

WINSTON SALEM



C H R I S T I A N S C H O O L

STUDENT HANDBOOK 2016-2017

“...equipping hearts and minds of students to impact the world for Christ.”



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Last Updated: September 16, 2016

HEAD OF SCHOOL WELCOME

Winston Salem Christian School is a ministry of Winston Salem First. WSCS is not a new Christian school to Winston-Salem, but a renewed Christian school to the community. For more than 30 years we have ministered to thousands of children through our early learning center, lower school, and upper school. WSCS is committed to academic excellence, Biblical Christianity, responsible behavior, and partnering with parents. These four ideals are carried out in a diverse community, offering an education that prepares our students for college, and life beyond WSCS.

Small class size, rigorous academics, commitment to service, athletic programs, and opportunities in the creative arts enable students to achieve their personal goals and help WSCS accomplish our mission. WSCS students experience a high calling, the handiwork of the creator of the universe, saved by His grace, and designed to glorify Him in all that we think, say, and do! If you have questions or just want to talk about WSCS, please contact me.

I look forward to serving Christ with you,

Dr. Bryan Wolfe
Head of School
bwolfe@wschristian.com

ACCREDITATION OF WSCS

Winston Salem Christian School is dually accredited. This distinguished achievement gains recognition by the best educational institutions, including colleges, in the country. The school is fully accredited by the Association of Christian Schools International (ACSI) and Southern Association of Colleges and Schools (SACS/CASI). SACS, a division of AdvancEd, is commonly recognized as the golden standard in educational accreditation. WSCS is also a member school of the North Carolina Association of Independent Schools (NCAIS).

A BRIEF HISTORY OF WSCS

In 1979, First Assembly Christian School began as a ministry of Winston Salem First Assembly Church. The school transitioned from a day care to an Early Learning Center through 8th grade. In 2009, then First Assembly Christian School made the decision to expand to a high school. In 2011, First Assembly Christian School transitioned to Winston Salem Christian School, reflecting a Christian School that would reach students throughout Winston Salem. In 2013, Winston Salem Christian School graduated its first senior class. A rich tradition of three decades combined with the newness and excitement of a new high school, WSCS has developed as a unique community over the decades.

Our goal is to provide an excellent Christ-centered education to any student whose family desires a Christian education - regardless of race, gender, ethnic origin, or denomination.

Today, Winston Salem Christian serves approximately 270 students from K–12th grade, and approximately 170 students in our ELC.

We provide an excellent education in a Christ-centered environment to any student whose family desires a Christian education - regardless of race, gender, ethnic origin, or denomination.

STATEMENT OF FAITH

Winston Salem Christian School ministry believes the Bible to be inspired, authoritative, inerrant and infallible in the original writings. We believe there is one God, eternally existent in three persons - - Father, Son, and Holy Spirit. We believe in the deity of Jesus Christ, his virgin birth, his sinless life, his miracles, his vicarious and atoning death, his resurrection, his ascension to the right hand of the Father, and his personal return in power and glory. We believe in the absolute necessity of regeneration through the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved. We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life and lost unto the resurrection of damnation. We believe in the spiritual unity of believers in our Lord Jesus Christ. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to pursue a godly life.

We further affirm to be an institution where the board, administrators, teachers, staff and supporters recognize the holistic and interdependent nature of our work together, as set forth in the Apostle Paul's analogy for the Body of Christ: acting upon our distinct and separate roles and responsibilities in the school. As a Christian school, the school is able to make a unique contribution to the Forsyth County church community, and to the larger Body of Christ, recognized and respected for distinct calling to hone the intellect and shape the will of our students as it imitates "the mind of Christ." As an extension of the Christian home, we take seriously the trust parents have placed in us to assist them in rearing their children in the nurture and admonition of the Lord. As a part of the communities of Winston Salem and Forsyth County, we seek to be the salt of the earth, a beacon on a hill, as our people and programs have an impact in the world around us.

STATEMENT OF PURPOSE AND MISSION

Winston Salem Christian School (WSCS) is affiliated with the North Carolina Department of Non-Public Instruction. The school is accredited by the Association of Christian Schools International (ACSI) and Southern Association of Colleges and Schools (SACS), a division of AdvancEd. WSCS is entering its forty-seventh year of operation. We continue to be committed to truth and the pursuit of excellence through teaching a Christ centered biblical worldview in every discipline, building character as we nurture students towards Christian maturity, and equipping them to impact the world for Christ as servant ambassadors of the Kingdom of God. We provide a quality Christian education that will allow each student to grow intellectually, spiritually, socially, physically and aesthetically. Biblical standards of behavior, effective citizenship, and a favorable atmosphere for learning are conducive to optimum personal development.

The administration, faculty, and staff believe that the optimum development will be seen when the Christian school and the Christian home are working together to "train up the child in the way he should go." Our prayer is for each child to be drawn by the working of the Holy Spirit to a saving knowledge of Jesus Christ as their Lord and Savior and to desire to please Him in every aspect of one's life.

It is our desire that our school's mission statement will guide everything we do at Winston Salem Christian School:

Our Mission: We exist to cultivate, curious, collaborative, and creative thinkers in a Christ centered community

STATEMENT OF PHILOSOPHY

Christian education compels students to serve Christ by applying what they learn in a classroom setting to their lives. Christian schools guide students as they acquire knowledge, consider how to apply it, and act on it through service. Christian schooling is more about preparing students for life and less about protecting them from life; therefore, effective Christian Schools do not withdraw from culture. Instead, they teach students how to filter their thoughts about their studies of the world through the lens of Scripture, urging them to consider how they may engage and transform culture. Winston Salem Christian School is committed to equipping the hearts and minds of students to impact the world for Christ by educating the whole child (spiritually, intellectually, physically, and socially), using God's revelation of Himself in both His creation and Scripture.

Because man was created a spiritual being, Winston Salem Christian School focuses upon the spirits of students. Students are created with a need to develop a deeply spiritual relationship with their Lord, Jesus Christ; the school's central focus is the encouragement and facilitation of that relationship.

Because man was created an intellectual being, Winston Salem Christian School provides an education that challenges students to become inquisitive, discerning thinkers who love learning and who desire to know God more fully through their studies. Because God determines that which is absolutely true, it is impossible to separate the study of His creation from a Scriptural interpretation of that creation. By placing the study of the world in the proper biblical framework, WSCS allows students to reach biblical conclusions about the world they study.

Because man was created a physical being, within whom the Holy Spirit dwells, Winston Salem Christian School encourages students to offer their bodies for His use. The Christian must understand and care for the body, and the responsibility of a Christian school is to teach students how to do so. The physical world is a good and necessary part of God's creation— one that may be enjoyed without being indulged.

Because man was created a social being, Winston Salem Christian School is committed to teaching students to recognize their own unique gifts and abilities to glorify Him in positive social relationships. Students are taught to interact biblically with others, using their individual gifts and abilities to serve and encourage one another. The school fosters students as they strive to be obedient to the two greatest commandments:

"Love the Lord your God with all your heart and with all your soul and with all your mind' . . . 'Love your neighbor as yourself" (Matt.22:37-39, NIV).

THE WSCS SCHOOL BOARD

As a ministry of Winston Salem First, WSCS is under the leadership of the church board. WSCS has also created a separate nonprofit entity to serve as a foundation for Christian education in the Triad community.

WINSTON SALEM CHRISTIAN SCHOOL

Student Handbook (Grades K-12)

The following handbook outlines important information, policies, and procedures for WSCS parents and students. Many people are surprised to learn that, in private schools, student handbooks are a legally binding contract for parents and students. Please review the following information in careful detail.

ACADEMIC PROGRAMS

If a student has learning disabilities or is gifted in a particular subject / content area, Winston Salem Christian School may make allowances or provide opportunities for enrichment to the regular classroom curriculum. WSCS utilizes the Lions Learning Center for students that may need assistance in tutoring, organization, or other moderate academic issues WSCS also utilizes an Accelerated Learning Program (ALP) to offer a project based learning challenge to exceptional students in grades 3-5.

ARTICLES PROHIBITED

Items that are considered dangerous or inappropriate for school include, but are not limited to the following items: knives, guns (firearms), alcohol, tobacco, drug paraphernalia, dangerous and practical joke articles, and expensive items. Please see the school dress code for additional clothing, lunch, backpack, and headgear restrictions.

Cell phones frequently are increasingly the cause of substantial interruptions to the school day. Students in upper school must adhere to classroom policies. Upper School students may have cell phones, but the school is not responsible for lost, damaged, or stolen items. Upper School parents should use the school phone to contact students during school hours. Please do not call or text during school hours. Lower school students may not have cell phones. Lower school students must use the phone at the front desk to communicate with parents.

ASSEMBLIES

Assemblies include a variety of programs that are educational and entertaining. Attendance at assemblies is a privilege. The behavior of students plays a vital role in program success. It is the responsibility of every student to be refined and courteous in all assembly presentations. Unacceptable conduct will result in removal from the assembly and possible disciplinary action.

ATHLETICS

Winston Salem Christian School offers a variety of interscholastic athletic teams. At the high school level, we belong to the Central Carolina Conference (CCC), and we compete in the North Carolina Athletic Association for Schools of Choice (NCAASC). Students in grades 6-8 compete in the CISSAA. Our athletic teams strive to honor Christ through athletic competition by being a testimony to the world and an encouragement to all participants. Girls' athletic teams are offered in volleyball, basketball, cross-country, cheerleading, and soccer. Boys' teams are offered in soccer, basketball, cross-country, baseball.

All team sports are dependent upon our enrollment and student interest. In order to be eligible for athletic competition, a student must be in good academic and behavioral standing and be enrolled as a full time student. Eligibility is declared on the first day of school based on the previous year's end of year grades, and reviewed at the semester. Varsity athletes below a 2.0 GPA are ineligible to begin athletic participation at the semester. Middle school students may not participate in athletics with a D or an F.

ATTENDANCE

K-12

Students are expected to attend school regularly and punctually. In order to gain the most benefit from school, students must be in regular attendance. When a student has been absent from school the student must submit a written note signed by a parent stating the dates and number of days absent and the reason for the absence when he or she returns from the absence.

North Carolina State Law requires that a child be present at least one-half of the instructional day to be marked present for the day. Examples of lawful absences are as follows: illness or injury, quarantine, death in immediate family, medical or dental appointments (when permission is gained prior to the absence, except in case of emergency), court or administrative proceedings, religious observation, immediate demands of farm or home (when the immediate assistance of the student is needed and other available help cannot be secured), educational opportunities (when permission is granted prior to the absence), and out of school suspension.

When a student has been absent from school, upon returning to school, the student must submit a written note signed by a parent stating the dates and number of days absent and the reason for the absence. Absence from a course or class for more than ten (10) days per semester may result in failure to receive credit for the course unless an appeal to the Administration (complete with medical/legal documentation) is approved. In order to gain the most benefit from school, the student must be in regular attendance. Period attendance will be recorded daily. Students must be present for at least half of a class period to be counted present. See "Tardies." College visits are excused absences and do not count against a senior's ability to be exempted from exams.

Once a student has exceeded the allowed number of absences, a teacher, using discretion, is responsible for determining whether that student fails their course due to absences. Elementary students must provide medical documentation for absences in excess of ten per year. Middle and high school students must provide medical documentation for absences in excess of six per semester. Students who fail to provide medical documentation for absences in excess of these limits may be required to withdraw from the school's enrollment.

ELC

Students are asked to be present by 9:00AM for the start of instructional time. Please avoid pickup of students during designated nap times.

AUTOMOBILES/PARKING LOT

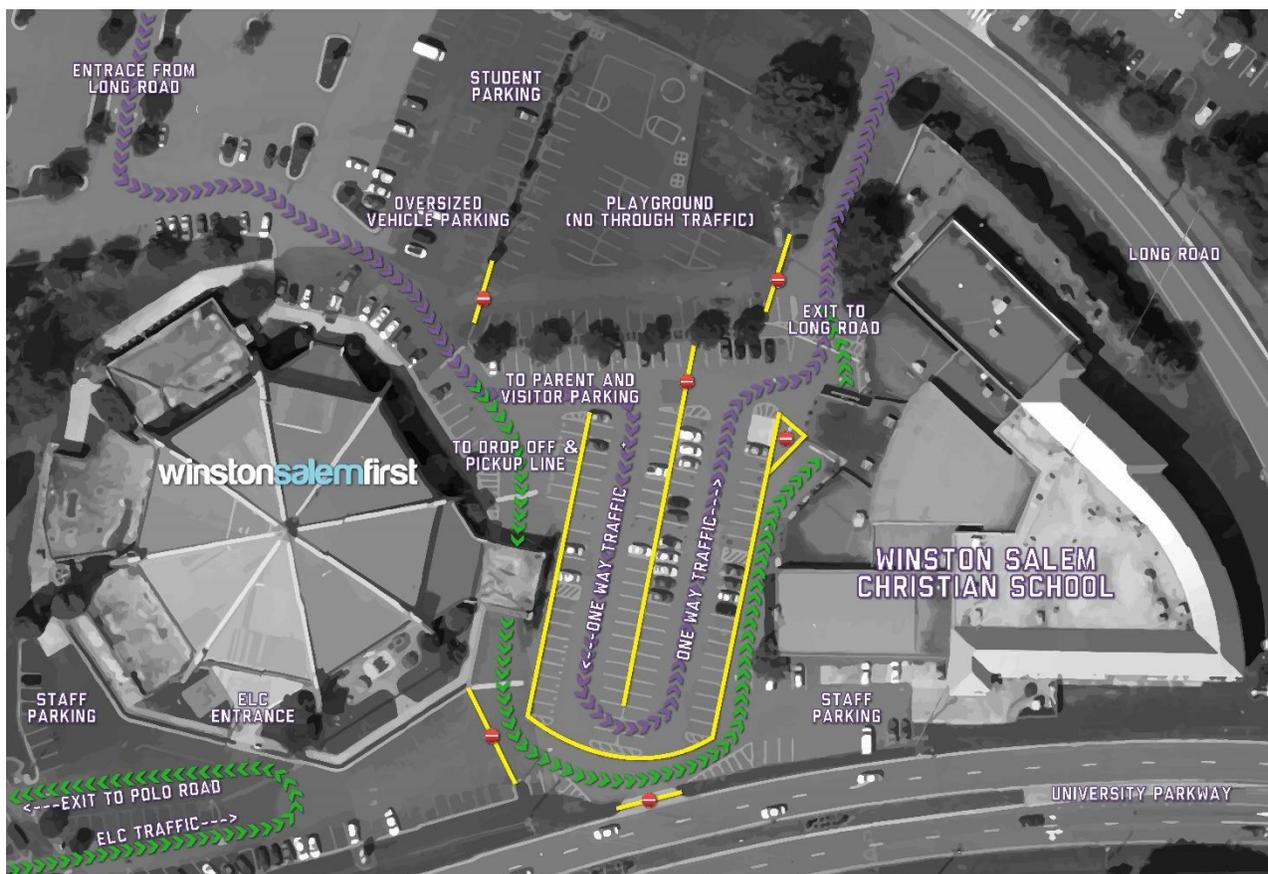
The safety of our students is our highest priority. Student drivers and parents must help provide a safe arrival for all of our students by driving slowly (less than 10 mph) and by following the arrows designating the direction of traffic flow, and carefully watching for children.

Please follow the traffic patterns on campus at all time, parking only in designated spots. After unloading, parents should continue driving to the long road exit. (See Parking Lot Map) If the driver is planning to escort the student to the building, the driver must park in one of the designated parking spaces in the parking lot. The student should be accompanied to the building. Please cross the roadway only in the designated walkway. Similar procedures should be used for afternoon pickup. However, if a student's class has not been released for the afternoon when a parent arrives, parents must pull into a parking space so that other children can be loaded. **DO NOT PARK OR LEAVE VEHICLES IN THE PICK-UP ZONES.**

Student drivers must register their cars and secure a parking permit from the front desk within the first week of school. The following information is needed to register the vehicle:

1. Year, color, and make of vehicle.
2. Driver's name, grade, and home phone number
3. License plate number.

We have restricted parking and require student drivers to use the parking spaces in the parking lot out by the outdoor basketball courts. Upon arrival at school, student drivers must immediately park their cars in the appropriate spaces, lock the doors, and report for classes. Students are not allowed to sit in their cars before or after school or to return to cars during the school day (this rule also applies to lunch time) without permission from a teacher or administrator. Violation of these polices may result in disciplinary action, possibly to include the suspension of driving privileges.



AWARDS ASSEMBLIES

We offer an end of year awards chapel that recognizes academics, character, and leadership. Lower school classes will often do class awards in the classrooms, and these will be communicated by teachers. We also hold a spring awards banquet for athletics.

LOWER SCHOOL AWARDS: Winston Salem Christian School's elementary teachers will give the following awards at the end of each school year:

1. Academic Merit Award- This award recognizes lower school students with all A's or O's. Upper school students will be recognized by a 3.5 GPA or higher for the first 3 quarters of the current year.
2. Christian Leadership Award - This award recognizes an individual who demonstrates great Christian influence on others
3. Christian Character Award - This award is given to the student who has consistently shown the fruits of the spirit in their lives

UPPER SCHOOL AWARDS: Winston Salem Christian School's upper school teachers will give the following awards at the end of each school year:

4. Academic Merit Award- This award recognizes lower school students will all A's or O's. Upper school students will be recognized by a 3.5 GPA or higher for the first 3 quarters of the current year.
5. Christian Leadership Award- This award recognizes an individual who demonstrates great Christian influence on others
6. Christian Character Award- This award is given to the student who has consistently shown the fruits of the spirit in their lives
7. Presidential Award for Community Service
8. Duke Talent Identification Program (TIP) – A certificate of Recognition will be presented to each student who participated in the Duke Talent Identification Program.
9. Lions Pride Award- This is reserved for the best all-around student at Winston Salem Christian School. This student would set an example in the classroom, through extracurricular involvement, and in the community. A senior and underclassmen award is given.

AWARDS DAY: On awards day, students should dress up and plan to sit with their class. Family is encouraged to attend if they are able.

BEFORE AND AFTER SCHOOL CARE (EXTENDED DAY)

In an effort to ensure our students' safety, all students in K-8 must report to before-and-after school care if they are on campus prior to 8:00 a.m. or after 3:15 p.m. High school students who remain on campus may attend sporting events, receive help from a teacher, or wait in the lobby for a ride.

Students in the ELC will register on computers and be escorted to class by parents or guardians.

Students in grades K- 5 arriving between 7:00-8:00 must report to the chapel for extended day. Students arriving prior to 7:45 will be billed through extended day.

Students in grades 6-8 arriving between 7:00-7:45 must report to the chapel for extended day. Students arriving prior to 7:45 will be billed through extended day. They will be dismissed at 7:45 to go to class.

Students in grades 9-12 are to report to class in the morning:

2016-2017 Upper School Schedule

	<i>Mon. Tue. Fri</i>
1st Period	8:10 - 9:00
2nd Period	9:05 - 9:55
3rd Period	10:00 - 10:50
4th Period	11:00 - 11:50
5th Period	11:55 - 12:45
Lunch	12:50 - 1:25
6th Period	1:30 - 2:20
7th Period	2:25 - 3:15

	<i>Wednesday</i>
1st Period	8:10 - 9:30
Morning Assembly	9:40 - 9:55
3rd Period	10:00 - 11:20
5th Period	11:25 - 12:45
Lunch	12:50 - 1:25
MS - Silent Reading	1:30 - 1:50
HS - Study Hall	1:30 - 1:50
7th Period	1:55 - 3:15

	<i>Thursday</i>
2nd Period	8:10 - 9:30
Advisory/House	9:40 - 10:15
4th Period	10:25 - 11:45
Chapel	11:55 - 12:45
Lunch	12:50 - 1:25
MS - Silent Reading	1:30 - 1:50
HS - Study Hall	1:30 - 1:50
6th Period	1:55 - 3:15

BUSES – TRANSPORTATION GUIDELINES

A comprehensive listing of vehicle policy and driver rules may be found in the school's administrative policy manual. These guidelines are available to parents and students upon request.

The school bus passengers must:

1. Enter (load) the bus in a quiet and orderly manner.
2. Remain seated with seat belts on at all times.
3. Keep all parts of their person within the bus; students must not put arms, hands, head, feet or legs out of windows and doors.
4. Not activate the emergency exits unless an emergency exists.
5. Not eat or drink on the bus.
6. Be responsible for all belongings and for picking up items on the floor and overhead bins before exiting the bus.
7. Display proper behavior and attitude at all times.
8. Remember that the bus is a rolling billboard for Winston Salem Christian School; passengers must refrain from shouting from the windows or exposing body parts through the windows.
9. All accidents or incidents must be reported to the Head of School by the bus driver prior to leaving the scene of the accident.

CAFETERIA CAMPUS GRILLE – LUNCHES.

Lunches are provided by the "Campus Grille." There is a monthly menu printed to help you make decisions about food. Lunches may be billed to a student account that must be paid on a monthly basis. Lunch accounts can be suspended for lack of payment.

Students are NOT permitted to leave the school grounds during lunchtime and students who drive are not permitted to go to their cars during lunchtime. Students are not allowed to order food for delivery. In order to respect our teacher's time, students in grades K-2 may not use the microwave.

CELL PHONES

Students in grades K-5 should not bring cell phones to school. They may use the office phones if parents need to be contacted. Students in grades 6-12 are permitted to have cell phones, but should adhere to their teacher's classroom rules.

CHAPEL

Chapel is held weekly for students in grades ELC-12. Students are encouraged to participate in worship and to assume leadership in music and program presentations whenever possible. Parents are welcome to attend chapel when their children are participating, but we ask that emphasis be placed upon the worship that takes place, not the child's performance. Age appropriate chapels will be held on Thursday of each week.

CHEATING

If a student is found to have cheated on any of his or her coursework (including, but not limited to, plagiarism), the student will receive a zero. Upper school students will also face a disciplinary action.

CHILD ABUSE

In compliance with North Carolina state statutes, any faculty or staff member who has reason to suspect child abuse or neglect must report the suspected abuse to Social Services. A full child abuse policy may be viewed in the school's administrative policy manual, which is available to parents and students upon request to the Head of School.

CLASS TIME

One of the characteristics of an effective and efficient school is that attention is given to "time on task." Teachers and students must make every effort to utilize available resources for learning and to utilize the educational facilities to the fullest. The school is committed to providing students with instruction that will support and encourage lifelong learning. Students should take full advantage of gaining the skills and wisdom essential to being successful Christian adults. Students should respect the rights of others by not being disruptive and the school may employ the parents' assistance in ensuring that their children behave appropriately during class.

CLOSED CAMPUS POLICY

WSCS maintains a closed campus policy. This means that all students come and remain on campus for the entire school day. Parents are welcome to check in at the front desk for campus visits. All other visitors must have prior administrative approval.

COMMUNICABLE DISEASES, ILLNESS, AND MEDICATIONS

At various times throughout the year, students may become ill. We do not have a school nurse, but our school staff is trained and prepared to deal with emergency situations. If a student becomes ill at school, he or she should report to the office. Office personnel cannot provide medications to students, but will be able to provide first aid.

The following are the Guidelines for administering prescribed medications while the student is at school:

- ELC families must register medication to the classroom teacher. The classroom teacher will dispense medication and log its use.
- Students in grades K-5 must give the medication to the classroom teacher. The classroom teacher will dispense medication and log its use.
- Students in grades 6-12 may manage their own medication, or utilize the front desk receptionist. Students may not share any medications.
- Please note that the school will no longer be dispensing pain relievers such as Tylenol or Ibuprofen.

Students who have been diagnosed with a communicable disease, such as measles, mumps, etc., must remain out of school until released by their doctor. Students who become aware of situations that involve vomiting or bleeding must immediately notify a member of the faculty, staff, or administration. The school office will call the parent of any child who becomes ill while at school.

Strict precautions must be taken to prevent passing on communicable diseases. Students must be free from a fever for twenty-four hours before they will be permitted to return to school after an illness.

COMMUNITY SERVICE

Community service is an essential part of a Christian education. Scripture calls all of God's people to fellowship and to serve one another.

Service is integrated into the student expectations at Winston Salem Christian School. Please see "Graduation Requirements" for information about the graduation requirements for high school community service.

CRISIS MANAGEMENT

A school crisis is an incident occurring under school control or in the community that negatively affects a large number of students, staff, and / or other members of the school community. In the case of an immediate threat to the safety or welfare of students, faculty, staff, students, and campus visitors must be prepared to readily follow the instructions of faculty and staff members. If they are on campus, parents and visitors will be required to participate in lockdown drills, fire drills, tornado drills, and evacuation procedures. A full copy of the school's crisis management plan is available in the office of the Head of School or on our website. Evacuation maps are posted by the door in each classroom.

CYBER BULLYING

Although WSCS does not actively monitor the online interaction between students, the administration does reserve the right to address issues that impact the school community.

DEFAMATION

Students may not say or write (including online) any defamatory comments about the school, its students, or its employees. If a student defames the school, he or she will be subject to discipline.

DETENTIONS

Morning detentions may be given to students in grades 6-12. They are served from 7:10-8:00AM. Lunch detentions are utilized in grades K-12, and they will be served during the lunch. Appropriate consequences will be determined, and parents will be contacted.

DISCIPLINE

The classroom teacher should attempt to handle any problem before it becomes serious and is referred to the administration. The steps for teacher resolution of a problem are as follows:

1. Address individual student issues
2. Include parents in the process to assist in the outcome with phone call or meeting with a parent.
3. Administration involvement with the process for support and reconciliation.

Teachers, please note: it is expected that you will refer any student who commits one of the following offenses to your administration

- a. Disrespect to the Staff
- b. Lying or cheating
- c. Rebellion or disobedience
- d. Fighting
- e. Obscenity or profanity
- f. Threats

We desire to address the hearts of our students, helping them to recognize their need for repentance.

SERIOUS DISCIPLINE ISSUES

Students must refrain from illegal and immoral activities (on or off campus) while enrolled at Winston Salem Christian School. Infractions in these areas will result in suspension or expulsion from Winston Salem Christian School. Administration will consider the following in determining disciplinary action.

- The severity of the infraction
- Evidence of repentance
- The behavioral history of the student
- The level of affect upon the other students in the class

The school will partner with the family in order to identify the best course of action for the school community and the student. While the parent will be included in the process, the discipline will be at the discretion and wisdom of the school administration.

DRESS CODE

WSCS students are expected to exhibit responsible behavior with minimal coercion, which includes maintaining a modest and appropriate appearance in all settings. We ask that parents help us create a focused and Christ-filled learning environment. The dress code for WSCS students is designed to create a positive academic learning environment, where active teaching and learning can occur without distraction.

Grades K-8

The following guidelines are to be used to assist students in being prepared for school:

- Students must wear clothing that is neat, clean, and properly fitted.
- Hats and sunglasses may be worn outdoors, but may not be worn in the building. Students may not wear hoods or head coverings.
- Hair must be clean cut, out of the eyes, and free of any unnatural/extreme hair coloring or styles. Additionally, face paint or other distracting make-up is not allowed unless on designated school spirit days. Students may not have visible tattoos. Body piercings are not allowed, with the exception of ears (girls only).
- Students may wear cap sleeve, short sleeve, and long sleeved shirts. Not Permitted: strapless tops, tank tops, spaghetti straps, immodest V-neck shirts, bare midriffs, visible undergarments, ripped or torn clothing.
- Students may wear WSCS graphics, as well as clothing with branded symbols, collegiate

logos, and patterns. Clothing with inappropriate writing or graphics are not allowed. Clothing with the logos of professional sports teams are permitted, but replica jerseys are not allowed. Decisions on appropriate attire are at the discretion of the administration.

- Pants, shorts, and skirts must be worn at waist level. Shorts, dresses, and skirts must be within a few inches of the knee. Distressed, fringed and torn pants are not permitted. Athletic pants should not be worn to class.
- To promote modesty, female students must wear a longer layer of clothing (reaching no higher than mid-thigh) over leggings, jeggings, yoga pants, or any form-fitting clothing.
- Shoes must be worn at all times. For safety reason students should choose shoes that are closed toes, closed heel, and shoelaces tied. Crocs, flip flops, and athletic slides should not be worn.
- Upper school students are required to wear WSCS-issued shorts and shirts for PE. Athletic shoes are required for all Physical Education classes. Athletic gear may be worn during athletic practice times and games, but not in the classroom during school operating hours.
- Lower school students are required to wear WSCS-issued field trip shirts for all off-campus trips.

Grades 9-12

The following guidelines are to be used to assist students in being prepared for school:

- Students must wear clothing that is neat, clean, and properly fitted.
- Boys must wear a collared shirt at all times, including underneath allowable outerwear.
- Hats and sunglasses may be worn outdoors, but may not be worn in the building. Students may not wear hoods or head coverings.
- Hair must be clean cut, out of the eyes, and free of any unnatural/extreme hair coloring or styles. Students may not have visible tattoos. Body piercings are not allowed, with the exception of ears (girls only).
- Students may wear cap sleeve, short sleeve, and long sleeved shirts. Girls may wear more professional clothing that includes sleeveless shirts with straps at least as wide as a business card. Not Permitted: strapless tops, tank tops, spaghetti straps, immodest V-neck shirts, bare midriffs, visible undergarments, ripped or torn clothing.
- Students may wear WSCS graphics, as well as clothing with branded symbols, collegiate logos, and patterns. Clothing with additional writing or graphics are not allowed.
- Pants, shorts, and skirts must be worn at waist level. Shorts, dresses, and skirts must be within a few inches of the knee. Distressed, fringed and torn pants are not permitted. Athletic pants should not be worn to class.
- To promote modesty, female students must wear a longer layer of clothing over leggings, jeggings, yoga pants, or any form-fitting clothing.
- Shoes must be worn at all times. For safety reason students should choose shoes that are closed toes, closed heel, and shoelaces tied. Flip flops and athletic slides should not be worn.
- Upper school students are required to wear WSCS-issued shorts and shirts for PE. Athletic shoes are required for all Physical Education classes. Athletic gear may be worn during athletic practice times and games, but not in the classroom during school operating hours.

A student in violation of the dress code during the school day will be required to contact a parent to bring replacement clothing. Parents will also have the option purchase a polo from the office for \$25. The administration reserves the right to make decisions on items not specifically listed in the policy.

DRINK/SNACK MACHINES

Drink Machines are available in the cafeteria, the lobby, and the upstairs hallway. Our vending machines include sports drinks, water, and juice.

EARLY DISMISSALS

Whenever possible, medical and dental appointments should be scheduled after school hours. When this cannot be arranged, early dismissal must be coordinated through the front desk. A note from the parent giving the reason for the dismissal must be presented to the school office before permission for the dismissal is granted. Whenever possible, notification of this absence should be given to the office prior to the absence. Students may prearrange absences (with approval of administration) if the period of an absence will exceed three days. If an absence is prearranged, the student may be provided with his or her regular class assignments in advance, but all work must be completed upon the student's return to school.

EXAMS (UPPER SCHOOL)

Upper school exams will take place during the last three days of each semester. Courses that run for an entire year will have both a midterm and a final. Half-credit classes will have a final at the end of the semester.

Seniors who have maintained an A or B average in a specific course with less than 10 absences are exempt from the final exam.

FIELD TRIPS

Field Trips will generally be approved if they are arranged to meet legitimate educational objectives. Lower School classes are expected to offer an experiential learning opportunity per quarter. Lower School field trips must be approved by the end of the first quarter. Permission forms must be complete prior to the trip.

All WSCS students are to travel to and from the field trip destination on the school bus, unless their parents have signed them off the roster. Private cars are not to be used for student transportation for school-sponsored field trips.

FINANCIAL POLICIES

Scripture calls each of us to be faithful stewards of our resources. Tuition payments should be made on the appropriate date to assist in the efficient operation of the school ministry. WSCS contracts with an organization called FACTS to manage the school's tuition and before-and-after school care charges. Parents are required to sign up for payments (link on the school's home page) by automatic withdrawal from a checking or savings account or by automatic payment with a credit card. Once the account is set up, parents will not need to sign up again for the next school year. Parents are notified by mail or telephone if their accounts are delinquent. Families may be

asked to discontinue use of before-and-after school care, not participate in athletic events and field trips, or even to withdraw from the school if their account becomes delinquent. Please contact the school if you have an unexpected financial hardship. Please see our financial handbook for specific billing information.

FIRE DRILLS

Fire drills will be held monthly throughout the school year. These drills are for student and staff safety and are important since they provide safety procedures for students in case of an emergency. All rooms have a sign posted designating the exit to be followed during a fire drill. Whenever the fire alarm for a fire drill is sounded, everyone (students, faculty, staff, and visitors) in the school building must leave the building immediately. Each faculty and staff member is responsible for ensuring that no one is left in the classrooms or offices.

1. Students must cooperate in every way asked by faculty members during drills.
2. Students must leave their books in the room, form a line, and proceed to the exit posted in each classroom.
3. Students must walk, not run, as rapidly and quietly as possible to the exit.
4. The last person out of the classroom must turn off the lights and any other electrical units and close the door.
5. Once outside the building, students must move at least fifty (50) feet from the building. Students should not stand in the roadways nor sit on parked cars. Conversation may be minimal in order to hear any additional information.

Documentation of completed fire drills is held in the school office

FOOD/DRINK IN THE CLASSROOM

Food and drinks in the classroom will be at the discretion of the teacher.

GRADING

Kindergarten and 1st grade - for social development and academic achievement:

- O Outstanding- A child consistently models outstanding behaviors and/or academic achievements above grade level.
- G Good- A child consistently models coursework at the top of their grade level.
- S Satisfactory- A child is satisfactory in performing at grade level either behaviorally or academically.
- N Needs Improvement A child's behavior or academic achievement needs improvement and is slightly below grade level.
- U Unsatisfactory A child is consistently disruptive and/or uncooperative or performs significantly below grade level.

The following standard for grade reporting is used for 2nd – 12th grades:

- A 90-100 Excellent – Represents work of exceptional quality
- B 80-89 Good – Represents above average performance
- C 70–79 Satisfactory – Represents acceptable mastery of skills/content
- D 60–69 Passing – Represents minimal master

- F 59 & below Unsatisfactory – Performance does not meet minimal standards

The table below is used for Grade Point Average reflected on high school transcripts.

Level of Class	AP	Honors	General
Grade	GPA	GPA	GPA
A	6.0	5.0	4.0
B	5.0	4.0	3.0
C	3.0	2.0	2.0
D	1.0	1.0	1.0
F	0	0	0

GUIDANCE COUNSELING SERVICES

WSCS employs a guidance counselor to assist with social issues that may arise at school. The counselor offers individual meetings or small group trainings for students in K-12.

The guidance counselor will meet with high school students and parents to provide counsel for personal issues, discipline, and college and career placement. It is the goal of WSCS that a variety of services be offered to the students and their parents, which include orienting students and parents to the school, course selection, graduation requirement counseling, standardized testing, college admissions process, financial aid opportunities, post-secondary opportunities planning, etc.

Please read the bulletin board in the hallway outside the guidance office for updates on college visits, testing, scholarships, university details, etc. The Guidance Office is located near the gym.

Copies of transcripts, verification of attendance, academic records, immunization, etc. can be obtained from the office.

HOMEWORK

LOWER SCHOOL: Incomplete homework should be addressed unless the parent sends an explanation for the reason it is not complete. If a student has difficulty completing the assignment or is unable to master a new concept, try to schedule some time during the day to help the child individually.

UPPER SCHOOL: Teachers must post tests and project dates on the shared calendar. Students may only take two tests per day.

Please limit homework. Teachers need to use the following guidelines for the volume of homework that is assigned:

- Grades K-2: 15-30 minutes
- Grades 3-5: 30-60 minutes
- Grades 6-12: 1-2 hours total (for all classes)

Note: AP courses may require 1-1.5 hours of homework per AP course per day.

Keep in mind that students with learning difficulties may end up doubling or tripling the amount of time a typical student would take to complete an assignment. Also, keep in mind that these students are often doing long-range assignments in addition to various daily assignments, so try to limit your homework to no more than twenty minutes per subject.

HONORS / AP COURSES

Honors courses are designed to offer a more challenging curriculum to the highly motivated or gifted student. Students who enroll in these courses must be serious about their commitment to their studies, since additional work is required for course completion.

Advanced Placement® (AP), courses are taught at a four-year college level. AP courses cover material in much greater depth than other advanced high school courses and at an accelerated pace. AP examinations are given at the conclusion of the course work to determine competency and college level. There is a fee for each AP exam. If the score on the AP exam is high enough, the student can receive college credit and advanced standing in his class. The credit is dependent upon the subject matter and the requirements of the college or university they will be attending. However, AP courses and AP examinations are designed to prepare the student for the post-secondary education challenge and not necessarily to earn college credit. AP courses vary based on teacher availability and student need.

HOUSEKEEPING

Scripture calls all of God's people to be good stewards. Winston Salem Christian School belongs to God. The faculty, staff, parents, and students are charged with the responsibility of taking good care of God's property.

Students should display pride in their school campus and building. Students must not mark or mar furniture, equipment, or windows. Students must refrain from placing their feet on walls or furniture and should assist in keeping the classrooms and halls free of paper, food, and drink. Our custodial staff is here to serve, but they have many tasks that must be completed each day. Students are expected to clean up after themselves and take personal ownership in the school's appearance.

All posting of bulletins and signs for any activity must have prior approval of the Head of School. Please note that, in both buildings, there are designated areas where items may be posted. Items must not be posted on the glass doors or windows in any building.

INCLEMENT WEATHER

On occasion, school will be closed due to inclement weather or extended power failure. In these cases, the Head of School will announce the closing of the school. We will communicate closings in the following manner:

1. Phone Call, email, and text from RenWeb
2. School social media and website
3. Local media outlets

We do not want to place any of our students or faculty in hazardous or unsafe situations. In

the event of early dismissal for inclement weather, parents must pick up their children from school as soon as possible. Parents should use their best judgement on school attendance for these days.

KITCHEN

No student is permitted in the kitchen. The kitchen use must adhere to North Carolina health rules and regulations. The kitchen area must be swept, mopped and counter tops cleaned after each use. Dishes must be put away, as well.

LOCKERS

Lockers are assigned to the upper schools students by grade levels. Students are expected to keep their lockers clean and orderly. All personal items (book bags, jackets, etc.) must be kept in the lockers. Items left on top of the locker or on the floor will be placed in lost and found.

LOST/FOUND

Coats, sweaters, umbrellas, book bags, etc. should be marked with the student's name so item(s) can be returned when found. All unmarked items should be placed in the Lost and Found receptacles around campus. The school periodically disposes of unclaimed items through local agencies.

MAKE-UP WORK

All parents of students in lower school must collaborate with teachers to determine appropriate lengths of time required for makeup work. In the middle and high school, it is the responsibility of the students—not the teachers—to arrange to make up the class work missed due to an absence. Students must make up the work at a time and place convenient to the teacher. Make up work assigned and not completed within a reasonable time shall be recorded as a failing grade.

Work missed that cannot be made up at home (e.g. laboratory experiments, direct teaching, etc.) shall be made up at the discretion of the teacher through alternative assessment or during time provided before and after school or during lunch. In some cases, it may be necessary to allow the work to remain ungraded and to average the student's nine-week, semester, or annual grade based on the work submitted. In such cases, the student's grade shall reflect the degree to which the student met the aims and objectives of the course. In the case of intentional absences (e.g. skipping class) students shall not be permitted to make up work for credit and shall receive a failing grade for work assigned on the day of the absence.

If a student asks a teacher to provide a list of assignments for prearranged absences, the student must complete the work prior to returning to school, or the student may not receive credit.

MEDIA CENTER

The media center is available to students for the purposes of selecting books for research, reading programs, and for checking books out to read for pleasure. In addition to the regularly scheduled media class times, teachers should try to build opportunities for the use of the media center into the school day. Students must be supervised at all times.

OPERATING HOURS

School Building Hours 7:00AM - 6:00PM

Administrative Offices 8:00AM - 4:00PM

PARENT INVOLVEMENT

Parent involvement in Winston Salem Christian School is critical to the success of the school's programs. Please become active in your child's learning by helping your child at home and volunteering at the school. Winston Salem Christian School encourages parents to become involved in the learning process.

PARENT TEACHER ORGANIZATION (PTO)

PTO is designed to glorify God by supporting WSCS teachers, staff, parents and students. The primary goals are to encourage and facilitate parental and guardian involvement, build a sense of school community and family, and provide supportive teacher/parent relationships. We will also organize fundraising opportunities to support WSCS financially. We encourage you to pray about where God would have you serve at WSCS this year. The PTO provides plenty of opportunities to volunteer, form friendships, invest in your child's education and have fun. You may fill out a volunteer form at the school office. I am honored to serve as the PTO Coordinator at WSCS. I look forward to working with you as we seek wisdom and guidance from the Holy Spirit and partner together to make WSCS a great school. Thank you for your commitment to your children and your willingness to volunteer at WSCS. I look forward to serving with you. Feel free to contact me anytime. My email address is pto@wschristian.com.

Tracy Petusky, PTO Coordinator

PARTIES

WSCS offers special events and celebrations that coincide with Thanksgiving, Christmas, Easter, and the end of school. PTO room parents and teachers will assist in the direction and information for these celebrations. We ask that birthday celebrations and other events are limited to lunch time, and inclusive of the entire class.

PEANUT AND OTHER FOOD ALLERGIES

Be aware that the school can make no guarantee or claim that items sold through the hot lunch program, vending machines, concessions, or at school events are free from allergens. It is our goal to be sensitive to the specific dietary needs of our students. Important note: It is impossible to create an environment that is truly peanut, tree-nut, or allergen free.

PROGRESS REPORTS

Grades are continuously live on RenWeb, and may be reviewed at any point in the school year.

The ELC offers daily feedback to our parents.

REPORT CARDS

Report cards are emailed home at the end of the quarter. A final report card will be mailed home at the end of the school year. Report cards must be one of many means of communication with parents about the quality of the work our students are doing – not the only communication.

The ELC offers a yearly assessment for student development.

SNOW DAYS

(see Inclement Weather)

STANDARDIZED TESTS

Standardized Tests are administered during the spring for students in grades K-8. Testing procedures must be strictly followed. Information will be sent to parents in the spring before testing. A score report will be sent home for every student. High school students in grades 9-11 will take the PSAT in the fall. All students taking the SAT or ACT are required to sign up online at collegeboard.com.

STUDENT ACCIDENT

Anytime a student is injured, the incident must be immediately reported to the school office. An incident report must be completed with as much detail, a principal informed, and a phone call home to the parent.

STUDENT RECORDS

Student records are kept in a locked filing cabinet. If parents would like to obtain any information from a student's file, they must make an appointment with the office.

STUDENT RELATIONSHIPS

Winston Salem Christian School has a "Family Friendly" rule for the issue of public displays of affection while students are on school grounds and at school functions. Therefore, students at WSCS are to refrain from public displays of affection.

SUGGESTION/COMPLAINT PROCEDURES

We welcome your suggestions and insights and encourage you to share them with the administration. Our school strives to follow the principles found in Matthew 18 in dealing with parent concerns. The administration has established a coffee and conversation event to be held several times throughout the year. These are great opportunities to bring suggestions to the administration.

If you would like to speak to a teacher or administrator, please contact them via email.

TARDINESS

Tardiness is disruptive to the educational environment and should be carefully monitored. Every child arriving after the 8:10 a.m. will be considered tardy for school. All tardy students will be expected to report to the front desk to receive a tardy slip for admittance to class. Students must go directly to class with their note. Oversleeping, traffic, etc. are not excusable reasons for

tardiness to school. Please refer to the student handbook for a full outline of the attendance policy and enforce the guidelines presented in it.

All tardiness to class will be treated as any other classroom disruption (see Discipline). When a student in grades K-12 receives four (4) tardies in a quarter, they will receive an unexcused absence. Students in the upper school will also receive a morning detention. Excessive absences may result in grade retention or dismissal.

TECHNOLOGY

Classrooms are equipped with technology, as well as three computer labs throughout the campus.

TELEPHONE

The school telephones are for school-related business. Students are not permitted to use the school phones without permission.

TEXTBOOKS

With the exception of textbooks purchased directly by students, or consumables, all textbooks issued to the student are the property of Winston Salem Christian School. Students will return issued books and materials upon completion of the course, upon transfer, or upon withdrawal. The student will be required to pay a reimbursement fee for lost or damaged books and materials.

TRANSCRIPTS (HIGH SCHOOL)

When students need a copy of their transcript (academic record) for another institution (college admissions, scholarship programs, etc.), they should make requests through Naviance.

TRANSFER OF CREDITS TO WSCS

Winston Salem Christian School accepts credits from other educational institutions and home schools. Credits from other institutions will appear on the students' Winston Salem Christian School transcripts.

TUITION, FEES, AND PAYMENT

The tuition and fees information for Winston Salem Christian School is made available upon applying for admissions and re-enrollments. Tuition and fee information can also be requested from the office during the school year. Please refer to the WSCS financial handbook for details.

TUTORING

After school tutoring is done at the discretion of the teacher.

VISITORS

Please refer to the section of the student handbook entitled "Closed Campus Policy" for more information on which campus visitors are / are not allowed to be on campus during the school day.

VOLUNTEERS

(see Parent Involvement)

WITHDRAWALS FROM SCHOOL

Students or parents of students who withdraw from WSCS must notify the office of their withdrawal. If a student has re-enrolled for the following year and decides not to return, please obtain a withdrawal form from the office, which contains the financial policies governing withdrawals from WSCS. All K-12 students are on a one year contract, and families are held responsible for all tuition and fees.

ELC families are not on long term contracts, but must offer a 30 day notification. Failure to provide notification will result in billing for the two weeks. All money owed to WSCS must be paid to the business office before official school records will be released.

APPENDIX A: ASBESTOS LETTER

AHERA AND ASBESTOS

August 1, 2014

Dear Parents, Faculty and Staff:

This letter is written to fulfill the requirements of the State of North Carolina concerning asbestos management and to update you concerning asbestos control on the premises of Winston Salem Christian School.

The Environmental Protection Agency (EPA) identified asbestos as a concern to public health in schools in the 1970's. In 1986 a federal law was passed called the Asbestos Hazard Response Act (AHERA) requiring schools to take specific actions to address this concern. As a result, in 1987, the EPA issued a final rule telling school systems the steps they must follow to comply with the federal AHERA law.

This rule requires that all school systems inspect their buildings for asbestos-containing building materials (ACBM). Where asbestos is found, school systems must then develop a management plan. The school system outlines the steps they plan to take to keep building occupants safe from asbestos exposure. North Hills' "Asbestos Management Plan" is available to you during normal school hours in the Head of School's office.

Robert's Environmental Services conducted the initial inspection on the premises of North Hills in 1988 and has performed re-inspections every three years. These inspections have been submitted and approved by the N.C. Department of the N.C. Department of Human Resources.

Surveillance of the existing non-friable asbestos on the campus is performed every six months as required by the AHERA. These surveillance reports are included in the management plan. We continue to monitor the condition of the non-friable ACBM on campus to insure that it remains in good condition. Companies that are licensed to handle asbestos have removed all known friable ACBM from the buildings on the campus.

Sincerely,

Winston Salem Christian School

APPENDIX B: ELC ADDENDUM

Due to the specifics of some ELC policies, this section addresses some of the ELC specific policies for families. Please refer to the main section of the Parent/Student handbook for clarification in other areas.

Ratios: Whenever we talk about supervision, it is important to understand ratios. These ratios allow us to offer oversight and instruction in a safe environment for our youngest students. The ratios for our center are:

- | | | |
|------------------------------|------------|------------------------|
| - Infants 3-12 mos. | 1/5: 2/10 | maximum group size: 10 |
| - One year olds: | 1/6: 2/12 | maximum group size: 12 |
| - Two year olds: | 1/10: 2/20 | maximum group size: 20 |
| - Three year olds: | 1/15: 2/25 | maximum group size: 25 |
| - Four year olds: | 1/20 | maximum group size: 20 |
| - Transitional Kindergarten: | 1/20 | maximum group size: 20 |

PARENT/TEACHER COMMUNICATION

Notebooks and daily sheets are used to communicate with parents on a regular basis. Please feel free to ask if you have questions that are specific to your child.

ELC DISCIPLINE

Teachers are encouraged to use positive reinforcement whenever possible. Positive language is a wonderful way to reinforce good behavior (“I like the way Johnny is walking in the hall”, “Thank you for sitting so quietly”). **Hugs, stickers, stamps, special privileges, and Happy Grams** are other ways in which good behavior can be rewarded. Stamps should be put on paper only and never on a child’s skin. Stickers may be put on papers or clothing but not on the skin. Tattoos are not to be put on or given out at our center even if they were brought from home.

Time out, loss of privilege and a phone call to a parent are only negative forms of discipline. Time out should be used as a last resort. Try removing the object in conflict or redirecting the child’s behavior by helping him/her find something else to do. Be sure that the child knows what he/she has done when being sent to time-out. **The child should not sit for more than 1 (one) minute per year of age.** When the time-out has ended, ask the child if they can return to the group or if they need more time to think about their actions. An apology or strategy for the next time should be discussed before letting a child out of time-out. Please remember the one-minute rule when children are in activity centers, at movie time, or on the playground. A four-year-old child should never be in time out more than four minutes.

If you experience a continuing problem or need help handling a particular student or situation, please see the ELC Director

SAFE SLEEP POLICY

WSCE Early Learning Center has instituted a safe sleep policy for infants 12 months and younger to be in compliance with 10A NCAC 09.0606.

1. Caregivers shall place infants aged 12 months or younger on their backs for sleeping, unless:
 - a. for an infant aged six months or less, the center receives a written waiver of this requirement from a health care provider, as defined in G.S. 58-50-61(a)(8); or
 - b. for an infant older than six months, the center receives a written waiver of this requirement from a health care provider, as defined in G.S.58-50-61 (a)(8), or a parent, or a legal guardian;
2. an infant 12 months and younger may have a light sleep blanket, pacifier, and a small sleep toy while sleeping. No other items allowed in crib. If a light blanket is needed, the infant's feet must be at the end of bed with blanket tucked in on all sides and below infant's arms.
3. nothing shall be placed over the head or face of an infant aged 12 months or younger when the infant is laid down to sleep;
4. the temperature in the room where infants aged twelve months or younger are sleeping should not exceed 75 degrees F.
5. caregivers shall visually observe the breathing of sleeping infants aged 12 months and younger by watching the chest rise and fall and observing skin color (no bluish discoloration should be observed)
6. caregivers shall visually check breathing on the sleeping infant aged 12 months or younger every fifteen minutes
7. caregivers shall document the visual checks on sleeping infants 12 months or younger on the safe sleep log; the safe sleep log requires visual checks every fifteen minutes logging Breathing, Blanket, Position, and Initials of caregiver completing the checks
8. two caregivers shall be observing infants 12 months and younger while sleeping and at all times. Clothing should be adequate to prevent overheating/sweating.
 - a. WSCS ELC shall post a copy of its safe sleep policy in each infant room
 - b. a copy of the center's safe sleep policy shall be given and explained to the parents of children 12 months and younger on or before the first day the infant attends the center. The parent shall sign a statement acknowledging the receipt and explanation of the policy. The acknowledgement shall contain:
 - 1) infant's name
 - 2) date the infant first attended the center
 - 3) date the center's safe sleep policy was given and explained to the parent; and
 - 4) date the parent signed the acknowledgement

WSCS ELC shall retain the acknowledgement in the child's record as long as the child is enrolled at the center.

- c. If WSCS ELC amends its safe sleep policy, it shall give written notice of the amendment to the parents of all enrolled infants aged 12 months or younger at least 14 days before the amended policy is implemented. Each parent shall sign a statement acknowledging the receipt and explanation of the amendment. First Assembly Preschool shall retain the acknowledgement in the child's record as long as the child is enrolled at the center.

- d. A health care provider's or parent's waiver of the requirement that all infants aged 12 months or younger be placed on their backs for sleeping as specified in Subparagraph (a)(1) of this rule shall:
 - 1) state the infant's name and birth date;
 - 2) be signed and dated by the infant's physician or parent; and
 - 3) specify the infant's authorized sleep positions;

WSCS ELC shall retain a waiver in the child's record as long as the child is enrolled at the center.

- e. For each infant with a waiver on file at WSCS ELC as specified in Paragraph(e) of this rule, a notice shall be posted for quick reference near the infant's crib, bassinet, or sleep mat that shall include:
 - 1) infant's name
 - 2) infant's authorized sleep position; and
 - 3) location of the signed waiver.

No confidential medical information, including an infant's medical diagnosis, shall be shown on the notice.

SCREEN TIME

ELC students are limited to one education movie per week. Children under two years of age may not have screen time.

BITING POLICY

There are times when a young child will bite, and we will work with families to address this issue immediately. With two documented issues of biting, the parents will be required to meet with the ELC director. If there is a third incident, the student would receive a one week suspension. Upon return, the student would be on a 30 day probation. If the student bites during this 30 days, the parents would need to come and pick up the child immediately, and the enrollment would be terminated.

TOILET TRAINING

Toilet training begins in our two year old classes. Students should transition from diapers to pull ups during this time. Please communicate with teachers as you begin to make these transitions. Students must be potty-trained in order to progress to our three-year-old classes. If a student is not potty-trained by 42 months, you would need to withdraw the student until potty-training is complete. When training is complete, a child would be eligible to reenroll.

FOOD

The school menu is posted on line each month for your convenience. Please do not allow your student to bring food into the ELC. There is an exception for our students in the infant class as their food is provided from home. Any food brought in for a class party must be pre-wrapped store purchased items with a list of ingredients.

SHOES

Students must be in non-skid soles. Flip flops and shoes without backs are not permitted for student safety.