**3.0 Child Policies, Expectations, and Information**

**3.1 Child Behavior Expectations**

All Wisdom Builders policies are in place to ensure that the environment is safe and conducive for learning, to promote respect and kindness to all, and to encourage individuals to glorify the Lord.

It is the parent’s responsibility to make sure that their children understand these rules and expectations and to encourage them to obedience to them.

These behavior guidelines are based on the following**: “Even a child is known by his actions, by whether his conduct is pure and right” Proverbs 20:11.** In other words, even a child's life and how he or she lives can be a testimony of praise to Jesus.

**“Let your light shine before men in such a way that they may see your good works and glorify your Father who is in Heaven.” Matthew 5:16**

**ASSIGNED ROOM BEHAVIORS**

* Raise hand and wait to be called on before speaking. (This policy can be difficult for homeschooled children. Please work on this behavior at home, and help your child to understand that they will be called on by the tutor or mentor, but out of respect to the tutor and out of unselfishness to the other children, they need to wait their turn to comment or to ask a question.
**“But if when you do what is right and suffer for it you patiently endure it; this finds favor with God.” 1 Peter 2:20**
* Listen attentively and do not distract others from listening during instruction.
**“Make your ear attentive to wisdom, incline your heart to understanding.” Proverbs 2:2**
* Honor, respect, and obey all tutors, aides, and adult helpers.

 **“For there is no authority except from God, and those which exist are established by God.” Romans 13:1b**

* Be kind to all.
**“And be kind to one another, tender-hearted, forgiving each other, just as God in Christ also has forgiven you.” Ephesians 4:32**

* Treat peers respectfully (no PDA). Keep your hands and feet to yourself.
**“Or do you not know that your body is a temple of the Holy Spirit who is in you, whom you have from God, and you are not your own? For you have been bought with a price: therefore glorify God in your body.” 1 Corinthians 6:19-20**
* Children are to use words that edify and build up one another in the Lord, and they are to treat each other respectfully. Older children should be a help and an example to the younger children. This guideline applies not only to days of instruction at First Baptist Church, but also to Wisdom Builders events off the premises, and sensibly should as well to interpersonal and social media interaction.

 **“Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, that it may give grace to those who hear.” Ephesians 4:29**

* Raise your hand if you need to leave your seat and sit properly in your chair.
* No cutting or pushing in line.
* Do not bring toys or objects to the church.

 **“But let all things be done properly and in an orderly manner” 1 Corinthians 14:40.**

**ETHICAL BEHAVIOR AND SAFETY GUIDELINES**

* Lesson assignments and tutor communications may be communicated by Canvas and other such Internet forums. Parents should monitor the Internet communications of their children.
* Any communication which is bullying or un-Christlike in content could be reasons for dismissal.
* Cheating and plagiarism are not allowed.
* Any teen who is disruptive to courses and learning and is not respectful to tutors and hinders the learning process and flow of the courses will be withdrawn from the course.
* Weapons and knives are not allowed at Wisdom Builders or at Wisdom Builders events and are reasons for dismissal.
* It is the parents’ responsibility to inform the director of mental health issues regarding their children.

**ELECTRONIC DEVICES GUIDELINES**

Children and teens are at Wisdom Builders to listen and to learn. Please leave all temptations and electronic devices at home, in the car, or keep in backpack or purse. Do not take out without permission. Furthermore, they are rarely needed during a lesson.

**“All things are lawful for me, but not all things are profitable. All things are lawful for me, but I will not be mastered by anything.” 1 Corinthians 6:12**

* Electronic devices are not to be used at Wisdom Builders without prior approval. Should they be brought to Wisdom Builders, they are to be kept in the child’s backpack and turned off.
* No cellphones, smart phones, or I-phones used for calls or texting without the consent and supervision of a WB Staff member. No social media, movies, music, etc. No iPods, MP3 players, CD players, hand-held games, etc.
* The same guidelines apply to children sitting with their parents at First Baptist Church, and children of volunteers, aides, and tutors on the premises of First Baptist Church. (This does not apply to official use by Wisdom Builders tutors and staff.)
* Wisdom Builders reserves the right to remove any electronic devices from a young person if discovered.
* No unsupervised internet access is allowed at Wisdom Builders.
* The consequences of not following the electronics guidelines are as such:

 If a phone or other device is out in the open on Wisdom Builders days and functions without permission, the phone will be taken from the teen and kept by Mrs. Rollins or the Great 8 until the end of the day. The parents will be called. If a second offense occurs, the teen will not be given approval to bring a device to WB days and events until the next semester. Parents will be notified if this happens, as well.

* Exceptions are as follows:

 Computer courses that require laptop use.

 With prior approval and the supervision of WB Staff, teen may use their mobile phone to retrieve electronic assignments and teens may use laptops during lessons for assignments.

 With prior approval and the supervision of WB Staff, special-needs children or young people with learning difficulties may use laptops, etc.

 Laptop computers and mobile phones are to be used only for educational purposes and only with a tutor’s supervision.

Parents should know what time to pick up their children, so cell phone use for pick-up is not needed.

* The church provides phones in the hallways and in the kitchen that Wisdom Builders children may use to call home if needed.
* Mrs. Rollins has a Wisdom Builders cell phone that can be used by children if needed, as do most tutors and WB assistants.
* Contact Mrs. Rollins if you believe an exception is needed. Moreover, Wisdom Builders assistants are on hand each day and may be called if you need to reach your child right away.
* If a child needs to use their cell phone, permission from Mrs. Rollins or a WB assistant must be obtained *before* retrieving it.

**FACILITIES USE GUIDELINES**

The church requests that all children, including teens, are to be always under adult supervision while in the church building and on church grounds. This applies to all children through the age of 18.

* **Hallways.** There is to be no running in the halls of the church, and conversations are to be with quiet voices out of respect to the church staff, tutors, and those engaged in lessons. Individuals are to be especially quiet when passing the offices of the pastors and secretaries in the foyer of the church as they go to and from the auditorium. Parents who are waiting outside rooms to pick up their children are also asked to keep conversations quiet and to keep small children with them so as to not disturb others.
* **Church Facilities.** Individuals are to help to take care of the church building and equipment.

No one is to misuse, mistreat, or be destructive in any way to any building or grounds, equipment, supplies, or facilities.

* Please remember that we meet in a church, and we need to honor the Lord with our behavior, actions, and words. This is especially true for any time a course or program is held in the auditorium, where the Word of God is preached.
* No one is to use any church computer without the director’s approval.
* Only water is allowed in assigned rooms, except with permission when tutors hold a group party.
* Young people are not to be in the auditorium without a tutor.
* Individuals are not to play on the piano in the auditorium unless given permission by Mrs. Rollins.
* No one is to be in the sound booth area unless given permission by Mrs. Rollins.
* Young people are not to play in the gym without adult supervision, and everyone should be out of the gym by 4:00 pm.
* No street shoes, black-soled shoes, or shoes with wheels are allowed on the gym floor.
* Children are to be supervised by an adult on the church grounds and playground as well.

**STUDY HALL GUIDELINES**

The cost of study hall is the same as a course fee. No more than 2 study halls per day are allowed per individual (for a total of 2 hours).

* No electronics or laptops are allowed in study hall.
* Teens are to bring textbooks, reading books, paper, and pencils to do their work in study halls.

**LUNCHROOM GUIDELINES**

**Children are to bring their own sack lunch, an afternoon snack, and a few water bottles.**

* All food is to be eaten only in the tiled area.
* For no reason are lunches to be traded or shared.
* Water bottles must have a sealable leakproof lid.
* **Wisdom Builders maintains a peanut-free lunch room** so please do not bring peanuts in any form to Wisdom Builders.

**Children are encouraged to finish their lunches, to be polite, and to use quiet voices.**

* Seats may not be saved, and no one is to be turned away from joining a table; instead, children are encouraged to invite others to join them.
* Girls are to sit with girls and boys are to sit with boys in the lunchroom.
* Teens may all sit together for lunch.
* Parents and siblings are welcome to join their children for lunch in the lunchroom.
* If a gym session is in progress, please talk softly.
* No one should leave the lunch room without the lunchroom supervisor’s permission.

**After eating, children are to clean up all trash and prepare to go to their next course.**

* Wash hands immediately after eating.
* Lunchboxes are to be kept in/returned to designated areas.
* There is no leaving this area until dismissal has been given.

**General lunchroom / gymnasium rules:**

* Attendance will be taken each week. Report your absence to Mrs. Kelly or Mrs. Hefton prior to the lunch hour.
* No rough playing in lunch area or gym.
* Use safety and respect while in lunch area and gymnasium.
* Absolutely no electronics or phones. (An exception might be for calculating calories if diabetic, etc. Discuss with Lunchroom Supervisors before using.)
* No food or drinks while on the gym floor.
* Tennis shoes *only* on the gym floor — *no* bare feet or socks.
* Use safety and respect while in gymnasium.

**Refrigeration/microwaves:** Lunches will not be refrigerated, so please include an ice pack if needed in your child’s lunchbox. Only tutors, mentors, and their children may store their lunches in the church refrigerators. Microwaves are available for use, but time is limited.

**Carbonated beverages:** Only high school teens may purchase a soda from the pop machine, and they may consume it only in the lunchroom. The drink must be finished before leaving the lunchroom or thrown away. Any younger child who brings soft drinks or caffeine/energy beverages (like Red Bull, Rock Star, or Monster) will be offered a cup of water with his/her lunch, and the energy drink will be sent home.

**Snacks:** Snack time will be in the afternoon and should be simple and non-messy, allowing the child to eat the snack and clean up in less than ten minutes. Packing a water bottle for your children each day is recommended for snack time and for after a PE course. For snack time, children are allowed only water to drink in the rooms.

**Restroom Breaks**

Children will be given the opportunity to use the restroom at lunch and after a PE course. They may ask a tutor/mentor for permission to use the restroom during a course if needed. An aide will take a child to and from the restroom and wait in the hallway for the child. It will be at the discretion of the tutor/mentor whether to allow a teen to walk to and from the restroom by themselves or to send an aide with the teen.

**3.2 Behavior Remediation**

For the first two weeks, many reminders are given to help the children learn what is expected of them. Starting with the third week, they will be given one or two warnings per course. If the child does not respond to the warnings and continues to disobey, then the child will sit in a chair to the side or back of the course and have a time out for 5 minutes. Hopefully, the child will be ready to return with the group and correct the behavior. Time out could be up to 10 minutes. Sometimes, a tutor or mentor will send the child to Mrs. Rollins’ room for the time out. If the child continues to disobey, the parents will be contacted to explain the situation, and hopefully, together, we will be able to come up with a plan to help the child.

All tutors, mentors, and aides will be informed of children who exhibit repeated behavior problems or who have committed multiple offenses in order to pray for the children and to assist with correction.

If a child damages church property, another’s personal property, or property of others at Wisdom Builders-sanctioned events (fieldtrips, museums, etc.) the family of that child will be required to pay for all damages incurred.

If the director and/or tutors and mentors come to realize that a child persists in disobedient, disrespectful, distractive, rebellious, or un-Christlike speech or behavior, then the child will not be allowed to continue in Wisdom Builders. This would only happen after repeated unsuccessful attempts to work with the child and/or the child committed an offense such that he was asked to leave afterward. No refund of tuition or other costs will be given in this situation. Dismissal of a child from Wisdom Builders will be determined by the director.

**Consequence of not following the phone/electronics policy:** **Wisdom Builders reserves the right to collect and withhold any electronic devices from a child if discovered at Wisdom Builders.** If a phone is out in the open on Wisdom Builders days and functions without permission, the phone will be taken and kept by the director, Wisdom Builders assistants, or tutors/mentors until the end of the day. The parents will be called. If a second offence occurs, the individual will not be allowed to bring a phone to Wisdom Builders days and events until the next semester. Parents will be notified if this happens as well.

**3.3** **Dress Code**

**Parents, please make sure your children are following the dress code *before* bringing them to Wisdom Builders.** The director and assistants will inform the child and parents if the dress and grooming of a child is not according to Wisdom Builder’s policies. The dress code is one of appropriateness, neatness, and a Biblical one of modesty**.**

**“Your adornment must not be merely external . . . but let it be the hidden person of the heart, with the imperishable quality of a gentle and quiet spirit, which is precious in the sight of God” (1 Peter 2:3-4).**

Wisdom Builders meets in a church, and we want to honor the Lord with our behavior and dress.It is highly recommended that children wear comfortable jeans or pants and a t-shirt on Wisdom Builders days and at any Wisdom Builders-sponsored events, including any and all locations. Children must be in compliance with this standard of dress prior to entering the church and continue until leaving the church, and any Wisdom Builders functions.

**Dresses, skirts, shorts:**

Dresses and skirts should come close to the knees or longer in length.

In warm weather, shorts are allowed, but must extend to the child’s finger’s tips when their arms and hands are fully extended at their sides.

**Tops:**

No spaghetti straps, strapless, or short tops that do not cover the waist and midriff are allowed.

Nothing that is too tight, low necked (no cleavage should be showing-especially when bending over), or too sheer. No wide arm/shoulder holes that reveal the torso.

Nothing with un-Christlike messages or images are allowed to be worn to Wisdom Builders courses or any Wisdom Builders events.

**Pants, jeans, leggings:**

Pants should not droop or have a low waist.

Pants should not have rips and tears in them.

Leggings are not to be worn as pants but could be worn with a dress that is close to the knees in length. Leggings are not to be worn with a long shirt.

Skin-tight skinny jeans are not to be worn at Wisdom Builders.

**Other:** All undergarments should be covered and not seen (including undergarment straps).

**Shoes:**

For safety reasons, children will not be allowed to participate in PE if they are not wearing gym shoes. At times, PE will take place outside, so children should dress according to the weather. No street shoes or black soled shoes that leave marks, or shoes with wheels are allowed on the gym floor.

**Grooming**:

Along with modesty of dress, neatness in grooming is encouraged. Please avoid extreme fads with regard to hair (for example, no Mohawks, tails, man buns, unnaturally colored hair, etc.). The eyes should be clearly and easily seen. Moreover, please have boys’ hair off the collar.

**Tattoos/Piercings**:

Lastly, tattoos and multiple piercings, such as piercing of the eyebrows, nose, mouth, bellybutton, and more than two piercings on the ears, etc., are not allowed.

**Consequences of not following dress code:** A parent will be called to bring a change of clothing for their child. The child will remain in a study hall until the change of clothing is brought to Wisdom Builders, and while waiting, the child will be given a large paint shirt or Wisdom Builders t-shirt to wear. The child may not return to courses but will wait in the study hall until a parent arrives with the change of clothing.

**3.4 Teens and Driving**

To drive to and from Wisdom Builders without a parent, teen drivers must obtain permission.

* Parent and teen must complete the WB Teen Driver form. See director or a WB assistant. On this form a parent may designate whether the teen may transport siblings or other individuals.
* No child is to be in the car of a teen driver without written parental notification by both families to the director.
* Safety and responsibility are expected.
* Teens are to park along the outer wall of the parking lot.
* Once the Teen Driver form has been submitted, a teen will receive a parking tag from the front desk workers. The parking tag is to be clearly displayed on the vehicle’s front dash or mirror while at Wisdom Builders events.

**3.5 Supplies, Grades, and Graduation**

Required textbooks and other supplies are dependent upon each course and are outlined on each course summary. Summaries are located on the WB web site. Assignments are due on the designated day. Grades may be reduced for turning in late assignments.

High school courses will be graded, and an assessment will be given at the end of each quarter. Courses are either yearlong or one semester in length; the child will receive one to two credit hours for courses completed with a passing grade. Each tutor or mentor will determine how to assess performance. Tutors will communicate grades and credits earned to the parents and teens. The forms completed by the tutors or mentors could be used to develop a portfolio of the child’s high school work and achievements. Similarly, some of the elementary courses will be graded or assessments given for work, tests, and projects completed.

**Wisdom Builders Grade Scale:**

 93-100% A 90-92 % A- 87-89 B+ 83-86 B 80-82 B-

 77-79 C+ 73-76 C 70-72 C- 67-69 D+ 63-66 D

 60-62 D- below 60 F

Wisdom Builders offers a **graduation ceremony** each year for seniors for a fee of $100 per graduate. This includes cap and gown, tassel, reception, and photography. Details about the ceremony and activities are announced in January and meetings are held by the director for more information.

**4.0 Open House/Conclusion**

**Open House:** In November and in May, there will be opportunities for the children to display what they have learned for family, relatives, and friends at an open house/closing program. There might be a drama presentation, some recitations, choir recital, and displays of art and other projects. This will be determined from the curriculum and input from the mentors and tutors.

The open house will take place on a Tuesday in the evening from 6:30pm to 8:30pm. Parents may want to attend some of the courses during the day on the last day of the semester to see first-hand the children performing in a play, singing, or other events the mentors and tutors may have planned. Preschool to high school children may participate at the open house. There may be two open houses, one for preschool to 4th and one for 5th to 12th, on Monday and Tuesday of the last week of short semester courses.

We appreciate any and all extra help with clean up after open houses, and each family will be encouraged to help with bringing refreshments. Parents are to know where their children are at open houses and to keep their children within sight. Children are not to be outside the building during the open house unless a parent is with them.

**Conclusion:** These policies are for all Wisdom Builders instruction days, inside and outside of the FBC building, and in the parking lot; at all Wisdom Builders-sponsored functions at First Baptist, such as the ice-cream social, closing programs, or workshops; and at Wisdom Builders events at other locations, including fieldtrips, drama productions, and other activities. In other words, Wisdom Builders policies apply at any routine or special event sponsored by Wisdom Builders, regardless of location and without exception.