

# Woodcrest Baptist Academy

PARENT AND STUDENT HANDBOOK



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# Contact Information

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Attendance Line	(763) 463-7900	
Pastor Mark Poorman	(763) 571-6409	mark.poorman@woodcrestbaptistacademy.org
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# Important Information

High School Code for College Admissions and ACT/SAT Testing: 241-703  
Academy Website: [www.woodcrestbaptistacademy.org](http://www.woodcrestbaptistacademy.org)  
Office Hours: 8:00 a.m. - 4:00 p.m.

A MESSAGE FROM

# Pastor Poorman



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

# Philosophy

## General Information

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1

WBA is a ministry of Woodcrest Baptist Church. Our teachers are all active members of WBC, or other likeminded churches. The doctrinal position of WBC will be reflected in all activities and teachings of the school.

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2

WBA expects that all 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, as well as church attendance.

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3

Parents should honor the school staff in areas of discipline.

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4

WBA is designed to help families prepare their child(ren) for service to the Lord.

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5

WBA has established standards and procedures which provide the type of environment which promotes academic and spiritual growth.

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6

WBA insists that students conduct themselves in a manner that is pleasing to the Lord.

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7

WBA must protect its testimony. Therefore, the school takes an interest in the out-of-school conduct of students.

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8

The key to right relationships and behavior at school is a right relationship with Jesus Christ.

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9

It is understood that all parents and students have read this handbook.

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# Philosophy

## Goals and Objectives

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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:

1

- 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 social graces

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2

By the use of our total program, Woodcrest Baptist Academy seeks to minister to the whole child, helping him to become a complete person after the example of Jesus Christ. Students enrolled in WBA will be given a good, solid, basic education in reading, language, mathematics, science, history, Bible and physical education.

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### 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 Christian 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 (1 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).



# Philosophy

## 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 terror 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 in place of the 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.

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### Mission Statement

Woodcrest Baptist Academy, a ministry of Woodcrest Baptist Church, exists to help parents raise their children to live effectively in God's World and to prepare students academically, physically, socially, and spiritually for service to God and country.

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### Moral Stand

Woodcrest Baptist Academy is a uniquely religious, educational institution that seeks to provide quality education in a distinct Christian environment. One of the goals of WBA is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. WBA believes that the Bible is the inspired Word of God and sets forth the absolute truth by which Christians are to live. WBA expects and required that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, WBA believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a

# Academic Policy

particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as is stated throughout this handbook. (Lev. 18:22, 20:13; 1 Cor. 6:9-11; Rom. 1:26-28; Gen. 1:26, 2:21-22; Matt. 19:4-6; Heb. 13:4)

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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.

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## Bible

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 all other subjects, and without it a student can hardly be called educated in a true sense. The Bible gives light for this life and the only hope for the life to come. 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.

# Academic Policy

## Chapel

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. Attendance at chapel is mandatory.

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## Curriculum

Most of our textbooks and support materials are published by either Bob Jones University Press or Abeka Book Publications. Saxon Math textbooks are used in grades 5th-12th.

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## Eligibility 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. 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.
- 2 The attitude, behavior, and appearance requirement must be maintained at all times. If in the judgement 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.
- 3 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.
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# Academic Policy

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## 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.

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## Grading Scale

99-100	A+	84-86	C+
96-98	A	79-83	C
94-95	A-	76-78	C-
92-93	B+	74-75	D+
89-91	B	70-73	D
87-88	B-	0-69	F

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## Help Class

Students with academic weakness may choose to attend or will be assigned “Help Class” by the teacher. Help Class meets on Wednesdays from 2:30–3:15. Teachers may use other nights for help class if needed.

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## High School Graduation Requirements

Total Subject Credits: 21.5 (acquired during grades 9–12)

4 Bible\*

4 English

3.5 History (to include World, U.S., Economics, and Government)

3 Math (to include Algebra I, Statistics and Probability, and Geometry)  
3 Science (to include Biology)  
0.5 Fine Arts (1 semester of choir or band)  
2 Physical Education\*\*  
2 Additional Credits (to include one years of Keyboarding and 1 semester of Speech)

\*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 student's 9th-12th grade years. The student must have a minimum GPA of 3.5 and have completed two of four years at WBA

Salutatorian: the student with the second-highest GPA based on the student's 9th-12th grade years. The student must have a minimum GPA of 3.0 and have completed two of four years at WBA

## Academic Policy

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### Homework

Homework will be a regular part of life for a WBA student. The amounts given vary by 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-6. Elementary teachers will also send home test papers and 'F' grade papers to be signed and returned.

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# Academic Policy

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## Honor Roll

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

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## Music

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

We also offer:

5th–6th grade band

7th–8th grade choir

7th–12th grade band

9th–12th grade choir

Private lessons are offered for the following:

Piano: Grades 2–12

Voice: Grades 7–12

Instrument: Grades 5–12

For information and fees, please contact the school office.

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## 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.

# Academic Policy

**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.

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## Repeating Failed Classes

Required courses of study that are failed in grades 9th–12th must be repeated. This may be done at WBA, 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 must be arranged with the administrator.

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## Report Cards

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

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## 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 the completion of testing at the end of the school year.

# Academic Policy

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## Standardized Testing

Each spring, testing is done on a regular basis using the Iowa Assessment, Level E. 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.

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## 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.

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# Attendance Policy

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Parents need to call the school in the morning if your child will be absent. When the child returns to school, he must have a note signed by the parent indicating the reason and dates of absence.

1

**Excused** absences are given for sickness, doctor's appointments, and a death in immediate family. (Please, **no** doctor's appointments before lunch.)

2

**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.

3

**Pre-excused** absences are given 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-excused 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. **Note:** The administration reserves the right not to approve an absence if the student is having academic difficulty or has excessive absences.

4

**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.

# Attendance Policy

5

**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.

6

**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 the semester.

7

**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.

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## Tardiness

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.

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.

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# Attendance Policy

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## School Functions, Activities, Athletics

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.)

1 Students in 6th grade and below must be accompanied by a parent or adult (not an older student).

2 School dress is required to all activities.

3 Attendance to the following activities is mandatory for grades 7-12:

- Fall Camp
- Junior-Senior high programs

# Financial Policy

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No bill is sent for regular monthly tuition payments. Parents may view financial accounts online through TADS.

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## Registration Fees

- 1 Tuition and fee schedules are available from the school office.
- 2 Registration/Materials Fee (includes milk for grades K-6), Maintenance Fee 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 refund of fees.
- 4 Tuition is paid on an 11 month payment schedule. The first installment is due in August, and the 11th installment is due in June.
- 5 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.

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## Athletic Fees

Student accounts will be charged \$75 for each sport participated to offset compensation for the coaches and officials, and other sports-related costs. This fee will be invoiced via TADS, once the respective 20

# Financial Policy

sports season begins.

Families may reduce their athletic fees by volunteering their service in the concession stand or collecting admissions for sporting events. See the academy office for more information.

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## Contribution to WBA

All gifts to WBA are tax-deductible, and we will issue a receipt when requested. 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.

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## Damage to School Property

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

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## Graduation Fee

All graduating seniors will be charged \$35 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.

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## 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 the 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 (1 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 wellbeing (1 Cor. 9:27).

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### 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 gender will be emphasized at all times. **No physical contact is permitted.** Dating is only allowed in grades 11 and 12.

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### Dress Code

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. The administration reserves the right as final authority in dress regulations and interpretations.

**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.

# Boys' Dress Code

Woodcrest's dress code is guided by the principles of modesty, appropriateness, gender distinction, and preparedness for leadership in the ministry and workforce.

## Hair

- Hair must be tapered above the collar, off the ears, and above the eyebrows.
- Hairstyles must be kept short and may not be pulled back in a bun, ponytail, etc.
- Boys may not bleach, color, or highlight their hair.
- Grooves, shelf cuts, extreme faddish styles, etc. are not permitted. Hair must be blended without obvious lines.
- Sideburns below the bottom of the ear are not permitted.
- Boys should be clean-shaven.

## Clothing--Coats, Pants, Shirts, Jackets, Hoodies, Hats, etc.

- Pants should cover your undergarments no matter the activity.
- All clothing and T-shirt logos should be in good taste.
- Clothing should be in good condition, should not have holes or frays, and should not have noticeable fading.
- All clothing should be loose-fitting.
- Skinny jeans/pants are not acceptable for any category.
- Shirt collars are to be down and not "flipped" up.

## Jewelry and Tattoos

- No tattoos are to be worn--temporary or permanent.
- Earrings and necklaces are not permitted.

## Class Dress

Classes, activities, and field trips unless otherwise specified.

### Acceptable

- Nice-looking, clean, casual slacks and khakis.
- Nice-looking collared shirts or dress shirts.
- Sweaters and hoodies, when worn, should be worn over a collared shirt.
- Casual shoes

### Not Acceptable

- Jeans
- T-shirts and sweatshirts with writing or graphics greater than four inches in diameter
- Athletic sandals and slides, flip-flops, and slippers

**Note:** Shirts with long tails should remain tucked in.

## Concert Dress

Concerts and fine arts activities, such as MACS and Jr. High Festival

### Acceptable

- Suits or sport coats with coordinating dress pants.
- Dress shirts and ties.
- Dress shoes, non-athletic shoes.
- **Notes:**
- Concert dress is dressier than class dress.
- Dress shoes are appropriate for suits.
- Generally, crew-length dress socks (not athletic or white socks.)

### Not Acceptable

- Denim
- Sweatshirts and hoodies
- Sport coats and ties are provided for 9-12 grades.
- If changing into Concert Dress at school, students must arrive in Class Dress.

## Formal Dress

Required for banquets

### Acceptable

- Suits or tuxedos
- Dress shirts
- Ties or bow ties
- Dress shoes and socks

## P.E. Class Dress

Required for P.E. class, Field Day, and when specified

### Acceptable

- Knee-length, loose-fitting shorts
- Loose-fitting track pants
- T-shirts with appropriate logos and designs
- Sweatpants

### Not Acceptable

- Jeans
- Tank tops
- Shirts with sleeves cut off



## “Casual Day“ Dress

Appropriate on Casual Days hosted by the senior class for students who pay one dollar.

### Acceptable

- Loose-fitting jeans
- Athletic shoes, sandals, etc.
- T-shirts and sweatshirts with appropriate slogans or pic

### Not Acceptable

- Skinny jeans
- Pajama pants, sweatpants, track pants, etc.
- Ripped, patched, torn, innapropriately added, worn-out jeans are not permitted.

## Spirit Week Dress

Appropriate on Spirit Week days

### Acceptable

- Jeans

### Not Acceptable

- Pajama pants
- Onesies

## Spectator Dress

Appropriate for after-school activities, such as watching athletic events

### Acceptable

- T-shirts and sweatshirts with appropriate logos
- Loose-fitting pants or jeans

### Not Acceptable

- Muscle shirts, undershirts, and sleeveless shirts
- Shorts
- Skinny jeans
- Ripped, distressed, frayed, or acid-washed jeans
- Sweatpants or athletic pants

### Notes:

- For students watching an indoor, non-athletic event, such as concerts, plays, and graduation, Class Dress is required

# Girls' Dress Code

Woodcrest's dress code is guided by the principles of modesty, appropriateness, gender distinction, and preparedness for leadership in the ministry and workforce.

## Clothing

- All hemlines (including slits) must be no shorter than the top of the kneecap when standing, walking, or sitting.
- Clothing of sheer or revealing material may be worn only when the garment underneath conforms to normal dress guidelines.
- Sleeveless tops are not to be worn.
- All clothing must be in good condition, should be without holes or frays, and should not have noticeable fading.
- Necklines may not be lower than 4 fingers from the collarbone and 5 fingers from the base of the neck in the back.
- Leggings are permitted under skirts.
- Skinny jeans/skinny pants are not acceptable in any category.
- Elementary girls (K-6th) are not allowed to wear make-up. This includes, but is not limited to: lipstick, and eye-make-up. Small, post-type earrings are acceptable for elementary students.

## Hair, Make-up, and Jewelry

- No tattoos are to be worn--temporary or permanent.
- Hair should be cut in a feminine style. Any coloring should appear natural.
- A maximum of two earrings may be worn in lobe of each ear.

## Class Dress

Classes, activities, and field trips unless otherwise specified.

### Acceptable

- Loose-fitting skirts, khaki and denim skirts, tops, and dresses
- Casual shoes, Crocs, flip-flops
- Jackets and zip-up jackets (logos must be smaller than your palm, or four inches in diameter)

### Not Acceptable

- T-shirts and sweatshirts with writing
- Athletic sandals and slides, casual flip-flops, and slippers
- Heavy, winter jackets

### Note:

- Untucked tops must be long enough to cover skin at all times--no matter the activity.

## Concert Dress

Concerts and fine arts activities, such as MACS and Jr. High Festival

### Acceptable

- Dresses, skirts, etc.
- Dress shoes

### Not Acceptable

- Denim and khaki skirts
- Sweatshirts and hoodies

### Notes:

- Concert dress is dressier than class dress.
- If changing into Concert Dress at school, students must arrive in Class Dress.

## Formal Dress

Required for banquets

### Acceptable

- Floor or tea-length dresses of formal fabric
- Dressy church dresses
- Dress shoes

### Not Acceptable

- Low cut in front
- Backless

### Note

Formal dresses will be approved by school staff.

## P.E. Class Dress

Required for P.E. class, Field Day, and when specified

### Acceptable

- Knee-length, loose-fitting shorts
- Loose-fitting track pants
- T-shirts with appropriate logos and designs

### Not Acceptable

- Sweatpants
- Jeans
- Tank tops
- Shirts with sleeves cut off

## “Casual Day“ Dress

Appropriate on Casual Days hosted by the senior class for students who pay one dollar.

### Acceptable

- Loose-fitting pants or jeans without fading, rips, or frays.
- Athletic shoes, sandals, etc.
- T-shirts and sweatshirts with appropriate slogans or pictures

### Not Acceptable

- Skinny jeans/skinny pants
- Sweatpants/leggings

## Spirit Week Dress

Appropriate on Spirit Week days

### Acceptable

- Knee-length costumes

### Not Acceptable

- Pajama pants
- Onesies

## Spectator Dress

Appropriate for after-school activities, such as watching athletic events

### Acceptable

- T-shirts and sweatshirts with appropriate logos
- Loose-fitting pants or jeans

### Not Acceptable

- Crop tops
- Shorts
- Skinny jeans, leggings, sweatpants, yoga pants, or leather pants
- Ripped, distressed, frayed, or acid-washed jeans
- Athletic pants, knit pants, or stretch pants (includes all pants of a T-shirt type knit fabric, leggings fabric, spandex, velvet, or velour)

### Notes:

- For students watching an indoor, non-athletic event, such as concerts, plays, and graduation, Class Dress is required.

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## Conduct

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. The administration reserves the right as final authority in dress regulations and interpretations.

**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.

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## School Accountability System

This system was created to act as a more comprehensive system for teachers to communicate students' struggles. It is not intended to replace personal and spiritual conferences with students, but rather to work hand-in-hand. Each consult should include prayer and sensitive inquiry to the student about some struggles they may be having, both academically and spiritually.

Elementary Supervisor: Sandi Scholze

Junior High Supervisor: Craig Castle

High School Supervisors: Rebekah Hanks and Scott Halsey

3 notices = Supervisor consult (1 minute), parental notice

5 notices = Lunch detention, parental notice

10 notices = Supervisor consultation, lunch detention, parental notice

15 notices = Principal consultation and consequence, parental notice

20 notices = Principal consultation and consequence, parental notice

25 notices = Supervisor/Principal consultation, parental notice, consequence

# Conduct and Discipline

**Possible consequences: academic probation, athletic probation (no practices/traveling/games), financial consequences, detention, suspension, expulsion**

- Homework violation: 1 notice and 0%, 86% highest grade
  - Give 1 grace violation
  - Subsequent violations = 1 notice
- Tardies
  - 1 unexcused class tardy = 1 notice
- Absences
  - 1 unexcused absence = 10 notices
- Dress code violation = 1 notice
- Inappropriate behavior = 1 notice
- Disturbance = 1 notice
- Unacceptable technology = 1 notice
- Inappropriate language = 10 notices

## Conduct and Discipline

Behavioral Report	
Name:	_____
Grade:	_____ Teacher: _____
Class/Subject:	_____
Reason for Notice:	
<input type="checkbox"/> Tardy (Unex)	<input type="checkbox"/> Unacceptable Tech
<input type="checkbox"/> Absence (Unex) (10)	<input type="checkbox"/> Disturbance
<input type="checkbox"/> HW Violation	<input type="checkbox"/> Inappropriate Behavior
<input type="checkbox"/> Dress Code	<input type="checkbox"/> Inappropriate Lang. (10)
Student Explanation: _____	
_____	
Student Initials: _____	

# Discipline

Our discipline policy applied to students while they are on campus, on WBA operated busses, or at recognized school functions. While behavior at other times or places is an individual and parental responsibility, 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, they should receive a different disciplinary response. Behavior responses 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 or administrator in line with these examples.

## Less Serious Offenses

- Unexcused lateness to school (exception: hazardous weather)
- Three unexcused tardies to class
- Causing a disturbance in class, study hall, or hallways
- Unnecessary talking in class or study hall
- Meddling with other people's property
- Disobedience of specific rules
- Throwing objects
- Horseplay between classes
- Use of earbuds at school

## 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

## Discipline

- 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
- Abuse or willful destruction of school property
- Sexual immorality
- Drinking, smoking, or possession of tobacco, alcoholic beverages, or e-cigarettes.
- Possession, sale or use of illicit drugs
- Fighting
- Possession of pornography
- Gambling
- Dancing
- Listening to inappropriate music
- Viewing inappropriate media (see secular movies/TV policy)
- Possession of 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

### Typical Disciplinary Procedures for Misbehavior

- Less serious offenses -- depending on severity, one of the following:
  - reproof
  - detention
  - call home
  - loss of classroom privileges
  - sent to principal
  - parent conference



- More serious offenses -- depending on severity, one of the following:
  - detention
  - dismissed from class
  - parental discipline
  - in-school suspension
  - probation
  - expulsion
- Detentions will generally be on Mondays and Thursdays from 3:30 p.m. to 4:30 p.m. The 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.

## Discipline

# General Policies and Information

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## Admissions and 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 the rules and discipline.

WBA accepts students without regard to race, color, sex, or national or ethnic origin.

### **Re-Enrollment for continuing students:**

1

- Complete re-enrollment on HeadMaster, on forms obtained from the school office, or forms downloaded from the academy website.
- Registration Fee will be charged when the TADS agreement has been renewed.

### **Enrollment for new students:**

2

- Complete application and medical forms.
- Your name will be placed on the class roster and new student testing list.
- A family interview with the principal will be scheduled.
- 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.
- Registration Fee will be charged when a financial account has been established on TADS.

---

## Cold Weather/Snow Days

1

Notice of school closure or early dismissal due to bad weather will be given on WCCO radio.

# General Policies and Information

- 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. Elementary girls 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 outside at recess.

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## Extended Care

Students arriving at school before 8:00 a.m. or staying later than 3:30 p.m. will automatically be considered “extended care,” unless they are participating in an organized, school-sponsored activity. 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.

Extended care times and fees are as follows:

<b>7:00 a.m. to 8:00 a.m.</b>	<b>\$2.00</b>
<b>2:35 p.m. to 3:30 p.m. (Wednesdays only)</b>	<b>\$2.00</b>
<b>3:30 to 4:30 p.m.</b>	<b>\$2.00</b>
<b>4:30 p.m. to 5:00 p.m.</b>	<b>\$1.00</b>

- 1 Fees are applied if attended within any of the hours shown above.
- 2 Extended care will end at 5:00 p.m. 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 through TADS. Additional children of the same family are charged fifty percent of the posted rate.

## General Policies and Information

**4** If a student has a repeated behavior problem or is left in extended care later than 5:00 p.m., the student may lose the privilege of this service. A two week notice of termination will be given for any student who is being dismissed.

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### Items Not to be Brought to School

Guns, knives, weapons of any kind, explosives, radios, media players, CDs, iPods, and MP3 players should not 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.

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### Lockers

Jr. and Sr. high students (7-12) will be assigned a locker. WBA reserves the right to search lockers. Any item or substance found in a student's locker will be considered to be that student's property. Sharing locker combinations with others is highly discouraged. WBA is not responsible for person items stored in student lockers.

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### Lunches

Student lunches are not provided by WBA. However, a daily beverage (white or chocolate milk) is provided for elementary students (K-6). Microwaves are available for use for 3rd-12th grade students.

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### 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.

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### 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.

# General Policies and Information

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

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## Parties/Birthdays

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

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## Physical Education

1 Students are required to participate in physical education activities, unless excused by a doctor (note required). If a student is unable to participate in a PE class and does not have a doctor's note, the student may be required to complete alternate, substitutionary work to satisfy participation in a physical education class (e.g. a short report).

2 Students in grades 3-12 are required to wear separate, WBA-approved PE clothes. See "Dress Code" on page 22 for details.

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## Room Mothers

Elementary classroom teachers may 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.

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## 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 on Wednesdays).

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## General Policies and Information

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### School Office Hours

The WBA office is open for school business Monday–Friday from 8:00 a.m. to 4:00 p.m. All phone calls and contacts should be made during these hours.

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### 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 theaters or viewing media at home that promotes these areas.

Students of WBA should not view R-rated media. Parents should be actively involved in monitoring their 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.

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### 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, Instagram, Snapchat, TikTok, etc.) these behaviors are subject to disciplinary action which may include warnings, probation, suspensions, or dismissal.

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### Sports

WBA offers students the opportunity to participate in the following interscholastic sports, beginning in Jr. High School:

- Boys: soccer and basketball
- Girls: volleyball and basketball

## General Policies and Information

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### 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.

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### 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 of 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 must be parked in the designated area and are to be locked, undisturbed, and unoccupied. Students are to leave their car and enter the building once they arrive at school. Student vehicles must leave the parking lot at 3:15 p.m. unless the driver is staying for sports or other practice.

---

### Transportation

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

## General Policies and Information



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.

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### Use of Phones

Students must obtain permission to use the school phones. If a student is ill or needs to contact a parent, the office will make the necessary phone call.

Jr. and Sr. high school students are allowed to bring their cell phones to school and use them before and after school and during breaks in the school day. Cell phones and other personal devices are not allowed in the classrooms. If students are found with possession of cell phone during class time, the student will be required to leave the phone with the teacher/administrator until the end of the school day.

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.

Cell phones are not permitted during field trips or camps, unless specifically communicated otherwise by supervising chaperone.

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### Visitors

Visitors are welcome at WBA. Students desiring to have a friend or relative visit in the classroom should secure the permission of their teacher and the administration one full day prior to the visit. All day visits are not encouraged.

Unscheduled visitors (e.g., alumni, drop-ins) should check in with the school office prior to any classroom visit and are encouraged to wait until the end of the school day to visit.



Parents are always welcome to visit classes. In order to provide uninterrupted instruction, we ask that such classroom visits be scheduled in advanced.

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## Volunteering

Woodcrest happily welcomes volunteers. Areas to be more involved include:

- Classroom help (e.g., reading to students, tutoring, assisting teachers with grading, bulletin boards, treats, parties, field trips, etc.)
- Athletics (e.g., concessions, team building events, admissions, laundering, line judging, etc.)
- And much more! (e.g. fundraising, photography, event judging, transportation, event planning, costume making, set construction)

# General Policies and Information