

WINSTON SALEM



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

Lower School and Upper School Student Handbook 2019-2020

The mission of Winston Salem Christian School is to inspire and develop each student for Christ-like engagement with the world.



HEAD OF SCHOOL WELCOME

Winston Salem Christian School is the first and only independent Christian School in Winston Salem. WSCS is not a new Christian school to Winston-Salem, but a renewed Christian school to the community. For more than 40 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.

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

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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. In 2019, WSCS separated from Winston Salem First to become the only independent private Christian school in Winston Salem. Winston Salem Christian School will be moving to a new campus in the 2020-2021 school year, allowing us to widen our impact to the larger Winston Salem community and put down roots for the next 40 years of ministry.

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 an excellent 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. The mission of Winston Salem Christian School is to inspire and develop each student for Christ-like engagement with the world.

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

Winston Salem Christian School operates under a school board made up of community leaders who are stakeholders in the success of Winston Salem Christian School. These board members provide vision and accountability for the financial success of Winston Salem Christian, as well as provide oversight and direction to the administrative team.

WINSTON SALEM CHRISTIAN SCHOOL

Student Handbook (Grades K-12)

The following handbook outlines important information, policies, and procedures for WSCS 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. If you believe your student could benefit from this program, please contact the guidance office. We also offer a variety of AP courses for our Upper School students and a wide variety of online courses available through to our membership in the NC Association of Independent Schools.

AFTER SCHOOL PROGRAMS:

Lower School:

All lower school students still on campus at 3:45 will be checked into the Extended Care program. The Extended Care program provides supervision, homework help, snack and playtime to students in grades K-5. This program incurs fees and students must be checked out at the front desk.

Upper School:

School is released at 3:15. Any middle school students should gather any belongings and move to the chapel for pick up. All students must be in the chapel or sports practices by 3:30. Any middle school students still on campus by 3:45 will be checked into extended care. No Middle School students are allowed to be unsupervised on campus after 3:45.

High School Study Hall is available from 3:30 to 4:30 in the STEM lab. Any high school student on campus after 3:45 must be downstairs in the lobby, sports practice or study hall. At no time should a high school student be upstairs after 3:45 unless under the direct supervision of a teacher.

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.

ATHLETICS

Athletic Information is provided by the Athletic Director. Students must maintain a specific GPA in order to be eligible for play. Please see the Athletic Handbook for more information.

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 to the front desk 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 excused absences are as follows: illness or injury, quarantine, death in immediate family, medical or dental appointments, court or administrative proceedings, religious observation, 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 by the teacher for Upper School students. 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.

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.

In the event that a student accrues excessive absences, a conference may be held with administration to determine whether the absences are allowing a student to be successful in the classroom.

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 and at the direction of the morning crossing guard. 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 DRIVEWAYS, OR NON-MARKED AREAS. Parents who create their own parking spots risk a fee being added to their child's account or further consequences. Our accreditation depends on us providing a safe atmosphere and vehicles that do not follow parking procedures do not help us to achieve these goals.

Student drivers must register their cars and secure a parking permit from the front desk within the first week of school. Parking is limited and on a first come first serve basis. 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.

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 policies may result in disciplinary action, possibly to include the suspension of driving privileges.

BEFORE SCHOOL CARE

In an effort to ensure our students' safety, all students in K-8 must report to before school care if they are on campus prior to 8:00 a.m. No students may enter the building before 7:30 and the doors will not be opened to any parents or students before 7:30.

Students in grades 6 - 8 arriving between 7:30 - 7:45 must report to the chapel for Before School Care (no cost). They will be dismissed at 7:45 to go to class.

CAFETERIA CAMPUS GRILLE – LUNCHESES

Lunches are provided by the "Campus Grille." 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

Upper school students are required to put cell phones away for the entire academic day. Students may bring them to school, but the expectation is that they will stay in a locked locker or away in their book bag. If at any time a cellphone is seen by a teacher, it will be confiscated and turned in to the office. A confiscated phone will only be released to a parent or guardian. Repeat offenses may result in additional consequences as determined by administration. Students will be allowed to check their phones at lunch time only if there is a need to coordinate with parents. Phones must be put away before coming downstairs for lunch. Upper school students will be allowed to have phones on campus before and after school. Parents should continue to contact the front desk for communication with students during school. Lower school students may not have cell phones. Lower school students must use the phone at the front desk to communicate with parents.

CHEATING

Honesty, accountability and ownership are key goals for students at WSCS in accordance with biblical principles. Therefore, cheating of any kind is considered a serious offense. 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 as determined by the administration.

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.

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. Any student not enrolled at Winston Salem Christian who visits campus must be accompanied by a parent while visiting and can only visit during the lunch period. At no time should a student not enrolled at Winston Salem Christian be dropped off at WSCS without a parent. Graduates of Winston Salem Christian School are always welcome on campus, but we ask that they limit their visits to lunch periods, or a visit to a specific teacher at a specific pre-scheduled time.

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:

- 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.
- 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.

Any students who present to the front office with a fever, lice, or have recently vomited must be picked up from school as soon as possible and remain home for the remainder of the school day. See homework policy for more information regarding missing work due to 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. High School students are required to serve a total of 200 hours as a part of our graduation requirements. Service is integrated into our daily lives and is provided as a part of school instruction. Students may also be required to develop their own service opportunities to meet the requirements for graduation.

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

Lunch detentions are utilized as a warning for students in grades K - 5, and they will be served during lunch.

Upper School detention will be served after school in order to encourage students to make appropriate decisions. See "Discipline" for more information.

LOWER SCHOOL DISCIPLINE

The classroom is the dominion of the teacher. It is the prerogative of the classroom teacher to run their classroom as they see fit within the scope and value system of the school at large, utilizing the Winston Salem Christian Foundational 58 to guide and develop student behavior. Lower School teachers modify discipline strategies to individual students and situations. Positive and negative behavior are tracked by teachers using ClassDojo in order to keep the lines of communication open with Parents.

Administrative Conference: If a student's behavior is not correct through regular methods, or becomes a repeating issue, the administration will work in conjunction with parents and teachers for resolution. Student behavior records are periodically reviewed in order to determine trends and allow for administration to intervene and provide counseling and guidance to the student and parents in order to allow students the greatest opportunity for success.

UPPER SCHOOL DISCIPLINE

The classroom is the dominion of the teacher. It is the prerogative of the classroom teacher to run their classroom as they see fit within the scope and value system of the school at large, utilizing the Winston Salem Christian Foundational 58 to guide and develop student behavior. Here are some common tools for teachers to use when there are discipline issues:

1. Warning - A warning given to a student expires at the end of that class period.
2. Consequence of the teacher's choosing - The consequence should be commensurate with the offense and restorative. Any consequence will also include a communication with the home and recording in the student's online (but not permanent) record in an effort to monitor trends.
 1. Examples of consequences include but are not limited to:
 - a) Cleaning Classrooms
 - b) Repair of any damaged property
 - c) Restorative Discussion to correct relational issues.
 - d) Service in areas of school that need assistance.
3. Detention - Detention is punitive but also restorative and in a productive environment provided once weekly after school. Detentions will be recorded in the student's online, (but not permanent) record in an effort to monitor trends. Athletic practice and/or games do not take precedence over assigned detention and are not an excuse for absence. Unexcused absence from detention may lead to administration meeting with students

and parents in an effort to determine what is needed for student success. Detention may follow the below set up, or include service such as trash pickup or school cleaning:

1. Detention will begin with 5 minutes of guided silence.
 2. There will be a 15 - 20 minute lesson taught.
 3. Each student must write a recap of the lesson taught.
 4. Each student must conclude their recap with a half-page personal application about how the topic of the lesson applies to their lives.
4. Administrative Conference: If a student earns multiple detentions or consequences, the administration will work in conjunction with parents and teachers for resolution. Student behavior records are periodically reviewed in order to determine trends and allow for administration to intervene and provide counseling and guidance to the student and parents in order to allow students the greatest opportunity for success.

Advanced Discipline Issues:

Advanced Discipline is any behavior that rises to a level that requires more attention than the normal disciplinary procedures listed above. Behaviors that will be designated as advanced include, but are not limited to:

- Cheating
- Stealing
- Communicating Threats
- Inappropriate Physical Contact
- Offensive Speech
- Bullying, either physical or verbal
- Blatant disrespect directed toward an authority figure.

Advanced discipline issues will be referred to administration. Administrators will assess the situation and develop a plan to correct the student's behavior and restore them back into the school community in a way that addresses any relational issues that their behavior caused with either teachers or students.

Suspension/Expulsion

The discipline of WSCS is at the sole discretion of the administration and while our goal is restorative, at times it provides necessary to protect the culture of the school through suspension or permanent expulsion.

DRESS CODE

Winston Salem Christian School is transitioning to an independent Christian school and taking the opportunity to create a recognizable brand. This transition is leading us to pursue a uniform for grades K-12.

1. We are on a team, team Winston Salem Christian School. As an independent Christian school we want to create a recognizable brand in the community of Winston Salem and beyond. A uniform allows us to market our school through the look of our students, introducing our school to more families in the Triad.
2. We have a broad socioeconomic spectrum at our school. A uniform can help create a level playing field for students. While we are partnering with Lands' End to provide a uniform, we will also communicate opportunities to follow the spirit of the dress code and purchase options from local stores if you desire a more economical start to this process.

3. Simplicity in expectations. A uniform store provided by *Lands' End* will make it very clear what students may and may not wear. This allows WSCS to clearly communicate expectations and promote a professional and modest look for our students.

Lower School:

Tops:

- Any tops purchased from the school uniform store are acceptable. A collared shirt must be worn at all times. Other tops may be worn in addition to the collared shirt, but the collar must show at all times.
- All tops must be clean and free of stains and wrinkles.
- If a sweater, cardigan, sweater vest or other tops from the school store are worn, a collared shirt **MUST** be worn underneath at all times.
- Lower School students are not required to tuck their shirt in.
- Jackets may be worn to school, but unless they are purchased from the school store, must be removed in the lobby and stored on a hook or in a backpack upon entering the building. Jackets that were purchased in previous years from the school also acceptable. This also includes school sweatshirts, however as with all other layers, a collared shirt must be worn underneath and visible at all times.
- Students may also wear ties of any style or color as long as they are appropriate and not distracting to the classroom atmosphere.
- Any tops not purchased in the school store must meet the following criteria:
 - Must be a solid white, or solid black polo without logos of any kind.
 - Suggested Retailer: Old Navy
 - School logo is **NOT** required on non-school store items but may be added for a small fee through our official embroiderer. See the office for more details.

Bottoms:

- Any bottom items purchased from the school store are acceptable. This includes a variety of pants, shorts, skirts, skorts and jumpers. Skirts, skorts and jumpers are only to be worn by ladies.
 - All shorts and skirts must be within 2 inches of the top of the knee cap. Ladies with long legs may need to purchase “bottom of the knee” style skirts in order to be in compliance with dress code based on their personal fitting.
- At no time should underwear of any kind be seen due to sagging or lack of a belt. Belts are not required but may need to be worn in order to comply with this rule.
- Leggings or tights may be worn with a skirt but should be solid black or white and at **NO** time should be worn alone. This includes jeggings, and khaki colored leggings.
- Any bottoms not purchased in the school store must meet the following criteria:
 - Khaki pants or khaki “bermuda” style shorts only.
 - Khaki colored denim is not acceptable.
 - Any shade of khaki is acceptable, but should not include cargo pockets, or designs.
 - Suggested Retailer: Old Navy
 - Jean pants are acceptable for lower school students only. They must be clean and free of rips, distressing, and designs or appliques.
 - Lower School students may wear pants and shorts with any type of closure as long as they are visually similar to the style of pants in the *Lands' End* store.
 - All shorts should be within 2 inches of the top of the knee cap.

Shoes:

- Shoes do NOT need to be purchased from the Lands' End store.
- Shoes must be completely enclosed, i.e. no toes and no heels may be showing. (no crocs, Birkenstocks or slides at ANY time) Any design or pattern is allowed as long as the shoe is completely enclosed.
- Socks of any color may be worn including knee socks.
- Accessories are acceptable as long as they are appropriate and not distracting to the classroom. (i.e. no cat ears, or costume pieces of any kind. Colorful headbands are acceptable, but bandanas are not)

Spirit Day:

- Fridays- Spirit Day
 - School Spirit t-shirts may be worn in place of the standard polo. Policies pertaining to footwear are still in place.
- If not participating in spirit days, complete uniform is required.

Jewelry:

- Jewelry must be small and tasteful and not distracting to the classroom environment.
- All jewelry must be professional in nature and may be determined to be non-professional be the discretion of the administration.
- Ladies may wear posts, hoops and other styles of earrings. Boys may not wear earrings of any kind.
- Any student wearing jewelry not determined to be "professional" may be asked to remove their jewelry and it is their responsibility to put it in a safe place for transport home.

Hair:

- Hair must be professional in style and not distracting to the classroom environment. Hair should not deviate widely from natural colors.

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. Students cannot leave class for appointments until they are called through the front desk in order to maintain the safety and security of the students. Students may not leave campus unless checked out by an approved adult.

EXAMS (UPPER SCHOOL)

Upper school exams will take place during the last week of each semester. Courses that run for an entire year will have both a midterm and a final. Some teachers may choose for a major project or paper to take that place of the midterm or final.

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

All WSCS students must 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. Lower school students should wear WSCS field trip shirts in order to provide additional safety and security on 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.

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.

Grading Scale- Grades 2-12				
<u>Letter Grade</u>	<u>Grade Range</u>	<u>Standard Unweighted GPA</u>	<u>Honors Class Weighted GPA</u>	<u>AP Class Weighted GPA</u>
A+	97-100	4.00	5.00	6.00
A	93-96	4.00	5.00	6.00
A-	90-93	3.77	4.77	5.77
B+	87-89	3.33	4.33	5.33
B	83-86	3.0	4.00	5.00
B-	80-82	2.77	3.77	4.77
C+	77-79	2.33	3.33	4.33
C	73-76	2.00	3.00	4.00
C-	70-72	1.77	2.77	3.77
D+	67-69	1.33	1.33	1.33
D	63-67	1.00	1.00	1.00
D-	60-62	0.77	0.77	0.77
F	0-59	0.00	0.00	0.00

GUIDANCE COUNSELING SERVICES

WSCS employs a guidance counselor to assist with social and emotional 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, graduation requirement counseling, standardized testing, college admissions process, financial aid opportunities, post-secondary opportunities planning, etc.

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

HOMEWORK

Homework is assigned as needed to help support the work in the classroom and is an extension of the learning there. Teachers plan homework and assign appropriate amounts commiserate to their instruction. Should you find that your student is struggling with the amount of homework assigned, please reach out to your teacher. Students' ability to focus and work independently can significantly impact the time needed to complete homework.

Lower School:

Parents are expected to assist their student in completion of their nightly homework in order to be looped in with the work in the classroom with their teacher. Incomplete homework should be addressed unless the parent sends an explanation for the reason it is not complete. Reading nightly should be a part of any lower school homework routine.

Upper School:

Parents of Middle School students are expected to continue to monitor their students' homework completion. Homework is the students' responsibility to record but is also available on ParentsWeb. Homework for High School students is the responsibility of the student to manage, however is also available on ParentsWeb. High School students are expected to manage their time for homework completion as their homework also often requires management of long-term projects. Any questions about homework should be directed to teachers via email.

HONORS / AP COURSES

Honors courses are designed to offer a more challenging and rigorous 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. AP Courses are weighted more heavily than Honors courses, which are in turn weighted more heavily than standard or "CP" (College Prep) courses.

Advanced Placement® (AP), courses are taught at a 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. Students who register for exams, but do not take them may be charged an additional fee. If the score on the AP exam is high enough, the student can receive college credit at the university's discretion. 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.

Due the difficulty of AP courses, it is necessary for students and parents to adjust their standards for success. The GPA weighting of this course reflects the difficulty. Students must have the necessary organizational skills to complete AP courses. A personal computer or device may be helpful for AP students due to the additional research and projects completed.

HOUSEKEEPING

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.

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 ParentsWeb.
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.

LOCKERS

Lockers are assigned to the upper school students by grade levels. Students are expected to utilize their assigned locker only (no switching of lockers). They are also 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. It is also expected that students keep a lock on their locker for security. Winston Salem Christian School reserves the right to check lockers as needed.

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.

LOCKER ROOMS

Locker rooms are designed as a changing space for students prior to PE or athletic activities. Students should never leave their personal belongings on the floor of the locker room. Any items left in the locker room should be placed in a locker with a lock. If there are no lockers available, students should take their personal belongings with them to athletic practice, or the gym for PE class. WSCS is not responsible for any items left in the locker room. It is the student's responsibility to protect their belongings by placing them in a secure location during class or athletic activities.

MAKE-UP WORK

All parents of students in lower school must collaborate with teachers to determine appropriate lengths of time required for makeup work on a case by case basis to be determined by the teacher. In the middle and high school, it is the responsibility of the students—not the teacher—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 (to be determined by the teacher) shall be recorded as a grade of 0.

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 the case of intentional absences (e.g. skipping class) students shall not be permitted to make up work for credit and shall receive a grade of 0 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. Work must request work with appropriate notice to the teacher, in writing, preferably via email.

MEDIA CENTERS

The Lower School 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. Students must be supervised at all times.

The Upper School media center provides students with technology to assist with their assignments and course work. Printing capabilities are also available. Programs in the MS Office suite is accessible on all computers and programs from the Adobe Creative Cloud suite are also available upon request.

MICROSOFT OFFICE 365

Every Upper School student is assigned a Microsoft Office 365 account. This account includes their school email address (typically - firstname.lastname@wschristian.com) and access to the complete Microsoft Office Suite, including but not limited to: Office, PowerPoint, Excel, Outlook, Sway and many more. It is expected that students check their email daily, as it is often the primary communication method between teachers and students. Login information is provided at the beginning of the year, and training is provided during orientation, with extended training for middle school students. This program has cloud storage up to 1TB which allows for storage of any and all assignments and documents needed for course work. We recommend that students store all of their work in the cloud and not on individual devices in order for them to be able to work on any workstation at school. It is also recommended that they sign out when leaving a device and not store their password on any school computer.

OPERATING HOURS

School Building Hours 7:30AM - 5:30PM

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. Parents can get involved in the following areas:

- Volunteer as a room parent
- Box Tops for Education
- Link up savings cards for Harris Teeter and Target
 - Sell concessions or tickets at sporting events
- Volunteer to sell ice cream on Fridays

Contact your child's teacher or the school office to sign up today!

PARTIES

WSCS offers special events and celebrations that coincide with Thanksgiving, Christmas, Easter, and the end of school. 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 and not be extravagant.

PEANUT AND OTHER FOOD ALLERGIES

Please 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. Please discuss any allergies with your child's teacher/s.

PROGRESS REPORTS

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

REPORT CARDS

Report cards are emailed home at the end of the quarter. 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.

STANDARDIZED TESTS

Standardized Tests are administered during the spring for students in grades K-8. Winston Salem Christian School uses the Terra-Nova to measure student success 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. AP Exams are also available for students enrolled in AP classes.

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 as possible. A principal will be informed, and a phone call home to the parent will also be placed.

STUDENT OWNED TECHNOLOGY

Students may bring their own technology to school including but not limited to iPads, tablets and personal computers. However, the expectation is that these devices should be utilized for academic purposes only during school hours. Students are expected to use their devices on the student wi-fi and not use any apps or programs such as iMessage for communicating with other students especially during classroom time. Personal devices should also not be using during the school day for gaming of any type. This includes video games, online games, or apps. Students caught using personal devices inappropriately and for non-academic purposes during the school day may risk confiscation and any devices confiscated must be picked up in the office by a parent or guardian. Repeat offenses may result in the rescinding of the privilege of a personal device.

Apple Watches are acceptable as long as they do not interfere with the classroom atmosphere and are not used for communication. This includes pairing an apple watch with AirPods or other devices for listening to music.

AirPods or headphones are not allowed to be used during school hours unless approved by a teacher. This includes wearing them without them being used.

WSCS is not responsible for any student owned technology that is lost, stolen, or damaged.

STUDENT RECORDS

If parents would like to obtain any information from a student's file, they must make an appointment with the office.

SUGGESTION/CONCERN 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.

If you would like to speak to a teacher or administrator, please contact them via email. We suggest that any issues with a teacher should be addressed with the teacher in question prior to contacting a member of the administration. If you are unable to find resolution to the situation, please contact the office to schedule an appointment with the administration and teacher.

TARDINESS

WSCS expects students to be on time to school. Students are expected to be in class at 8:10 am, be in their seat, and prepared to begin working. Students are expected to be in each class on time or they will be considered tardy. Students arriving to school or class after the tardy bell has rung will receive consequences aligned with the Winston-Salem Christian School Tardy Policy.

Tardiness is defined as:

1. Any student arriving late to school or class.
2. Any student who is tardy by more than 25 minutes will be regarded as absent for the period and must present a tardy note from the front desk to enter class.

Tardiness is unacceptable because:

1. Tardiness reduces the instructional time of the student who is late.
2. A student's tardiness interrupts instruction for all students in the class they are entering.
3. Students late to class are often noisy, disturbing other classrooms.
4. Students late to class cause additional work for teachers and produce an undue paperwork burden on the front desk.
5. Punctuality is a valued practice by business and society as a whole; students must be trained in this practice while in school.

Having said this, the following tardy policy will be implemented for MS and HS. See consequences below.

1. 1st tardy-verbal warning.
2. 2nd tardy-teacher consequences.
3. 3rd tardy-email to parent(s).
4. 4th tardy-After School Detention (ASD) (Cost is \$15.00)
5. 5th , 6th , and 7th tardy-ASD. (Cost is \$15.00)
6. Four (4) After School Detentions =SUSPENSION

Excessive tardiness:

Excessive tardiness is defined as being tardy more than 10% of the current school session. Students who have excessive tardiness will not be able to attend the next class activity, field trip, or special event.

Special Notes:

Student athletes who are suspended are banned from attending or participating in any WSCS athletic events during the length of their suspension.

Techers are to handle classroom tardiness at their own discretion. Remember that we are a Christian school. Show grace.

Each quarter is a reset. Students are to receive “new mercy.”

Lower School-Parent conference after 4th offense.

SCHOOL OWNED TECHNOLOGY

WSCS offers students a wide variety of technology for their use. This includes but is not limited to iMac computers, iPads, Office 365, Adobe Creative Cloud, Sound Equipment, Projectors, Document Cameras, etc. Students should treat all technology with respect and understand that failure to do so that results in damage to any technology will result in charges to your account.

Technology use is a privilege and not a right. Students should never change any settings on a device including but not limited to: desktop images, background/wallpaper images, language settings, mouse speed, passwords, etc. Technology should only be used for educational purposes. School technology is not for personal use and should only be used with supervision and/or permission from a teacher.

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 the admissions office.

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. High School students have the option to attend after school tutoring/study hall in the STEM lab from 3:30 – 4:30 daily.

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.

WITHDRAWALS FROM SCHOOL

Students or parents of students who wish to 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.

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. Winston Salem Christian School's "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 Winston Salem Christian School 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 ensure 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

