lot at 3:15 p.m. unless the driver is staying for sports or other practice. Students are to leave their car and enter the building once they arrive at school.

T. TRANSPORTATION

WBA provides no transportation for its students. We do, however, assist parents by providing a list of current school families.

U. TRANSPORTATION REIMBURSEMENT

Local school districts differ in their methods of reimbursement for transportation for non-public school attendance. If your district will reimburse you, we will provide attendance data.

V. USE OF PHONES

Students must obtain permission to use the school phones. If a student is ill, or needs to contact his parent, the office will make the necessary phone call. Jr. and Sr. high school students are not allowed to bring cell phones into the classrooms. Elementary students that have cell phones must keep them in their backpack and turned off. Elementary students are not allowed to be using their cell phones during the school day.

W. VISITORS

Visitors are welcome at WBA. Students desiring to have a friend or relative visit in their classroom should secure the permission of their teacher and the Administration one full day prior to the visit. All day visits are not encouraged. Parents are always welcome to visit classes. In order to provide uninterrupted instruction, we ask that such classroom visits be scheduled in advanced.