

Dear Parents & Students,

Welcome to Westside Baptist Academy (WBA). It is our prayer that each student will grow spiritually and academically. As we run this race together this School Year let us remember the following challenge from scripture.

“Wherefore seeing we also are compassed about with so great a cloud of witnesses, let us lay aside every weight, and the sin which doth so easily beset us, and let us run with patience the race that is set before us, looking unto Jesus the author and finisher of our faith;” Heb 12:1 & 2

WBA strives to develop character and instill Godly values in our young people that will enable them to succeed spiritually and stand against ungodly influences. Our desire is that each young person will come to a saving knowledge of Jesus Christ and develop personal standards *based on the Word of God*.

We are **always available** to answer your questions concerning the policies of Westside Baptist Academy.

In Christ,

Rev. Richard D. Butts
Pastor & School Administrator
Office – 281-492-3448

Table of Contents

- I. Academic Information (3-5)
- II. Admissions (5-6)
- III. Financial Information (7-8)
- IV. Attendance (9-10)
- V. Conduct (11-12)
- VI. Discipline System (13)
- VII. School Regulations (13-14)
- VIII. Dress Code (14-17)
- IX. Policies and Procedures (17-22)
- X. Extra Curricular Activities (22)

I. ACADEMIC INFORMATION

Westside Baptist Academy is dedicated to providing quality academics and consistent character training in an atmosphere which supports the authority of the Home and the Local Church.

GRADING SYSTEM

100-90	A	79-70	C
89-80	B	69-60	D
		59 and below	F

Grades are determined through the use of standardized tests, teacher-made tests, daily class work, homework, and teacher observation.

HOMEWORK – Students will be given homework nearly every night. Students are required to complete all homework assignments. Students who do not complete their homework assignments will be given penalties such as extra work and sentences. It is the teacher’s decision to give a grade of zero for habitual late work. Homework is considered complete when it is finished and given to the teacher at the time it is due.

PROGRESS REPORTS AND REPORT CARDS

In order for parents to be aware of their child’s progress, students in grades one through twelve will receive progress reports four and one-half weeks into the nine week grading period. These reports will list the grade that has been earned and an explanation of areas which need improvements. Report cards are issued every nine weeks. Progress reports and report cards must be signed by parents and returned the next day to the teacher. All students will receive weekly folders showing their progress.

PROMOTION POLICY

Bible – A student is required to pass Bible to return to WBA.

Summer School – Failure of two or more subjects will result in automatic failure of the grade unless sufficient progress is made in summer school. A student must be making satisfactory progress as determined by the teacher and administrator in order to be promoted.

HIGH SCHOOL PROGRAM – Students will be advised concerning the subjects they should take. We encourage our graduates to attend Christian colleges with high moral and academic standards. Students should check with the college of their choice regarding entrance requirements and make course selections accordingly.

TRANSFER STUDENTS – Transfer students will be awarded credit for the courses they have completed and passed that correlate with the courses required at **WBA**.

GRADUATION REQUIREMENTS – Students graduating from **WBA** are expected to maintain a standard of living both **on** and **off** campus that will bring honor to the Lord and to the school. Academic records will be reviewed by the administration and the school board. No student entering a given year at **WBA** needing more than eight credits to graduate will be able to graduate that year.

HIGH SCHOOL DIPLOMA – Students must be enrolled at **Westside Baptist Academy** at least six months prior to the time of graduation and must have met the high school graduation requirements. A student must earn a minimum of twenty-two credits to graduate.

RECOMMENDED GRADUATION REQUIREMENTS –

English	4 credits	Economics	½ credit
Bible	4 credits	US Government	½ credit
Math	4 credits	Health	½ credit
Science	4 credits	Physical Education	1 credit
US History	1 credit	Electives	5 ½ credits
World History	1 credit		

TOTAL: 26 Credits

In cases where the student is passed conditionally and summer work is required, the diploma will be withheld until such work is completed. All work must be completed within sixty days after the anticipated graduation date.

High school students transferring to **WBA** are allowed to meet the Bible requirements through the selection of Bible courses which may be completed on an individual basis.

ACT OR SAT EXAMS – High school seniors will be need to take the ACT or SAT college entrance exam. The cost and scheduling of this test will be the responsibility of the student.

HONORS AND AWARDS – Various student achievements are recognized at award ceremonies as well as graduation.

II. ADMISSIONS

NONDISCRIMINATORY POLICY – **WBA** admits students of any race, national origin, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students of the school. The school does not discriminate on the basis of race, national origin, or ethnic origin in the administration of its educational policies, admissions policies, athletic programs, or other school-administered programs.

APPLICATION – Students apply or re-apply for admission each year. If we consider ourselves unable to adequately meet a student's needs, we may deny enrollment or re-enrollment based upon a student's past behavior or performance. *A **personal interview is required of all new and returning students.*** No new student will be accepted into **WBA** over the age of 19 years.

REPORT CARDS – Students entering second through twelfth grade must have report cards from the last grade completed or partial year in the case of a transfer student. Homeschool students must provide a record of their academic grades and progress in subjects they have completed from the previous years.

HEALTH RECORDS – All new students must turn in an up-to-date vaccination record.

PERSONAL TESTIMONY – Students in fourth through twelfth grade must give evidence of having received Jesus Christ as their personal Savior or be open to God's working in their spiritual life. Exceptions may be granted if one parent or guardian gives clear

evidence of salvation and the student is not opposed to the Gospel. Students must give testimony of their desire to attend **WBA** and maintain a good Christian testimony both **on** and **off** campus.

TESTING – Placement of students in first through eighth grades may be determined by testing. The cost for this testing will be the responsibility of the Parents of the Student.

ENGLISH – All students must have an adequate use of the English language. **If there** is a deficiency, there may need to be an additional requirement.

KINDERGARTEN – K-5 students must be five years old by September 30. (Exceptions can be made on a case by case basis)

ORIENTATION – Both parents are required to attend the orientation meeting, which is held the Tuesday prior to the first day of school at 7:00 P.M. The purpose of this meeting is to begin the year with open communication between parents and the school as we work together to provide the best education for your child. At least one parent is required to attend any other meetings that are held during the school year.

PARENTAL CONSENT FORM (Required before students start school)

PART I – This form is signed by the parents indicating their willingness to cooperate with the school’s policies regarding their child’s academic and character development. It gives permission for the student to go on field trips, gives **WBA** permission to forward the student’s records to other institutions of learning or places of employment, and states the parent’s agreement to make tuition payments and to pay all fees regularly and in a timely manner.

PART II – This medical form will accompany the students when participating in ball games, field trips, etc. Parents fill out these forms as a precaution to assure that their child will receive medical treatment in case of emergency. **This medical form must be notarized**; therefore, if there are any changes in your address, phone number, place of employment, insurance, etc., a new form must be completed with the new information.

III. FINANCIAL INFORMATION

(To see a full list of Fees please see our [Financial Information Page](#))

APPLICATION FEE (non-refundable) – If the school cancels a student’s reservation after the application has been processed, all but \$110.00 of the application fee will be refunded. Students apply or re-apply each year.

TUITION – Tuition is paid in ten monthly payments. Requests for special payment arrangements must be submitted in writing. Any special arrangements that have been agreed upon will be signed by both the administration and the parents. Payments are due on the fifteenth day of each month beginning August 15th, with the last payment due May 15th.

FAMILY DISCOUNTS – If the same parents have more than one child in the same household enrolled, there will be a discount for the second and third child in the family.

LATE PAYMENTS – Students whose accounts are thirty calendar days delinquent may be suspended from school until the account is paid in full or satisfactory arrangements are made. If tuition is not paid by the 25th day of the month, a \$20.00 late charge will be added. If the account goes unpaid for 30 days a 1% penalty will be added to your bill. If the account still is unpaid after 60 days than an additional 1% will be added to your account. All accounts must be current as of May 15th. It is the school policy to ask parents to withdraw their student(s) if the account is not current on May 15th.

RETURNED CHECK –Any returned checks will incur a 25.00 charge.

WITHDRAWAL – Tuition charges continue until the student is **officially** withdrawn by a written statement brought to the office. Students who leave after the beginning of a month are responsible for the entire month’s tuition. Notify the office in writing as soon as you know the withdrawal date. When student records are requested at the time of withdrawal, the account must be paid in full and the office must be allowed two full days to process the withdrawal form and two weeks to issue any required transcripts.

DAMAGED PROPERTY – Payment for books, equipment, or property damage by a student(s) is the responsibility of the parent. There will be a minimum charge of \$10.00.

PHYSICAL EDUCATION UNIFORM (K-12th grade) – The cost of one required uniform shirt is included in the gym fee. Any additional shirts must be purchased at the beginning of the school year.

NOMINAL EXPENSES – Electives such as choir, science, and ensemble at times requires additional expenses. Class parties may also have nominal costs depending on the activity. Field trips may have nominal cost depending on the activity.

MUSIC LESSONS – Private music lessons may be available. There is a separate cost for these lessons. Please see the office for further information.

TAX CONSIDERATIONS – **We do not give parents a contribution report for any tuition or fees because they are payments and do not qualify as a contribution.** Additionally, because we are a school and not a day care service, none of your tuition payments qualify for the child and dependent care credit. All fees you pay for the cost for care of your children are incidental to their schooling.

DONATIONS – There is often a need for new equipment during the year. If the Lord leads you to help with these costs, we would appreciate hearing from you. **Gifts designated for the school ministry are used solely for that purpose and are tax-deductible.**

IV. ATTENDANCE

Regular attendance is essential for students to learn responsibility and to be successful in school. Absences should only occur due to:

Personal illness	Recognized emergencies
Critical Sickness in immediate family	Approved school activities
Death in immediate family	Quarantine

A doctor's note is required for any office visit as well as any absences of more than two days.

ATTENDANCE REQUIREMENT – Students may not miss more than twenty-one days in order to be eligible for promotion. If a student misses more than twenty-one days and hospitalization has been a factor, the administration will review the student's academic records. High school students may not be given credit if they miss more than twelve days in a given semester.

HALF DAY ABSENCE – For attendance record keeping purposes the following policy is in effect. A student **arriving after 10:00 A.M.** or **leaving before 12:00 P.M.** will be counted absent for one-half day. Students without the appropriate note justifying the cause of absence will have this one-half day absence treated as if the absence is unexcused.

EXCUSED ABSENCE - An absence for reasons listed at the beginning of this section will be considered an excused absence. In order to justify an absence as excused, parents must provide a signed doctor's or parent's note. *This note **does not** modify the semester attendance/absence policy.*

UNEXCUSED ABSENCE – An unexcused absence is one that occurs for a reason not listed under attendance. If the absence is unexcused, the student will receive a zero for all work missed. The student will be responsible for discussing work missed with the teacher to see if a provision can be made for tests or quizzes missed.

ABSENCE DUE TO SPECIAL CIRCUMSTANCES – A parent may request a student to be excused for emergency situations by notifying the administrator prior to the date of absence. **In all**

such cases, prior approval is necessary. If permission is granted, the absence will be treated as an excused absence with all provisions applying. Family vacations and extended weekends are **not considered** an emergency, however, “once in a lifetime” opportunities will be considered on a case by case basis and must be requested **well in advance.**

DOCTOR/DENTIST APPOINTMENTS – All appointments **should be scheduled for after school or as late in the day as possible.** If the student must miss any part of the school day, then all non-emergency appointments should be planned through the office in advance. This allows plenty of time for the teacher and parent to make plans for the work to be made up in advance.

MAKE-UP WORK – Junior and senior high students are **expected to ask their teachers for the work to be made up.** If a student is absent for more than one day, parents should arrange to pick up the work.

EXTRA-CIRRICULAR ACTIVITIES – Any student that is either absent or suspended for the day may not participate in any school-related activities that day.

TARDIES – Parents are expected to assume responsibility to have their children at school on time. Students have the responsibility to be on time for class.

Students arriving after 8:00 A.M. and before 10:00 A.M. are tardy. Tardy students and their parent need to go directly to the school office. There is a required log for the parents to sign and provide the arrival time, student’s name, and the complete reason for tardiness. Even if a student is driving to school, they must log in with a signed note from the parent. Habitual tardiness is not acceptable. **After three unexcused tardies, a parent conference will automatically be scheduled to resolve reasons for tardiness.** Detention will be assigned.

SCHOOL CLOSING – Parents will be notified through our **New School Cast Program** if school is closed due to bad weather or some other emergency. If you are not contacted and you have any concerns please call Pastor Butts cell phone (832-573-7843)

V. Conduct

PERSONAL STANDARDS

Westside Baptist Academy desires that each student develop personal standards of conduct based upon such Biblical principles as submission to God, obedience to authority, concern for others, and a close walk with God. On the basis of these expectations and as a distinctly Christian school, **WBA** has set standards for its students designed to help them in developing their Christian testimony and in living lives which are above reproach. Therefore, students at **WBA** should not participate in the following: dancing, gambling, listening to rock, rap, R&B, country, or jazz music, possession and use of alcoholic beverages, tobacco, non-medical drugs, profanity, and obscenity in any form. Under no circumstances will questionable magazines or literature, pornography, or lewd materials be tolerated.

In order to remain above reproach and avoid the appearance of evil, no inappropriate physical contact between members of the opposite sex will be tolerated. Male and female students are not to be alone in any room or building at any time, including after school or school activities.

SCHOOL STANDARDS

Students should remember that attendance at Westside Baptist Academy is a privilege and not a right. Each student is expected to maintain the standards of **WBA** as well as do all within their power to encourage other students to maintain the standards. Any student who does not appear to be maintaining our behavior standards or the attitudes they seek to encourage may be asked to withdraw or be denied further enrollment even if no specific infraction has occurred.

It is the responsibility of each student, parent, and guardian to become well-informed concerning our regulations and policies. Ignorance cannot be used as an excuse for violations.

The administration reserves the right to treat each situation in the manner deemed best for the student's character development and

spiritual growth as well as for the overall welfare of our student body.

Disciplinary action has two major purposes: to help students develop godly character and to protect others from influences which are detrimental to their Christian growth and development.

PERSONAL RESPONSIBILITY

Westside Baptist Academy wants its students to feel a responsibility before God to protect the integrity and the testimony of the school. **WBA** expects the cooperation of its students in the development of respect and in the enforcement of the regulations. Any student who knows and suspects that any other student intends to violate any rule and does not attempt to check the violation will be dealt with by the administration.

Students who deliberately jeopardize the testimony and welfare of **WBA** will automatically expel themselves from the student body. Vandalism will not be tolerated. Students are responsible to provide full restitution for any damage they do to the school property or the property of others.

Westside Baptist Academy believes that students who manifest a disrespectful, disobedient, critical, bitter, or cynical spirit grieve the Holy Spirit. They become a disruptive force within the student body. It is school policy to deal firmly with such students. Proper respect and prompt obedience should be manifested at all times since students are accountable for their attitudes as well as their actions.

Dishonesty of any kind is not tolerated. A student who cheats places his school enrollment in jeopardy. Corrective action will be taken.

Plagiarism is academic dishonesty. It is the failure to give proper credit in the acceptable manner for the work of another. Work submitted by a student is expected to be his own work unless proper credit is given to the source. A student who plagiarizes will receive a zero for the work and corrective action will be taken.

VI. DISCIPLINE SYSTEM

For minor discipline problems, a student may be assigned a certain number of sentences to write, denied privileges, etc. Major or continual discipline problems will result in an *After School Detention* and or a Parent Conference. A **conduct note sent home should be a signal to the parents that the student is not responding** to a teacher's admonitions and is in need of the parent's help to rectify their behavior. If the situation does not improve a parental conference will be called to deal with the discipline situation. If they do not resolve the misbehavior or the student's behavior does not improve, then suspension or expulsion may be necessary. These last two options will be done with the prayerful consultation of Administration and Parents.

VII. SCHOOL REGULATIONS

HALL PASS – A hall pass is required when a student leaves the classroom unaccompanied by the teacher.

PROMPTNESS – Students must be on campus by 8:00 A.M. to be considered on time. If they are not here by the time we pledge the flag, they can be considered tardy. Cutting classes is not permitted. Failure to be prepared for class will result in extra work and possibly After School Detention. Continuing problems may result in a daily grade of zero.

CARE OF PROPERTY – All buildings, equipment, and property should be treated with respect.

- Place trash in proper receptacles
- Students should not change thermostat settings
- Close doors and quietly
- Students may not pick locks on doors or lockers
- Balls must not be thrown against walls, or inside buildings
- Students may not write on chalkboards/whiteboards except when doing assigned work
- Students may not chew gum on campus
- Fighting and or horseplay are not tolerated

LUNCHROOM PROCEDURES – There should be no throwing of food, loud noises, or disruptive conduct. Lunch boxes with

pictures of rock stars, movie stars, or undesirable television characters are not permitted. Plain lunch boxes are the best.

EARLY ARRIVALS – The school will not assume responsibility for students arriving before 7:45 A.M.

LATE PICKUPS – All students must be picked up by 3:15 P.M. After 3:20 P.M. a \$10/half hour per child will be charged to the student's account. Please contact the office in case of an emergency and we will work with you.

PHYSICAL EDUCATION – Students in physical education are expected to participate unless excused by a doctor's note. K-5th grade must wear their uniform t-shirt. 6th-12th grade students are expected to dress out in their complete uniforms.

VIII. DRESS CODE (www.Frenchtoast.com - Code: QS5HNPI)

A student's appearance either compliments or detracts from his Christian testimony. The way a student is dressed often affects his/her attitude toward what he/she is doing. Our students' appearances should be conservative, neat, and should reflect refinement. Activity Dress is for skating parties, sporting events, field days, and other activities as approved.

The administration reserves the right to determine acceptability of any items of clothing. No clothing should appear excessively worn (This includes stylish fraying or holes). All clothing should be evenly dyed with one consistent color throughout the article of clothing.

WBA strives to maintain a clear testimony of Holiness and Righteousness in all areas including our dress code. **All brands of clothing must match these standards as well.**

Students who violate the dress code are subject to being sent home or kept in the office while a parent is contacted. Time out of class or classes may be treated as an unexcused absence or an unexcused tardy depending on class time missed. It will be the student/s responsibility to find out what material was covered in class or classes missed and to be prepared for the following school day.

We request that Parents abide by our dress code, outside their cars on campus. We also ask that there be no smoking or loud music played in cars on campus. Thank you for your cooperation in these matters.

RULES FOR ALL STUDENTS – Students may not wear clothing with wording or pictures promoting other elementary or high school besides WBA, worldly music, movies, or television characters. Traditional cartoon characters such as Bugs Bunny, Mickey Mouse, Donald Duck, etc. are acceptable; however, the administration reserves the right to decide which words or pictures are acceptable.

Sunglasses/Hats/Hoodies/Coats may not be worn in classrooms or buildings.

BOYS

Ties – All students 6th grade and above must wear a tie and dress shirt for Chapel Days (Tuesday and Thursday). The tie is to be worn all day with the exception of Gym Class.

Pants, Shirts, Ties – All pants, shirts, and ties must match the dress code as found on the French Toast Website under the Westside Baptist Academy Section Only! **Belts must be worn** if the pants have belt loops. Suspenders may be worn but must be worn properly. Wearing “all black” and a purposed gangster/mafia look is not allowed.

Shirts must be tucked in and have a traditional collar. **Only the WBA logo may be displayed in the top left area of the shirt.**

Shoes – Dress shoes, Hush Puppies, loafers, etc. are acceptable. Tennis shoes may be worn in the elementary school but not in junior and senior high. Socks must be worn.

Hair – Hair must be neatly trimmed, tapered, and off the ears, eyebrows, and collar. Crew cuts should be tapered evenly over the whole head. Hairstyles with contrasting colors are not acceptable. Traditionally-styled conservative haircuts are required. Braided hair, dreadlocks, and sculpted designs in the hair are not acceptable.

Jewelry and Makeup – Watches and Class rings are the only acceptable jewelry for boys. Ears may not be pierced. Makeup and nail color are not acceptable. Rubber wristbands and bracelets are not acceptable.

Physical Education Uniform – Along with the required P.E. shirt, boys in grades sixth through twelfth must wear black sweat pants, full shorts to the knee, or wind pants, white socks, and tennis shoes. Boys in elementary school must wear the required P.E. shirt and must have tennis shoes. If students leave the school still wearing their P.E. clothing, they must be neatly groomed.

Activity Dress – Jeans that are neat, evenly dyed, and that are not torn nor tightly fitted are acceptable. P.E. Shirts may be worn. Shirts designed as undershirts, muscle shirts, or tank tops are not acceptable. Shirts must be tucked in. Tennis shoes may be worn but must be clean and neat.

GIRLS

Skirts and Dresses – Skirts and dresses must match the dress code as found on the French Toast Website under the Westside Baptist Academy Section Only!

Blouses and Shirts – All tops must be **loose fitting** and modest (including sweaters). They must match the dress code as found on the French Toast Website under the Westside Baptist Academy Section Only! All shirts or blouses must meet the “2 Inch Rule”. Tops worn over skirts should not be excessively long; otherwise they will need to be tucked into the skirt. All blouses and shirts **must** have sleeves. Only the WBA logo can be displayed in the top left area of the shirt. Wearing “all black” or a purposed gangster/mafia look is not allowed.

2 Inch Rule – All Shirt, blouse, and Dress necklines must be within 2 inches of the collar bone. If you have any questions please check with the School Office before wearing the garment.

Underclothing – If undergarments are visible through a blouse or dress, a full slip will be required. Elementary students must wear biking shorts/bloomers underneath their skirts.

Shoes – Tennis shoes may be worn in elementary school but not in junior and senior high school. Flip Flops are not acceptable for **any** grade, but dressy sandals are allowed. Junior and senior high school students should wear some sort of dress shoe. Heels are not to exceed two inches in height. Shoes must look nice. Non-matching socks and shoe laces is not allowed. If there are any questions, please ask the School Office before wearing the shoes.

Hair and Makeup – Hairstyles which look “punk”, masculine, or have contrasting colors are not acceptable. Nails may not be painted in neon, dark, or odd shades. Junior and senior high girls may wear makeup in moderation. Elementary girls may not wear facial makeup. Hats may be worn to and from school but not in buildings or during school.

Jewelry – Long or large dangling earrings are not to be worn. Earrings must match and be worn in both ears. Only stud earrings may be worn when participating in physical education or any athletic event.

Physical Education Uniform – Grades sixth through twelfth must have loose fitting, to the knee basketball shorts/culottes, school P.E. shirt, socks, and tennis shoes. Girls in elementary school must wear shorts under their skirts, PE shirt, and tennis shoes. If students leave the school wearing their P.E. clothing, they must be neatly groomed.

Activity Dress – Girls may wear jean skirts or culottes to the middle of the knee. P.E. shirts may be worn. Pants and blue jeans are not acceptable. **All former WBA students should honor our dress code at activities.**

IX. POLICIES AND PROCEDURES

CHURCH ATTENDANCE – One of our enrollment agreements is that parents as well as students must be in faithful attendance at a Bible-preaching, Doctrinally Sound church. **This requirement is not optional.** It is essential to the spiritual growth of each student. It is not acceptable to say that we don't have to be in a

church building to worship the Lord. The Bible states in Hebrews 10:25 *“not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much the more, as ye see the day approaching.”* Active participation in a local Bible-believing church is an essential ingredient for the spiritual success of the student and the family. We are a spiritually-based academic organization. This is not a legalistic requirement that you can never miss church. It is a heart-commitment we ask you to take seriously.

Conversation between Students in school should be in English. The use of other languages should be limited, so as not to cause divisions or “cliques”. Our school emphasizes fellowship on the basis of Christ, not on certain cultures or languages. Jokes and teasing based on race or culture is not acceptable.

ELECTRONIC EQUIPMENT, ETC. – MP3 players, cell phones, radios, electronic games, recorders, lighters, matches, games, toys, sports cards, playing cards, and other such items are not to be brought to school or taken on school trips. The faculty or administration must approve all educational electronic equipment. Cell phones and all MP3 players must be turned in to the teacher during school hours (7:45-3:20 P.M.). Students who abuse this policy will lose their privilege to bring such devices on campus.

ZERO TOLERANCE – Illegal drugs, controlled substances, alcoholic beverages, obscene or pornographic materials of any nature as we define it, knives, or any other weapons **are not tolerated.** Students possessing these items will be subject to being expelled. (An unloaded weapon is still considered a dangerous weapon and is not allowed.) Please do not send a kitchen knife for use at lunch. In the case of a student accidentally bringing a weapon to school, intent will only be a factor when the student is in the sixth grade or younger unless the student, upon realizing he/she has accidentally brought an item (such as a pocket knife), immediately turns it in to the office voluntarily. In the case of accidental possession of such an item by a junior or senior high student, the administration will make the final determination as to whether possession was accidental or not, based on the evidence.

SEARCH POLICY – We reserve the right to ask a student to reveal the contents of his/her locker, pockets, purse, backpack, automobile, desk, cell phone, MP3 player and person with or without cause. *If a physical body search is deemed necessary, a parent or guardian will be contacted and present at the School before the search will take place.*

PROBATION POLICY – Any former student may be readmitted but placed on academic or disciplinary probation for an appropriate period of time (first 9 weeks up to an entire year) as the situation dictates. (The administration may at any time place a student on probation or remove the probation.)

Academic probation - requires that the student be passing at least two-thirds of his academic classes.

Disciplinary probation - requires that the student adhere to our standard of conduct or be subject to immediate expulsion.

LOST AND FOUND – If an item is lost or found it should be turned in to the school office. Students have two weeks to claim the item from the office. *There will be a .25 charge.*

LUNCHES – Students are to bring their lunch to school. They may purchase soda, juice, candy, cookies, and chips at the snack shop. Students are not to share lunches or ask other students for food. Microwaves are not available to students.

OFFICE RECORDS – Notify the office immediately when changes are necessary in order to keep our records current and accurate.

TELEPHONE USE – The telephone may not be used between 7:45 A.M. and 3:20 P.M. by students unless an emergency exists. In such case, permission must be obtained from the School Office.

PARKING LOT – Student drivers must park their cars in the school parking lot only. **They may not return to their vehicles after arriving at school unless the office staff grants permission.**

STUDENT DRIVERS – All student drivers are required to have a valid driver’s license and insurance. Student drivers must fill out a driver’s permission form with any acceptable riders listed, including signatures from all students’ parents. A driver’s permission form must be on file in the school office. No student is permitted to ride with a student driver unless both students’ parents give permission. In such cases, written permission must be on file in the office from both the parents of the driver and the parents of the rider. Students who are not riding home with a student driver may not be in or around any student driver’s car.

GUESTS AT SCHOOL – Special permission must be obtained from the administrator at least one day before a student wishes to bring a guest to school. The guest must meet student dress code standards. Guests must not enter the buildings before securing permission and signing in the office.

Guest Badge – Guests will be given a guest badge to be worn while they are on campus. Guests should come to the office to return the badge and check out before leaving.

Students are not allowed to entertain guests on campus at random. This includes talking with outsiders at the fence, cars, or street.

ON CAMPUS POLICIES – Outsiders are not permitted to loiter on the grounds. Students who see anyone loitering or trying to talk with our students should report this to the office immediately.

CLOSED CAMPUS – Parents and all individuals/visitors are required to sign in to the Main Office. Entry is only allowed through the Main Front Doors! All visitors including Parents will have a copy of their license made and will be given a Guest Badge. Upon leaving they must return the badge to the office and sign out. This includes students leaving in the middle of the day for appointments. We have a closed campus policy for the protection of our students.

No one is allowed on campus under the influence of alcohol or drugs. Smoking is not permitted on campus.

FORMER STUDENTS AND GRADUATES – When attending ball games, visiting the campus, etc. former students and graduates are asked to honor the school dress code and standard of conduct.

SCHOOL TRIPS – Participation in school trips is a privilege. Students must have a good behavior record, at least a “C” average, and their financial account must be current.

Department on all trips should be that which would bring honor to the Lord and the school. Respect must be shown to all adult chaperones. If a student’s behavior is not acceptable, the parents may be called and the student sent home at the parent’s expense. Students are expected to remain with the group and are not to leave the buildings or designated areas without permission from the person in charge.

Students are expected to treat all vehicles with respect. No part of the body should be outside the window, and nothing should be thrown from the vehicle. Boys and girls must sit on separate seats in the vehicle. Students are to stay seated at all times when the vehicle is in motion.

CHANGE OF VEHICLES – Students must travel to and from an activity in the same vehicle. The **only exception** is if the student’s parents are present or they ride with another adult who has been approved by the administration. **In each case, the person in charge of the group must be notified.**

ILLNESS OR INJURY – Illness or injury must be reported to the supervisor of the trip. All serious injuries must be immediately reported to the school office.

YOUNGER CHILDREN – Elementary and pre-school children may not ride to ball games, etc. with their older brothers and sisters who are riding with the school group. Exception: Children or houseguests of staff members may ride in the vehicle if the staff member is present.

NOTES HOME – Notes will be sent home with the students to keep parents abreast of school programs and events. The students are required to return certain notes the next day with the parent’s

or guardian's signature. Students who fail to return notes should expect penalties.

1ST AND 3RD NINE-WEEK CONFERENCES – Upon completion of the first and third nine-week periods, a time is set aside for the parents to meet with the teachers and to pick up their child's report card. **This is a required meeting for all K-12 parents.**

TEACHER CONFERENCES – Conferences with teachers to discuss student problems should be scheduled in advance. These conferences will be held at the school during the week. Please do not expect teachers to discuss problems while classes are in session or while the teacher is on duty in the parking lot. No conferences should be attempted with teachers at church service times.

STUDENTS ASKED TO WITHDRAW OR NOT PERMITTED TO RETURN TO WBA:

Students who are asked to withdraw or are not permitted to return due to disciplinary measures may not visit the campus or attend school programs for a minimum of one calendar year. If they need to come to the school on business, they should go directly to the office and leave as soon as the business has been completed.

X. EXTRA CURRICULAR ACTIVITIES

PROGRAMS – During the year, students participate in various dramatic, choral, and instrumental programs. Students are expected to be in attendance and to participate faithfully until the program is completed. **Please look at the school calendar and mark program dates clearly so that there is no conflict.**

BIRTHDAY PARTIES – Cakes or cupcakes may be brought for the class to share at lunchtime. Please check with the teacher in advance when you wish to celebrate your child's birthday in this way.