



**Parent-Student Handbook
2009-10**

Revised 8/09

Accredited by
New England Association of Schools & Colleges
and
Association of Christian Schools International
June 2001 – 2011

475 School Street
North Kingstown, RI 02852
401-884-3600
401-886-1650 (fax)
www.westbaychristianacademy.com

September 1, 2009

Dear Families of West Bay Christian Academy:

I would like to welcome everyone back to school, with a special welcome for those families who are new to the West Bay Christian Academy community. I am extremely excited about our new early childhood wing, our new preschool program, and our expanded community of new families and teachers. I look forward to having a great school year.

Attached is the 2009-2010 Parent/Student Handbook which details many important items—including policies, procedures, philosophy, personnel and much more—with which you should become familiar (if you are not already). Please read through the handbook and, upon completion, sign the form on the last page that indicates that you have read it and agree to its terms.

This manuscript has been revised over the past summer, and, no doubt, needs additional changes. If you see any items that need attention, please let us know. I also want to encourage parents to talk any particular issues with their children, so they understand that we work together in helping our students grow and mature.

In addition, please complete the verification affidavit on the last page of the Handbook and return it to school by Friday, September 25, 2009 (the day of the Parent-Teacher Goal Setting Conferences.)

May God bless you and our entire community during this academic year with His wisdom and grace, and may we all have a great year at West Bay Christian Academy.

Sincerely yours,

Richard L. Clarkson, Ph.D.
Headmaster

*“...But the goal of our instruction is love from a pure heart and a good conscience and a sincere faith. “
1 Timothy 1:5*

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Administration, Staff and Faculty
2009 - 2010

Administration and Staff

Richard Clarkson	Headmaster
Connie Cole	Administrative Assistant
Sandi Kelley	Business Officer
Bonnie Higgins	School Nurse & Receptionist
Michelle McCormack	Admissions Director & Receptionist
April Rosenberger	Marketing
Margo Gibson	Extended Day Coordinator

Faculty

Rachael Cannistraci	Preschool, Lead Teacher
Nancy Koss	Kindergarten
Judie Lospaluto	Kindergarten, Primary Division Co-Lead Teacher
Rachel Bradt	Grade 1
Linda Wilson	Grade 1
Danielle Foreman	Grade 2
Mary Mook	Grade 2, Primary Division Co-Lead Teacher
Amy Logan	Grade 3
Carol MacKenzie	Grade 3, Elementary Division Lead Teacher
Elaine Perreira	Grade 4
Cynthia Plante	Grade 4
Val Freitas	Grade 5
Kaela Neale	Grade 5
Cynthia Felkel	Middle School, Grade 8 Homeroom
Melissa Jordan	Middle School
Coleen Principato	Middle School, Grade 6 Homeroom, MS Division Co-Lead Teacher
Betty Tanner	Middle School, Grade 7 Homeroom

Special Faculty

Ben Burnett	Technology
Amanda Dennis	Physical Education, Director of Athletics
Heidi Dowiot	Art & Drama
Stephanie Lomba	Spanish
Carol Michaud	Music: Vocal & Instrumental
Barbara Miller	Librarian/Information Technology Coordinator

Preschool Assistants

Sue Castillo
Pat McCoy
Amy Wilkinson

Board of Trustees
2009-10

The Board of Trustees is an independent board voted into office (other than Pastors' Council members) by the West Bay Christian School Association, Inc. The Board is ultimately responsible for the entire well-being and stability of the Academy. The main responsibilities are to: 1) set broad policies, and 2) hire the Head of the Academy. Every member serves on a sub-committee of the Board. The sub-committees serve in an advisory capacity to both the Head and the Board.

Executive Committee

Richard Suttie	President
Mary Ellen Lockhart	Vice-President
Lisa Benson	Secretary
Chuck Caranci	Treasurer

Pastors' Council within the Board of Trustees - appointed by the Board

Philip Curtis
Mel Bautista

Additional Members - voted in by the West Bay Christian School Association, Inc.

Douglas Brush
Sandy Earle
Cheryl Johnson
Topper Jones
Paul Pazienza
Tim Sawyer
Peter Worthington
Rochelle Zeyl

West Bay Christian Academy Values

Mission Statement and Goals

The Mission of the West Bay Christian Academy, an independent, interdenominational, coeducational Christian school, Grades K-8, is to provide an education for children that is distinctively Christian and academically excellent.

In accordance with its character as a Christian educational corporation, the West Bay Christian School Association defines its mission in terms of the following goals:

1. To provide its students with a traditional and diverse educational experience that meets the highest standards of excellence;
2. To integrate its curriculum at all levels and in all subject areas with a Biblical perspective on truth and reality;
3. To provide opportunities for physical, social and spiritual growth, as well as academic progress;
4. To develop personal and caring student-teacher and parent-teacher relationships;
5. To encourage parent involvement in the educational experiences of their children;
6. To maintain and apply standards of discipline that are consistent, fair and respectful of the dignity of each student, and that aim to contribute to the student's spiritual and social growth;
7. To encourage students to come to and grow in a personal commitment to Jesus Christ as their Savior and Lord.

Philosophy and Purpose

West Bay Christian Academy offers an education guided by the principles and values revealed in the Bible, God's written Word, and consistent with the WBCA Statement of Faith. It is committed to the historic Christian perspective of life as set forth in the Bible, recognizing God as the Creator of all things, and Jesus Christ as the Son of God and the Savior of all who acknowledge Him as Lord. It holds that the knowledge of God is the beginning of wisdom, that fellowship with God is the basis of true community, and that each student is uniquely created by God as a physical, intellectual, social and spiritual being, and is endowed with particular talents. West Bay Christian Academy opens its doors to all qualified students, regardless of race, sex, national origin, or religious affiliation.

The Statement of Faith

1. We believe the Bible to be the inspired, the only infallible Word of God.
2. We believe that there is one God, eternally existent in three persons, Father, Son and Holy Ghost.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
4. We believe in the absolute necessity of regeneration by 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.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Academy Verse

"How priceless is your unfailing love! Both high and low among men find refuge *in the shadow of your wings*". Psalm 36:7 NIV

Academy Hymn

Praise to the Lord, the Almighty
Joachim Neander 1650-1680

Praise to the Lord, the Almighty, the King of creation!
O my soul praise Him, for He is thy health and salvation!
Come ye who hear, Now to His great throne draw near;
Join me in glad adoration!

Praise to the Lord, who o'er all things so wondrously reigneth,
Shelters thee under His wings yea so gently sustaineth!
Hast thou not seen All that is needful hath been
Granted in what He ordaineth?

Praise to the Lord, who doth prosper thy work and defend thee;
Surely His goodness and mercy here daily attend thee.
Ponder anew what the Almighty can do,
He who with love doth befriend thee.

Praise to the Lord, O let all that is in me adore Him!
All that hath life and breath, come now with praises before Him.
Let the Amen Sound from His people again,
Gladly for aye we adore Him.

General Guidelines for Parents

Guidelines

1. Parents should read through the WBCA Parent/Student Handbook and familiarize their children with its contents.
2. Parents are asked to support the activities and programs of West Bay Christian Academy.
3. Parents will pay all financial obligations to the Academy on or before the due date(s). If this is not possible, parents will notify the Business Manager's Office in advance to make special arrangements.
4. Parents are responsible to ensure that the students arrive at school on time each school day.
5. Parents should help ensure that their children participate in scheduled field trips and other school-related activities.
6. Parents are responsible to see that the students arrive at the Academy dressed in accordance with the uniform dress code.
7. Parents understand that the Administration has full responsibility for placing a student at the proper grade level and/or in a particular classroom.
8. Parents understand that the Academy reserves the right to dismiss any student who does not respect its spiritual standards or cooperate in the educational or disciplinary process of the Academy.
9. Parents agree that the teacher has full responsibility for classroom management/discipline in accordance with the discipline policy of the Academy.
10. Parents who are dissatisfied with the Academy should seek to resolve the matter with the person or persons directly involved, following the Biblical principle of reconciliation set forth in the Bible (Matthew 18 - enclosed).
11. Parents are expected to fully support the Academy's mission and philosophy. The Academy reserves the right to dismiss any family found to cause divisiveness or disharmony among the school community.

The Christian School Experience

The Christian School experience is a unique opportunity for children and their families -- it is distinctively different from that which is offered by public schools. It is the desire of the entire West Bay Christian Academy Community (administration, faculty, and Board of Trustees) that each child receives an excellent and rewarding educational experience in a safe, nurturing environment that addresses the academic, physical, emotional, and spiritual needs of each child. The following guidelines are designed toward this end:

1. All staff members are seeking the best for each child. This perspective helps to put teachers and parents into a healthy, positive partnership when dealing with difficult issues.
2. Early communication about a problem is critical so that small problems do not become large problems.
3. The Academy endorses the Biblical principal of reconciliation as described in Matthew 18.
4. Policies and procedures, such as the uniform dress code, help children become aware of structure and rules. These are meant to help train the child. A child who feels he is allowed to break these smaller rules will develop a similar attitude toward larger rules. Please be cooperative when a teacher asks your help in enforcing a school policy.
5. Parents and teachers should work together to solve problems that arise. When children observe this type of partnership, they benefit greatly from the process and the outcome.
6. Help your child with homework. Check nightly to see that work is being completed thoroughly.
7. Pray daily for your child's teacher, that he or she will have God's wisdom in all classroom situations. Modeling this attitude will encourage your child to honor and pray for those in authority.

General Information

Academy Hours of Operation

Class hours are 8:15 AM to 3:00 PM. Faculty members assume supervisory responsibilities at 7:45 AM each school day. Parents should NOT drop off children before this time, as there is no supervision.

During the school year, the Academy office is open and phones are answered from 7:45 AM – 4:00 PM, Monday through Friday, except during school vacations and holidays. Summer office hours are posted in the final report card packet in June, and phones are answered between 10 AM and 2 PM.

Dismissal Procedures

Parents should follow the drop-off/pick-up procedures as outlined in Appendix A. Those students riding a school bus or attending Extended Day will be dismissed under the supervision of an Academy employee. Students must remain under the supervision of an adult at all times and be escorted from the building by their parents or other supervisory adult. Children should always be accompanied by an adult when in the parking areas.

Students who are not picked up by 3:15 PM will be sent to Extended Day, and the parents will be assessed a fee equal to that of the first hour for Extended Day use.

Extended Day

The Extended Day program is provided only for students whose parents have made arrangements with the Academy in advance. Space is limited and preference is given to working parents. Extended Day is held from 3:15 until 5:45 PM Monday through Friday. Please contact the Academy office in advance if you will need this service. Parents will be assessed an additional fee when children are picked up after 5:45 PM.

Transportation

Arranging transportation to and from the Academy is the responsibility of the parent. Families residing in the following communities can receive free transportation to and from West Bay,, either through their town or the new state transportation system: Chariho, Exeter/West Greenwich, Jamestown, Narragansett, North Kingstown and South Kingstown. Please contact your school department or WBCA office if you live in one of these communities and would like bus transportation.

It is important for each child to understand that riding the school bus is a privilege and that each child is directly responsible to the driver for his/her behavior on the bus. When there is a behavioral issue, the driver may issue a warning to the pupil, reminding him that continual difficulties may result in loss of the privilege of riding the bus for a period of time. The driver reports continued behavior difficulty to the parents and the Headmaster. Should a second report be made the Headmaster will inform the parents that the child may not ride the bus for a specified period of time, usually one week. Such action would be effective on the day after the parents are notified. No child shall be put off the bus for disciplinary reasons without prior notification of the parents. If a child misses the bus at the end of the school day, a parent will be notified immediately.

Books and Supplies

The faculty and administration carefully choose books considering content, cost, graphics, clarity, and relationship to curriculum overview. Some non-consumable books are owned by the Academy and borrowed by the students. Other non-consumable books may be obtained from the local school districts. Parents will be billed for any damaged or lost books. All hard covered textbooks must be covered.

Teachers will notify parents the first week in August and throughout the year about supplies that may be needed in the classroom. These may include composition notebooks, pens, pencils, loose-leaf paper, etc. The Academy provides special notebooks and paper for Kindergarten and First Grade, homework pads for Second and Third Grades, and academic planners for students in all other grades.

All students, except Kindergarten and First Grade, are required to have a **New International Version of the Bible** for classroom use. A standard version for all students is a tremendous help during group reading and study.

Administrative Offices and Appointments

Please make appointments in advance when you wish to meet with the Headmaster, Administrative Assistant or Business Manager.

Illness and Medication

If the student is not well enough to attend classes, it is the parent's responsibility to call the Academy shortly after 8:15 AM the day of the absence in order to inform the Nurse. For the well-being of the entire school community, if your child has been vomiting, has a temperature over 100 degrees or has just begun prescription medication for a contagious illness, please keep him/her home for a minimum of 24 hours. If the student becomes ill after arrival to school, the teacher will send the student to the Nurse's office. The parent will be contacted if necessary and appropriate action taken.

State regulations regarding Health & Safety items are on file in the Academy office. The following basic rules apply for use of medication in school:

1. The Academy Nurse shall administer all medications to all students within the school setting (with the exception of Epi-pen administration and self-carry provisions). No one else may administer medications to a student during the school day other than the student's parents.
2. An order form from a provider licensed to prescribe medications in RI, granting permission for the student to receive a specific medication, must be on file in the school. This document must identify the drug, dosage, route of administration and when it is to be given to the student. This document must be renewed annually or when requested to do so by the Academy's Nurse. Medication should be brought to the office by the parent in its original container.
3. Directions must be plainly marked on the container by a pharmacist.
4. The name of the drug must be on the container.
5. The parent authorizing administration of the medication to the child must sign West Bay Christian Academy's Medication Policy form.
6. Students will be allowed to self-carry and self-administer inhalers and Epi-pens as deemed appropriate by the Headmaster, Academy Nurse and parent or guardian.
7. Students may carry non-prescription medicines to school and give to the Academy's Nurse upon arrival. These medications will be administered by the Academy's Nurse on an as needed basis,

according to the package dosage instructions.

9. In the event a parent anticipates a need for Tylenol to be administered, West Bay's "Medication Policy" form must be signed and sent to the Academy. The student will be given school-supplied Tylenol by the Academy's Nurse, according to dosage instruction on the package.
8. Non-prescription cough drops may be carried to school by a student but must be given to the teacher upon arrival at school. Parents should send a note requesting that the cough drops be given to his/her child upon request.

Emergency Procedures

It is critical that all families have an emergency number on file in the office. Should the number you have listed on the Emergency Care form change, please notify the Academy office.

Emergency or Winter Storm Closing

Emergency or winter storm closings will be announced on local radio and television stations. Please note that NBC ~ Channel 10 ~ is the first to be contacted.

1. Whenever North Kingstown School Department cancels school prior to the start of the school day due to inclement weather, the Academy will always also cancel.
2. Whenever a severe storm warning becomes in effect once the school day has begun, parents are encouraged to pick up their children at any point during the day. It is not necessary to call the Academy for early pick up permission during severe weather conditions.
3. The Academy will ALWAYS remain open once the school day has begun under all weather conditions, until all children have been picked up.

Lunch Procedures

Students may bring their lunch or participate in the school lunch program. Details regarding the school hot lunch program will be made available.

When a student brings lunch from home, it is expected that the lunches will include healthy choices. Healthful snacks (fruit, juice, cheeses, etc.) are expected for the morning snack break. Please DO NOT SEND cookies, cakes, doughnuts or chips to school with your children for morning snack time. Students are not to bring soda, caffeinated beverages such as coffee, tea, or hot chocolate, gum, or candy. Glass containers are not permitted.

Lunches are eaten in the classroom under teacher or volunteer supervision. Proper eating manners are expected and will be reinforced by each teacher or parent volunteer.

There is to be NO SHARING of food between students. This is a medical necessity due to the potential food allergies of classmates. If a child does not have a lunch, the teacher will send that student to the Front Desk where an appropriate option will be given.

Lost and Found

Articles found within the Academy or on the playground should be turned in to the Academy office. Unmarked items that are found by teachers at the end of the school day will be placed in Lost and Found bins. Unclaimed articles will be disposed of at the end of each trimester. PLEASE LABEL all clothing worn to school by the students.

Library

The Information Technology Specialist (Librarian) is available during scheduled hours. Homeroom teachers will coordinate use of the library with the Librarian. Students in K - 6 will have a weekly library class. Each student is expected to check out one book per week, to be returned at the next class period. Books may be renewed. A fee of \$10.00 plus the replacement cost of the book will be charged for any book not returned by the third week overdue. Students in grades 7 - 8 may use the library at those times mutually agreed upon between the Librarian and the teacher. These times will be a coordinated effort to assist students with research and projects. The library maintains a list of approved videos for classroom use according to the Video Use Policy. Parents may preview this list, or any video, on school property. Concerns will be handled according to the Challenge Policy on file in the Academy office or in the Library.

Parent Directory

The Parent Directory is published annually and distributed at the beginning of the school year. This directory includes the name, address, and phone number and names of children of each Academy family. It is not to be used for the purpose of solicitation but is solely for the benefit of the families, staff and faculty of West Bay Christian Academy.

Recess and Physical Education

All children need a time to expend some of their energy and to develop physical skills. Therefore, they are expected to participate in physical education classes and recess. Recess will be held outdoors except for rainy or extremely cold weather. During cold weather, please send your child to school dressed appropriately (coat, mittens, hat, etc.). A doctor's note is required for a student to be exempt from participation in gym classes or recess.

Parent-Teacher Communication

WBCA Bulletin

The Bulletin is a WBCA publication that is issued regularly throughout the school year. It is designed to keep parents informed of ongoing activities at the Academy. The Administrative Assistant has the responsibility to edit all notices that accompany *The Bulletin*. Information posted in *The Bulletin* must be submitted in advance per the schedule published by *The Bulletin* editor.

Parent-Teacher Meetings

Teachers meet with parents at scheduled times during the school year to communicate student progress. If parents wish additional conferences, requests should be made in writing with sufficient notice. Parents and teachers should avoid holding unscheduled "mini-conferences" when children are present or when teachers have supervisory responsibilities, including bus, recess and dismissal times.

Parent-Teacher Goal Setting Conferences

In the month of September a conference is arranged for parents to meet with the homeroom teacher and to mutually set spiritual, academic and social goals for each child. Information regarding these conferences is sent home prior to conference day. An assigned time is given to each family for conferences. Conferences are scheduled to last twenty minutes. Please send a written notice to your child's teacher if you need to request a change in the conference time.

Mid-year Parent-Teacher Conferences

In the middle of the school year, parents are scheduled to meet with the homeroom teacher to discuss the student's progress and evaluate goals. This is an important session as it supports the partnership that the Academy desires to have with each family by providing an opportunity to discuss the student's strengths and weaknesses and analyze progress. In addition, parents or teachers may initiate other conferences throughout the year when special attention is needed.

Classroom Visitation

Parents are welcome to visit classrooms. Please notify the teacher to arrange a time to visit.

Parent Volunteer Body

Every parent, teacher and staff member is a member of the West Bay Christian Academy Parent Volunteer Body (PVB). This organization is responsible for promoting good communication between home and the school and for encouraging support for the Academy and Christian education in general. Fundraising events, which support the annual operating budget, are coordinated throughout the year by the PVB. This organization also coordinates all Volunteers-In-Partnership (VIP) activities within the Academy. Therefore, it is vital that each parent take an active part in supporting and attending PVB sponsored programs. Parents are encouraged to attend related PVB meetings posted in Bulletin.

Volunteers In Partnership

Parent involvement is a particular distinction of West Bay Christian Academy. Volunteers help bridge the gap between home and school, keep tuition costs affordable and add quality to school life. A list of volunteer opportunities is published in the VIP Booklet. There are also projects and needs for volunteers regularly listed in the Bulletin. Each family is requested to volunteer a minimum of 20 hours annually. If parents do not wish to volunteer at WBCA, they are requested to contribute \$200.00 in lieu of volunteer service. Please contact the Academy office if you need assistance in choosing a category or task for which you wish to volunteer. Parents should sign IN and OUT when offering volunteer time.

Events

New Student/Family Welcome Barbecue

This special event is designed for all new students and their families prior to the start of the school year. This is an opportunity to meet informally with administration, Board members, faculty and staff and enjoy a time of fellowship with other new students and families.

Parent Orientation Night

Each year at the beginning of the school year a special orientation night is designed for all Academy parents. Parent attendance is very important because this provides an opportunity for parents to meet faculty, administration, and staff of West Bay. Parents also receive an overview of current issues and procedures for the new school year, and view the updated curriculum and homework expectations. Ample time will be given to interact directly with teachers in their respective classrooms.

Book Fair

The Librarian and library volunteers organize book fairs. The purpose of these events is to promote a love for reading while raising funds for the library and our literacy programs. Students are given opportunity to view and purchase books during the school day. Family and friends are welcome.

Fundraising Auction

WBCA typically holds an Auction, which is an alcohol free event. This is the largest fundraising and fellowship event of each year. It is a great way to do some shopping while enjoying delicious food and an evening out. Please plan now to attend this exciting event designed for parents, alumni and friends!

Fine Arts Events

The celebration of the fine arts at West Bay Christian Academy occurs at various events throughout the year. Parents, friends and families are invited to enjoy an evening of art, drama and music, showcasing the talents of our students.

WBCA Annual School Association Meeting

This annual meeting, which is held at the end of the school year, is open to any individuals interested in the annual business conducted by the Board of Trustees and the School Association. The President of the Board, Headmaster, and various board sub-committees present important reports. Members of the Association are asked to vote on various school business items, including the approval of new members to the Board of Trustees. All employees are voting members of the Association. Parents are strongly encouraged to join the Association. See Mrs. Cole for an application form.

Attendance Policy

Providing a quality education is one of the goals of West Bay Christian Academy. As this depends on regular class attendance, the Board of Trustees and Administration expect compliance with the following policies and procedures listed below. We ask that all parents fully support these policies.

Attendance

Attendance is required in all classes. In the event of an absence, please call the Academy. Upon return, a note should accompany the child on his or her first day back to the classroom, signed by the parent or guardian, stating the reason for the absence and listing restrictions the child must observe.

Length of Absences

Extended absences for illness of 4 or more days requires a doctor's note before the student will be admitted to class. Student absences should not exceed 10% of the total number of school days. If absences do exceed this number, consideration will be given to retaining the student in the current grade. The Administration and Education Committee upon review of the student's academic record will make this decision. Parents may be required to provide after-school tutoring for their children to make-up any missing work. Parents are financially responsible for this cost.

Tardiness

Tardiness can be extremely disruptive and is not a good way for students to begin their day. Students are considered tardy when not present to line up and enter the school building with their class at the beginning of the school day. Every six (6) tardies will be counted as an absence on the trimester report card.

Tardy students should enter through the front door and not ask other students to open the side entrances. Please note that during inclement weather, safety is always a priority and tardiness will not be counted.

Students in Grades K – 5

- A parent or guardian must accompany tardy students into the Academy using the main entrance. The tardy will be recorded in the Student Attendance Log and include the child's name and time of arrival.

Students in Grades 6 – 8

- Middle School student tardiness will be recorded in the Student Attendance Log and include the child's name and time of arrival. Parents do not need to accompany Middle School students when tardy.
- Please use front entrances to enter the building when tardy.

Family Vacations

The Academy discourages taking vacation days any time school is in session. If students miss class for vacation time, the faculty will save and store missed class work and homework assignments in a folder for the students to complete in an agreed amount of time after they return (see Make-Up Work Policy on page 17). Work will only be given in advance at the teacher's discretion.

Appointments

Off-campus appointments for students with medical, dental or other professionals should be made after school hours. Should this be impossible, a note informing the teacher of an early dismissal must be presented at the start of the school day. Medical and dental appointments scheduled in the morning are excused and, thus, not considered part of the six (6) tardies policy.

Make-up Work

FOR AN EXCUSED ABSENCE (for an illness, with a doctor's note), the student may have one school day for every day absent, to a maximum of five, to complete make-up work without penalty. Therefore, students may:

- obtain missed assignments from their teachers upon return to school or
- contact classmates for partial assignment information during absence that extends more than one day to help expedite the process.

FOR A PLANNED ABSENCE (family vacation) OR AN UNEXCUSED ABSENCE, work should be requested prior to the missed days and is due on the day the student returns to school. Tests and quizzes announced prior to the absence must be made up upon return.

If a Middle School student is absent two or more days, a homework folder will be available upon request at the end of the SECOND day's absence AFTER 3 PM for the parent to pick up work from the Academy office. Homework will not be collected at the end of the FIRST day's absence. Students should contact a classmate for missed work. Please do not call the Academy for student assignments.

Upon request to the Academy office, a Missed Work Request can be forwarded to a Kindergarten through Grade 5 teacher for schoolwork to be gathered for an absent Kindergartener through Fifth Grader. The work can then be held for when the student returns to school, sent to the Front Desk to be picked up by the parent, or given to the student's sibling.

Financial Information

General Information

The Financial Policies Information packet is mailed home each January, with the Re-registration Agreement, indicating tuition costs, financial assistance procedures, and any changes in financial policy and tuition rates.

The Board of Trustees considers that all unpaid tuition accounts are still due to West Bay Christian Academy. The Board will not cancel overdue accounts. Accurate records are kept and any parent may determine the status of his or her account by inquiry to the Business Manager.

West Bay Christian Academy will not accept registration or re-registration of students unless all financial obligations are met in full. No children of parents owing overdue tuition will be re-admitted to the Academy the following trimester unless the parents make suitable arrangement with the Treasurer of the Board of Trustees concerning the payment of the overdue amount. These arrangements may be made by first contacting the Business Manager.

Application

A one-time \$50 non-refundable fee for each student is due when the initial application is submitted. The fee covers the cost of: processing the application, readiness screening/placement testing and other administrative costs related to processing new students for enrollment and registration.

Registration

A one-time, non-refundable \$200 registration fee is due when the New Student Registration Form is submitted. This one-time fee holds your child's seat in the classroom for the next academic year and each subsequent year.

Fee is refundable only if Financial Assistance is applied for and denied or is of an insufficient amount for your child to attend. Notification of non-acceptance or withdrawal must be given to the Academy in writing within 10 days of the receipt of the Financial Assistance offer.

Completion of the registration agreement enrolls your child for the coming school year. Withdrawal of the student between May 1st and October 1st will incur a withdrawal fee of 10% of tuition, regardless of whether the required May 1st payment has been submitted. Request for appeal of the policy must be addressed to the Board of Trustees.

Tuition

Tuition payment schedules are established annually by the Board of Trustees.

First month's (1/10th) tuition for each student must be paid by May 1st.

This first month's tuition payment is forfeited for each registered student who is withdrawn prior to the start of the new school year (June 1st through September 1st).

Tuition Payment Options are as follows:

1. Annual Options
 - a. Full payment due on May 1st
 - b. One month's (1/10th) tuition due May 1st; balance due July 1st
2. Semi-Annual Options
 - a. 50% due on May 1st; 50% due on November 1st
 - b. One month's (1/10th) tuition due May 1st; 40% and Resource Fee due on July 1st, 50% due on November 1st
3. Monthly Payment Options – Sallie Mae TuitionPay Plan
 - a. 12 month schedule: May 1st – April 1st
 - b. 11 month schedule: 1st payment on May 1st; balance payable July 1st – April 1st
 - c. 10 month schedule: 1st payment on May 1st; balance payable August 1st – April 1st

Resource Fee

This fee is used to meet expenses for books, student accident insurance, technology science materials, and membership in ACSI (Association of Christian Schools International), some classroom supplies, furnishings and some field trip expenses. Those families selecting AMS may include the Resource Fee amount in their total tuition due to the Academy. All other payment options require the Resource Fee to be paid directly to WBCA by July 1st. If a student is withdrawn after July 1st, the fee is forfeited.

Financial Assistance

Tuition adjustments may be made for those families needing financial assistance. A CFA form is completed and mailed to Development Testing Services for evaluation. DTS takes into account income, expenses, tithing, and cost of living to determine a reasonable monthly family contribution. This figure, in conjunction with a copy of your prior year IRS Form 1040, is then used by the Financial Assistance Committee to determine the rate of tuition adjustment. A letter from the family explaining any unusual financial circumstances may also be included. All returning families need to file by March 15th. Please contact the Business Office if you need additional assistance with this process.

Other

1. If a student is voluntarily withdrawn from the Academy at any point in time once the school year has begun; tuition must be paid in full for each calendar month or fraction thereof that the student was in attendance.
2. If a student is withdrawn at the recommendation of the Academy, tuition will be due on the basis of total days enrolled.
3. In the case of any delinquent financial obligations, student records, report cards, and transcripts are withheld, and the student is not permitted to return for the following trimester – either at the start of a new academic year (first trimester) or at the start of the second or third trimester.

Academic Information

Progress Reports

Progress reports are sent home to all students in the middle of the first trimester. They are distributed in the middle of the second and third trimesters for students who teachers wish to inform parents of improvement or concern. Parents who have concerns about their child's progress should schedule an appointment with the teacher following these reports.

Standardized Testing

The Rhode Island Department of Education (RIDE) requires that all students in grades 3 – 12 participate in standardized testing. These results are used to measure the effectiveness of our overall instructional program, as well as assist in guiding strategic educational planning for future years. RIDE encourages all schools to use a standards-based assessment tool, the New England Common Assessment Program (NECAP), which was developed by several states in New England, including Rhode Island. WBCA is currently using the NECAP, which is administered in October. When the test results come back from RIDE, an individualized copy is mailed to each family.

Field Trips

Field trips are off-campus experiences related to the classroom curriculum. Most field trip costs are covered in the Resource Fee. A letter explaining the objectives of the trip is sent to each parent for each trip planned by the teacher. Any money required for the trip must be returned to the teacher according to the field trip notice. The dress code/attire for the trip will be announced in the field trip notice. If "Casual Day" attire is suggested for a field trip, parents must ensure that students dress according to the Casual Day dress code in the Handbook. Chaperones/drivers are invited for field trips as needs arise. Chaperones are given a set of guidelines to follow based on legal safety requirements. Drivers are required to submit a copy of a current RI driver's license and proof of current insurance. Parents are not allowed to make special stops for food or snacks, unless arranged by the teacher in advance. **Siblings are not permitted to accompany official parent chaperones on field trips.** Chewing gum and electronic devices are not permitted.

A generic permission slip is made available for parents to sign as part of the summer mailing. This permission slip encompasses all off-campus activities for the year.

Promotional Policy

- Kindergarten - Fifth Grade students must do passing work for the year (cumulative) for promotion to the next grade as follows: Reading/Writing (Kindergarten-Grade 2), Bible & English/literature (Grades 3-5), mathematics, and one other major subject area (either Science or Social Studies). In some cases, teachers may have concerns regarding the student's developmental readiness. Following consultation with parents, additional assessment may be necessary to determine programmatic recommendations.
- Middle School Division students (Grades 6-8) are required to complete passing work in English, Mathematics, Bible and two other major subjects (either Science, Social Studies, or Foreign Language) for promotion to the next grade. Any students who fail a required subject, and wish to be considered for promotion, must make that work up in one of two ways (Parents would be responsible for the cost of additional instruction):

- a. Pass a comparable course in a local state-approved summer school
- b. Be tutored for 20 hours in the subject by a tutor approved by the Academy and pass a re-examination.

Grading Scale

The following is the approved grading scale for Grades 3 - 8. It has been correlated with the area public and private schools.

93 - 100	A	80 - 82	B-	68 - 69	D+
90 - 92	A-	78 - 79	C+	63 - 67	D
88 - 89	B+	73 - 77	C	60 - 62	D-
83 - 87	B	70 - 72	C-	Below 60	= Fail

Effort Grades : 1-Excellent 2-Above Average 3-Average 4-Needs to Improve 5-Poor

Summer Reading Program

The school has a summer reading program to maintain and to improve the reading skills of each student. Requirements for the summer reading program are sent home with the final report card packet in June. To encourage the maintenance of good reading habits and to expand the student's scope of literature, students in Grades 2 - 8 are required to read *one or more* books during the summer from a prescribed list issued by the Academy at the end of the school year. Students may also be required to complete projects related to the reading assignments.

Tutoring Policy

At times students may need academic help beyond the classroom setting, or the typical 'after school' help offered by faculty members. After consultation with the administration, faculty members may recommend individual or group tutoring, and put areas of specific need in a formal plan. Though West Bay Christian Academy's faculty is able to offer these services, parents may choose to seek any tutoring assistance of their choice.

Primary (K – Grade 2) and Elementary (Grades 3-5) Divisions

General Curriculum

Bible, reading, mathematics, spelling, language arts, social studies, science, penmanship, library skills, music, physical education, computers, art and Spanish are taught in primary and elementary grades.

Homework

The homework assignments for each teacher's program are given to reinforce concepts or to enrich the academic program. Average homework assignments take approximately:

Grades 1&2	10 - 20 minutes
Grades 3 & 4	20 - 40 minutes
Grade 5	40 - 60 minutes

Times will vary if the child does not make efficient use of time or as the curriculum necessitates. Parents are encouraged to send a note to the teacher if their child is habitually taking longer time than recommended to complete the homework assignments. Teachers will make every effort to coordinate projects and long-term assignments so that students are not over-extended with additional work. Projects count toward allotted homework 'time' in the specific subject area(s). Projects assigned during the school year are carefully timed to coordinate with other middle school activities. For any project during school vacation time, excluding summers, the student will be given a deadline that includes either the week before or after vacation week, in addition to the actual vacation time.

Report Cards

A written report will be given at the end of each trimester advising parents of social and personal growth, academic strengths and weaknesses, conduct and effort, and suggestions, if any, of how parents can reinforce teaching efforts. Letter grades will be given for the Elementary Division, Grade 3 through Grade 5 only. Each report is to be signed by a parent and returned to the Academy within a week. Written response comments on the report cards from parents are welcomed and encouraged.

Middle School (Grades 6-8) Division

General Curriculum

Bible, English, literature, social studies, mathematics, science, Spanish, library skills, physical education, health, art, music and computer literacy are taught in the Middle School grades.

Homework

Students have homework in all of their classes on a regular basis. The assignments given as homework are designed to develop initiative, responsibility and self-learning. Homework provides an opportunity to practice and apply concepts learned within the classroom. For the average student, homework assignments take approximately:

Grade 6	60 - 80 minutes
Grades 7&8	60 - 90 minutes

Times will vary if the child does not make efficient use of time, or as the curriculum necessitates. Parents are encouraged to send a note to the teacher if their child is habitually taking longer time than recommended to complete the homework assignments. Teachers will make every effort to coordinate projects and long-term assignments so that students are not over-extended with additional work. Projects count toward allotted homework 'time' in the specific subject area(s). Projects assigned during the school year are carefully timed to coordinate with other middle school activities. For any project during school vacation time, excluding summers, the student will be given a deadline that includes either the week before or after vacation week, in addition to the actual vacation time.

Parents should encourage students to utilize the entire block of homework time wisely by supplementing written assignment time with study and review time in preparation for upcoming quizzes and tests. Students who are excused early from school for sports or other activities must submit assignments due that day to their teachers before they leave school AND obtain the assignment for the next class.

General Standards for Written Work

Any written assignment completed on lined paper should conform to the following standards:

- Paper should be lined 8 1/2 x 11" or 8 x 10 1/2", loose-leaf, without ragged edges.
- One-inch margins are to be on both sides and bottom of the page.
- Only blue or black ink is to be used; pencil is only allowed in math.
- A complete heading is required consisting of:
 - Name - first and last in the upper left corner
 - Grade - under student's name
 - Date - in the upper right corner
 - Assignment - under the date
- Papers should be neat, clean and legible.
- Cursive writing is used exclusively in the Middle School for all submitted assignments, unless

stated otherwise or a special consideration is required.

- g. Papers displaying excessive spelling errors or poor penmanship must be rewritten.

Report Cards

A report card will be issued at the end of each trimester, advising parents of social and personal growth, academic strengths and weaknesses, conduct and effort indications, and suggestions for reinforcing study skills and teaching efforts. Each report is to be signed by a parent and returned within a week. Written response comments on the report cards from parents are welcomed and encouraged.

Tests and Examinations

- Tests - In each class, the teachers give oral and written tests on a routine basis. All tests are announced in advance to give students sufficient time to prepare. Oral and written quizzes are also given frequently as a useful tool in assisting and measuring the learning process. No more than two (2) tests may be given on any school day. For an unexcused absence, the test must be made up the day the student returns. For an excused absence, due to illness, with a doctor's note, the test will be made up according to the teacher's availability.
- Midterm and Final Exams are given in all academic classes and count for a major percentage of the trimester grade. They are important experiences and careful preparation is always needed. Any student absent during a final trimester exam must take the exam upon return to school. This may result in the student forfeiting participation in special on or off campus activities on that day.
- Students who communicate or cheat in any form during an examination, test or quiz will receive a zero.

Academic Plan Books

Academic plan books are used to record homework in each subject area. Each student will be given a planner on the first day of school. If a plan book is lost, a new one will be issued at the student's expense.

Advisor-advisee program

Each middle school student has a homeroom teacher who serves as an advisor. Students are encouraged to seek counsel from their advisors. The advisor is responsible for the general well being of the student in the whole school community and acts as the advisee's advocate, faculty representative and counselor. The advisor acts as a link of communication between a student's parents and the Academy. Advisors and advisees meet individually by mutual arrangement as frequently as needed. Parents may meet with any teacher by writing a note requesting an appointment.

Honor Roll

The Administrator's Honor Roll is determined at the end of each marking period. To receive recognition for honor work, the students must meet the following criteria:

High Honors

- a. Academic Work - Trimester Average: 93 and above
- b. Effort - Only 1's & 2's with no more than one "3" for effort (academics and specials' classes)
- c. Recommendation of the faculty

Honors

- a. Academic Work - Trimester Average: 85 - 92
- b. Effort - 1's & 2's with no more than one "3" for effort (academics and all specials' grades included)
- c. Recommendation of the faculty

Academic Probation

A student who is failing any academic subject as determined at the end of each trimester may be ineligible for sports, extra-curricular activities and clubs for the following trimester. This decision is made after a conference with the teachers and the administration. The Headmaster then informs the parents of the decision during a personal phone call or conference. In addition, students with an overall average of 69 or below at the end of a marking period may also be placed on academic probation until progress reports are issued the following trimester. As well as being ineligible for sports, extra-curricular activities and clubs, a student on academic probation must have a daily homework plan established by the teacher in conjunction with the parent. The teacher will provide the Headmaster with a copy of the written homework plan. This may include but is not limited to:

- a. completion of unfinished classroom assignments
- b. rewriting and reviewing notes
- c. reading ahead in the text
- d. reading a subject-related library book
- e. attendance in after-school study program (as determined by teacher)

Eighth Grade Class Trip

This class trip is held at the end of the third trimester of the school year, in culmination of the students' time at West Bay Christian Academy and in anticipation of Eighth Grade graduation. The class trip is an important part of the educational experience ~ it is considered a privilege to participate. Although attendance is expected, students must be in good standing, relative to their academics and conduct, as of the third trimester progress report, in order to participate.

Student Records

Guidelines

1. Parents are entitled to an explanation of their student's permanent school record.
2. Appointments must be made in advance by the parent in order to discuss a record, and in no case shall more than five- (5) school days elapse between the request and the appointment.
3. If a parent asks to personally examine some part of the school record, the examination must take place in the presence of the teacher or Headmaster so that an explanation may be provided.
4. Inquiries about reports from community agencies and professional practitioners outside the Academy should be directed to the sender of the report.
5. Parents who wish to question some entry in the school record may do so by submitting to the Administrator a written statement citing the part of the record in question and what change is being suggested. If the parent and the Headmaster cannot reach agreement on the request, the matter may be appealed in writing to the Education Committee of the Board of Trustees, with a copy of the letter submitted by the parents to the Head.
6. Information contained in the cumulative record of a student shall be available to any member of the professional staff who is working with the student.
7. Student records may never be removed from the Academy office.

Release of Student Information

1. Written parental consent must be obtained for releasing information to community agencies or professional personnel outside the school.
2. In situations involving immediate danger to the student (e.g. abuse, neglect, threatened suicide,) information may be shared with an appropriate agency.
3. Non-confidential school records such as grade level, academic progress, grades, attendance, health data, group test scores, and extra-curricular activities will be forwarded to the school to which the student transfers upon receipt of written consent of the parents.
4. If psychological reports and other material deemed confidential are requested, specific written consent of the parents is required.
5. The parent's consent to release a school record should be in writing, signed and dated by the person giving consent, and should include a specification of the records to be released and the name of the person to whom the records will be sent.
6. A copy of the consent to release should be included in the student's file.
7. No information shall be given in response to a telephone call without prior permission of a parent identifying the person calling as one who has a right to such information.
8. Report cards will only be released if the student's financial obligations have been met. Health records will be forwarded as requested by the parent.

Separated or Divorced Parents

1. Information regarding the student will be disclosed only to the parent who has legal custody, unless the parent grants permission to share the information with the other parent. The Academy must have release of information requests in writing.
2. If legal custody is not established the parent who enrolls the child in school and with whom the child resides is considered the person in official parental relation to the child for school purposes.

Discipline Policy

Philosophy

Discipline and its application at West Bay Christian Academy are grounded in scripture (Proverbs 12:1; 13:18; Ephesians 6:1-4; Hebrews 12). God has given parents the responsibility for the discipline of their children. WBCA parents have conferred this authority on teachers and the Headmaster during the school day and school activities.

Objectives

1. To develop and maintain a positive, safe, and respectful learning environment;
2. To foster student behavior patterns that will be helpful to the individual and to the school community in supporting and achieving the commonly held goals of spiritual, intellectual, physical and social development under the Lordship of Jesus Christ;
3. To correct any behavior that is determined by the administration to be disruptive or destructive to this community.

Policy Limits

Discipline "in loco parentis" (in place of parents) applies to students while they are on campus, when riding in Academy operated vehicles or attending Academy functions off campus. While other behaviors at other times or places are an individual and parental responsibility, behavior that impairs the testimony of the Academy cannot be ignored. The limits that are established in this policy might also be extended if student behavior impacts the Academy's reputation.

Discipline Model

All students are expected to observe reasonable behavior guidelines at all times. These guidelines are determined mutually by the administration, faculty and Board of Trustees, with specific direction from the Education Committee, which includes parents, faculty, board members and others. During student orientation at the beginning of each school year, the teachers and the Headmaster carefully review these guidelines with the students. The Headmaster will meet with any student who enrolls after the first week of the new school year to review these behavioral guidelines and expectations.

Behavioral Standards: Respect and Responsibility

Students are expected to demonstrate respectful behavior at all times. Faculty members may set specific guidelines within their individual classrooms, as it is the responsibility of each teacher to maintain a positive, safe, and respectful environment in the classroom. These guidelines reflect the encouragement of Christian values and associated attitudes and behaviors. All students are expected to:

1. Show reverence for those things considered sacred, i.e., the names of God, the Word of God, prayer, etc.;
2. Show respect for the rights of others to study and learn;
3. Show respect for self, peers and adults in every situation. This includes adults supervising recess and other Academy activities;
4. Refrain from using physical or verbal intimidation, aggression, and bullying behavior;
5. Obey those in authority, including all faculty, staff, and parent volunteers;
6. Avoid the use of vulgarity, obscenity and swearing;
7. Care for the property of the Academy and the property of others;
8. Demonstrate and accept full responsibility for personal behavior.

Regulations for Health, Safety and Welfare

1. Students should behave in a manner that is safe and respectful to others and the building/property.
2. Students are not to run indoors or in the parking lots.
3. Students are responsible to ensure that all litter be placed in appropriate receptacles.
4. Skateboards, roller blades and hardballs are not permitted on Academy property.
5. Playground equipment is to be used for its intended purpose in a manner that is safe both to the students using the equipment and those around them.
6. Students may not climb trees on Academy grounds.
7. Physical contact is not permitted as part of boy-girl relationships.
8. Students are not to throw sticks, rocks, snowballs, or any other potentially dangerous objects.
9. Students are not to leave the Academy property without permission.
10. The possession or use of controlled substances is not permitted.
11. The possession or use of weapons, or any such replicas, is not permitted
12. The use of any electronic games or video players is not permitted on school grounds—including school buses, parent vehicles that are used to transport students on field trips, athletic events, etc., and during Extended Day—unless the student has permission from a faculty member for an approved school project.
13. Students may have cell phones for communication with parents, but phones may not be turned on or used during school hours, during drop off or pick up, during an after-school activity or during Extended Day.

Disciplinary Interventions

Teachers use many means to encourage and recognize positive classroom behavior. The teacher is expected to establish a positive, safe and stimulating environment for learning and may use various, age-appropriate techniques to maintain classroom decorum. Should student behavior require additional attention, the following actions may be taken, in accordance with 1 Corinthians 10:31, Matthew 7:3-5, Matthew 18:15, and Matthew 5:23-24. Serious or chronic behaviors may be referred by the Headmaster to the Disciplinary Council, which is appointed by the Education Committee of the Board of Trustees and will be involved in hearing, evaluating and recommending consequences for certain cases.

1. Loss of part or all recess time or other "personal" time
2. Parent Notification
 - a. Either verbal or written communication may be sent to parents when a child has been disciplined in the classroom setting. Notification is at the discretion of the teacher or as agreed upon with the parent; or it may be part of a specific classroom discipline program.
 - b. When a student is sent to the Headmaster the parent may be contacted to inform the parent of the situation surrounding the discipline issue.
 - c. In response to persistent behavior problems, an Action Plan will be developed by the school, student, and parents. It may include a communication tool that will be signed by student and parent on a regular basis. If there is inadequate improvement in behavior, revisions to the Action Plan will be made to assist the student to behave in a manner that conforms to the WBCA standards.
3. Detention
 - a. Detention is given in response to inappropriate behavior, defined as behavior that is contrary to that explained in the Parent-Student Handbook.
 - b. Two detentions for behavior in one trimester will require the Headmaster to hold a

- conference with the student's parent and teacher(s).
- c. Homeroom teachers are responsible to track detentions and inform the Headmaster when a parent conference is necessary.
 - d. Detentions are served after school, at the discretion of the teacher and/or Headmaster.
4. Suspension
- Suspensions may be served at home or at school; this decision is at the discretion of the Headmaster. Suspensions are given for the following reasons:
- a. Three detentions for behavior issued in one trimester will result in a one-day suspension.
 - b. Four detentions for behavior issued in one trimester will result in a three-day suspension.
 - c. Suspensions may also be given for other inappropriate behavior at the discretion of the Headmaster after conferring with the teacher as needed. Once a decision has been made to suspend a student, the student will be detained in the Headmaster's office and the parent will be contacted. It will then be mutually determined at what time the student will be picked up and transported home by the parent.
 - d. In the case of a student being in possession of an illegal substance, the matter will be referred immediately to the local police and the student will be suspended for no fewer than five (5) school days. The case will also be referred to the Disciplinary Council, which will meet with the student and parents to determine the course of action. Consequences may include probation, exclusion, or expulsion.
5. Probation
- Probation may be imposed for up to one trimester in response to a serious behavior problem, persistent attitude problem or academic difficulties. Students on probation may be restricted from participation in extra-curricular activities, off campus field trips and/or class office. Individualized probationary interventions may be implemented by the headmaster in keeping with the severity of the infraction or upon recommendation of the disciplinary council. This may include various in-school restrictions and/or responsibilities that are designed to help the student demonstrate an understanding of the need to re-establish trust and responsible behavior. Students who are unresponsive by the end of the probationary period may be recommended by the administration to the Education Committee for exclusion OR for expulsion. The decision to exclude a student does not necessarily precipitate the decision to recommend a student to the Education Committee for expulsion.
6. Exclusion
- Exclusion is removal from the Academy for a period of time, not to exceed ten school days. It may be imposed for serious and/or chronic behavior problems after a hearing with the parents, the administration and the Disciplinary Council of the Education Committee.
7. Expulsion
- Expulsion is the permanent removal of a student from the Academy. It may be imposed for a single very serious behavior problem, or chronic behavior problems, after a formal hearing before the Education Committee of the Board of Trustees.

Uniform Dress Code

The Uniform Dress Code is distributed to all parents at the time of registration for new students and in the end of the year report card envelope for returning students. Uniform clothing is ordered through Donnelly's School Apparel, which is the Academy's official uniform supplier. Imitation uniform clothing should be an exact copy of Donnelly's items in color and style, although polo shirts and sweaters will not need to have the WBCA logo. All non-Donnelly's items must be solid color and may not have designs, emblems, stripes or hoods. Donnelly's shorts are the only permissible shorts to be worn during the months of September, October, April, May and June.

Chapel Uniform

Boys

- Pants – NAVY
- Oxford shirt – WHITE (tucked in)
- Socks – NAVY or WHITE
- Tie – any coordinating tie (except K)
- Belt – black or brown (except K & Grade 1)

Girls

- Jumper (K-5) or Pleated Skirt (MS)- NAVY
- Round collar (K-5) - WHITE
- Oxford blouse (MS) - WHITE
- Socks – WHITE OR NAVY
- Stockings (MS only) – FLESH TONE

Daily Uniform Code

- Jumper (K-5) or Pleated Skirt (MS) – NAVY
- Round collar blouse (K-5) or Oxford shirt (MS) – WHITE
- Pants or Donnelly's shorts – NAVY or KHAKI
- Polo shirt or turtleneck – NAVY or WHITE
- Knit Sweater – NAVY OR WHITE
- Fleece jacket or vest – NAVY
- WBCA sweatshirt or athletic jacket can be worn at anytime
- Socks or tights – NAVY or WHITE when worn with skirt or jumper
- Belt is required when pants or shorts are worn (except K & Grade 1)
- Casual/dress shoes with non-marking soles – no athletic shoes, sandals, or open toe

Gym Attire

- WBCA logo gym shorts, t-shirt, sweatpants, sweatshirt – any combination – worn all day
- Socks – NAVY or WHITE
- Sneakers may be worn on gym days only

For all Girls:

- Modest jewelry is permitted with the exception of pierced jewelry in any part of the body other than the ear. For safety during physical education classes, only post earrings are allowed.
- Make-up for girls, including eye make up and lipstick, is allowed but should always be natural in appearance. Face and/or eye glitter and harsh, dark eye, lipstick and nail colors are not permitted. Uniform skirts and jumpers should be no more than 2" above the knee.

For all Boys:

- Hair must be styled so it is above the top of a traditional collar and a part of the ear is showing.
- Extremes such as tails, spiked hair, etc. are not allowed. (Special note: Boys in need of haircuts will be given five days to comply.)
- Modest jewelry is permitted with the exception of earrings or pierced jewelry of any sort.

For all Students:

- "Fad" type jewelry, such as neck chains & neck ropes, large medallions, or excessive amounts of jewelry are unacceptable. Any jewelry deemed a distraction by the administration will not be allowed to be worn by students.
- No unnatural color hair dye is allowed.

Casual Day Attire

On specific days of the year, casual days are observed. On these days, students have the option of wearing clothing other than their school uniform. Clothing should always be clean and in good repair. Examples of acceptable clothing are: casual slacks, jeans, knee length shorts (worn during appropriate months), T-shirts that do not promote anything contrary to the Academy's Mission (athletic & team logos are acceptable), and polo shirts. Examples of unacceptable clothing are: sleeveless tops or "tank-tops" worn without a cover up, shorts above knee length, or flip flops. Students who do not comply with this code will lose a "casual day" opportunity or receive some other equitable penalty for non-compliance.

"Dress-Up Day" Attire

On a few special days during the school year, a "Dress-Up Day" is allowed. This means girls must wear modest length dresses or skirts/jumpers and blouses (no sleeveless tops without a cover up), and boys must wear dress slacks (no exterior pockets) and collared sport/dress shirts with coordinating ties. Students who do not comply with this code will lose a "casual day" opportunity or receive some other equitable penalty for non-compliance. Dress-up days are optional. Students may choose to dress in regular school uniforms.

Enforcement

Considering the clear communication regarding the uniform code and in fairness to the students who adhere to it, those students in violation will be given a written reminder noting the offense. The student is expected to:

- 1) Have the note signed by a parent and return it the next school day, and
- 2) Return on the next school day dressed in compliance with the uniform code.

Students who are found to be in violation of the uniform code may receive further disciplinary action as determined by the Headmaster. Parents will be informed the day of this decision by the administration.

Biblical Principles for Reconciliation

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church (higher authority)...” Matthew 18: 15-17

Procedures for Handling Disputed Issues

The most helpful principle to follow within a Christian school when handling complaints is found in the Bible - Matthew, Chapter 18. This should be the guiding principle for all members of the WBCA community--board members, administration, faculty, staff and parents--to maintain harmony and unity. Following these principles, families may be asked to come before the Personnel or Education Committee for resolution of various issues. Questions or concerns should always be handled courteously, politely, and promptly by communicating directly with the person(s) involved.

Example: A parent who has a concern regarding a faculty or staff member should speak first with that person.

1. The parent meets privately with the teacher to seek a resolution in a spirit of reconciliation.
2. The parent meets simultaneously with the teacher and the Headmaster to seek a resolution in a spirit of reconciliation.
3. The problem is presented to the Education Committee by the Headmaster, which then calls on the parties involved as seems warranted, all in a spirit of reconciliation.
4. The problem is presented to the entire Board of Trustees, which then calls upon the private parties involved as seems warranted, all in a spirit of reconciliation.

The following step is taken when a situation remains unresolved:

5. The person(s) unwilling to reconcile is(are) asked to voluntarily withdraw from the school community.

If a problem is brought to a Board member (higher level) before first going to the administration (lower level), OR to the administration (higher level) before first going to the teacher or parent involved (lower level), complaints will be referred to the appropriate individual(s).

Appendix A

NOTE: The instructions below are as of the publishing of this document. From time to time, more efficient procedures are implemented; if this happens, these instructions will be distributed to each family and made available on the website.

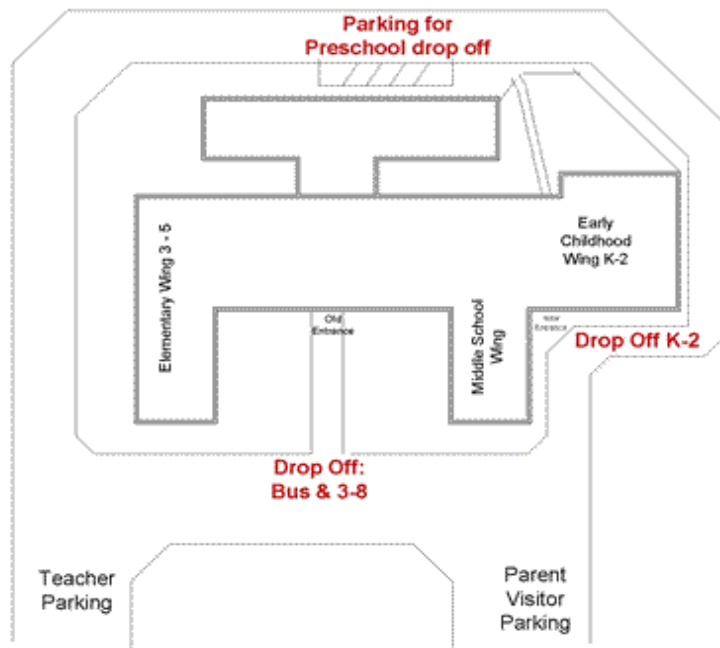
Procedure for Dropping Off Students in the Morning - (See map on Page 34)

1. All Buses will drop off students in the front of the building. Bus students will enter school through the OLD main entrance. Old Entrance will be locked after 8:15 AM. Late arrivals must enter through the NEW main entrance.
2. Parents should drop off all siblings at the youngest child's drop-off area.
3. Parents of PRESCHOOL children will drive around the new wing (to the right) and park in the designated parking area so they can walk their preschoolers into the classroom and sign them in.
4. Parents of students in Kindergarten, Grade 1, and Grade 2 will drop off children in front of the NEW main entrance. They should pull forward as far as possible (to the end of the wing) and move then on quickly after disembarking.
5. Parents of students in Grades 3 – 8 will drop off children in the front of the OLD main entrance. Students will then enter through the OLD main entrance. Old Entrance will be locked after 8:15 AM. Late arrivals must enter through the NEW main entrance.
6. If any parents wish to come into the building, please park in the Parent Parking area, which is the first parking area as you drive in. (If you are facing the building, this is the area closest to the “little red school house”.)
7. PLEASE REMEMBER: Do not pass school buses, even if they are in the driveway, when their “STOP” arm is out and lights are flashing.
8. When driving around the building, drop-off and pick-up is to be done in the LEFT lane only. The outside (RIGHT) lane is for traffic continuing around the building.
9. SPEED LIMIT: 5 MPH. Please observe this at all times.
10. NO CELL PHONE USE (or texting) while driving around the school. This is for the safety of YOUR children.

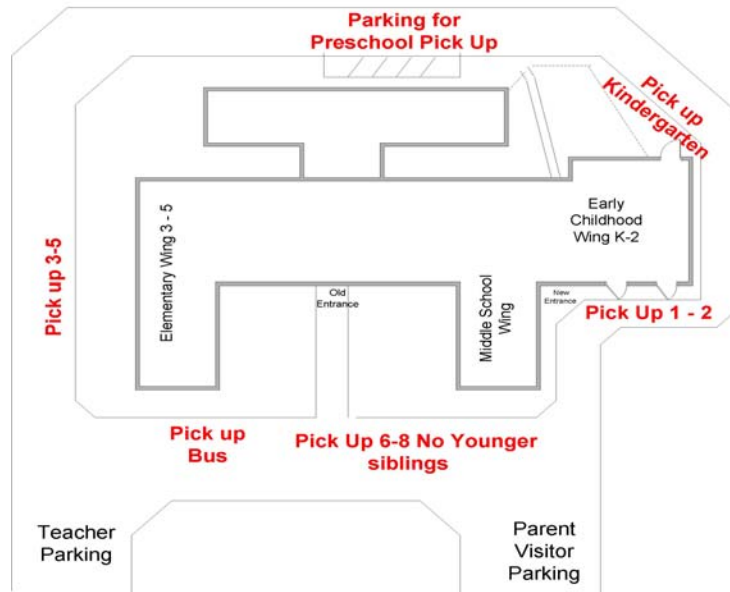
Procedure for Picking Up Children in the Afternoon (between 3:00 and 3:15 pm)
(See Map on Page 34)

1. All **Buses** will pick up bus students in front of the building from the Elementary wing door.
2. **Kindergarten, Grades 1 and 2** will be dismissed from their classrooms' outside doors. Parents of Kindergarteners should drive around the Early Childhood wing and pick up students behind the school. Students in grades 1 and 2 will be dismissed from the front of the new Early Childhood wing. Parents will drive along the curb, going as far forward as possible. Teachers will dismiss children through outside classroom doors when parent's car is stopped. If parents want to enter the building, they should park in the Parent Parking Area in the front of the school. Students with younger siblings should go to room of youngest sibling for dismissal.
3. Parents of **Grades 3 – 5** will drive around the building and pick up their children directly from their classrooms remaining with their car at all times. Students will be dismissed through their outside classroom doors. Students with younger siblings should go to room of youngest sibling for dismissal.
4. Parents of **Middle School** students with no younger siblings will pick up children in front of old entrance (behind the busses). Students with younger siblings should go to room of youngest sibling for dismissal.
5. Parents of **Preschool** students
 - a. For 11:30 AM pick up, parents will park front of the school and walk into the preschool to sign out their children;
 - b. For 3:00 PM pick up, parents will drive around behind the school and park in preschool parking area.
6. Students will be dismissed at 3:00 pm. If you are waiting in the pick-up line, please do not leave your cars. If parents need to come into the building, they should park in the Parent Parking Area in front of the building.
7. PLEASE REMEMBER: **Do not pass** school buses, even if they are in our driveway, when their "STOP" arm is out and lights are flashing.
8. When driving around the building, drop-off and pick-up is to be done in the LEFT lane only. The outside (RIGHT) lane is for traffic continuing around the building.
9. SPEED LIMIT: 5 MPH. Please observe this at all times.
10. NO CELL PHONE USE (or texting) while driving around the school. This is for the safety of YOUR children.

WBCA Morning Drop Off



WBCA Afternoon Pick up



**Confirmation of Reading and Accepting the
2009 - 2010 Parent/Student Handbook**

Please sign and return this affidavit by Friday, September 25, 2009.

We understand the importance of the policies stated in the Handbook, that it is our responsibility to become familiar with all material contained in the Handbook and to refer to this information as needs arise throughout the school year.

We also understand that the Administration and Faculty have made every effort to highlight revisions in this Handbook, in an effort to create a sense of teamwork, harmony, and community, working together for the best interest of our children.

As necessary, we understand that items needing additional attention during the school year will be highlighted in *The Bulletin*.

I/We have read the 2009 - 2010 Parent/Student Handbook and agree to accept the terms as stated.

_____	_____	_____
Parent/Legal Guardian	Date	Printed Name

_____	_____	_____
Parent/Legal Guardian	Date	Printed Name