

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.

XIII. EXTRA-CURRICULAR ACTIVITIES

PROGRAMS – During the year, students participate in various dramatic, choral, and instrumental programs. Students are **required to be in attendance** and to participate faithfully until the program is completed. Participation in the school programs is a major part of the students' grade for music. Please let your Pastor and church leaders know about your student calendar commitments. **Please 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.

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I. CALENDAR DATES

August

23 – Parent Orientation Meeting (7 PM)
24 – First Day of School (7:50 am)
24, 25, 26 – Special HS Chapel Services

September

5 – Labor Day (No School)
27 – Progress Reports
27 – Grandparents Day

October

3 – 7 – Spirit Week
7 – School Spirit Warrior Party
22 – WBC Fall Festival
25 – Fall Program (7:30 pm)
27 & 28 – Teacher In Service (No School)
31 – Report Cards
 * Parent/Teacher Conferences
 * All Parents Required to Attend

November

4-5 – Majesty Music Conference
6 – Daylight Savings Time Change
22 – Thanksgiving Celebration (Starts at 12:30 pm)
23 - 25 – Thanksgiving Break
29 – Teacher Decorating Party (3:30 pm)

December

2 – Progress Reports
20 – Class Christmas Parties
20 – Christmas Program (7:30 pm)
Dec 21 - Jan 3 – Christmas Break

*Wherefore take unto you the whole armour of God, that ye may be able to withstand in the evil day, and having done all, to stand.
~ Ephesians 6:13 ~*

January

3 – Professional Day – (No School)
4 – Classes Resume
16 & 17 – Mid Terms
20 – Report Cards
24 – Bowl-A-Thon Kick Off
27 – 100th Day of School

February

10 – In School Fine Arts Competition
14 – Valentine's Day Party
17 – WBA Bowl-A-Thon
21 – Progress Reports

March

1 – Early Enrollment Deadline
1 – Texas Independence Day
2 & 3 – MSAACS Jr. & Sr. High Competition
12 – Daylight Savings Time Change
13 - 17 – Spring Break (Tent. Senior Trip)
31 – Report Cards

April

7 – Early Dismissal (12:00 pm)
9 – Easter Sunday
17 - 19 – Standardized Achievement Testing

May

2 – Progress Reports
2 – Teacher Appreciation Day
12 – Spring Play (7:30 pm)
22 - 24 – Jr/Sr High Final Exams
23 – Kindergarten Graduation (7:30 pm)
25 – Early Dismissal (12 PM)
 Awards, Showcase & 12th Graduation (7 PM)
26 – Field Day
 Early Dismissal (12 PM)
 * Final Report Cards give at Friday dismissal

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

1. To discuss problems while classes are in session
2. 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 ARE 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.

XII. GUEST POLICY

GUESTS AT SCHOOL – Special permission must be obtained from the Administration at least one day before a student wishes to bring a guest to school. The guest must meet student dress code standards.

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.

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

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.**

GUEST LANYARDS – Guests must not enter the buildings before securing permission and signing into the office. Guests will be given a guest lanyard to be worn while they are on campus and are asked to return the lanyard upon leaving the campus.

SCHOOL TRIPS (cont'd) - Deportment 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 updated of school events. Students are required to return certain notes the next day with the parent's signature. Students who fail to return notes should expect penalties.*

NINE-WEEK CONFERENCES – Upon completion of the first nine-week period, 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.**

II. PURPOSE and GOALS

The Purpose:

Westside Baptist Academy is an extension of the Christian home and church in preparing young people for both time and eternity, so that these young people might be “conformed to the image of [Christ].”

The Academy Goals:

The WBA program is designed so that the students will:

1. **S**earch the Scriptures daily.
2. **T**hink, be independent, work and read.
3. **U**nderstand and know fundamental academics.
4. **D**evelop mentally, physically, and spiritually.
5. **E**xercise biblical masculinity and femininity.
6. **N**urture in and act upon Scriptural principles.
7. **T**reat one another with love, loyalty, honesty, and wisdom.
8. **S**hare the Gospel in the community and show Christlikeness.

The School's Blueprint:

The reason for having a church-sponsored Christian school is to obey the Scriptural imperatives of Deuteronomy 6:5-7a and Proverbs 22:6a:

“And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day shall be in thine heart; And thou shalt teach them diligently unto thy children...”

“Train up a child in the way he should go...”

Teaching is only the beginning of training. We intend to go beyond this. Our intent is that each student not only knows the precepts of Scripture but that they incorporate and practice them in their daily lives.

A Christian school is an extension of the Christian home and church in training young people for both time and eternity. The school staff and parents need to work closely in this training.

Attendance at Westside Baptist Academy is a privilege and not a right. The goal of WBA is not to reform, but to train Christian youth of different abilities, in the highest principles of Christian leadership, self-discipline, personal integrity and good citizenship. WBA stands without apology for the correctly taught biblical message of eternal salvation and the Bible standards of morality, modesty, and Christian behavior. The standards of the school are the same standards of Westside Baptist Church; and hopefully, these standards reinforce standards also present in the home.

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.

TELEPHONE USE – The telephone may not be used between 7:50 A.M. and 3:25 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.

CLOSED CAMPUS – We have a closed campus policy for the protection of our students. **Parents, please do not enter the classroom buildings without permission from the office.** You must wear a guest lanyard and return it when leaving the building before you sign out. All individuals/visitors are required to sign into 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 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. No one is allowed on campus under the influence of alcohol or drugs. Smoking is not permitted on campus.

SCHOOL TRIPS – Participation in school trips is a privilege. Students must have a good behavior record, meet appropriate academic qualifications, and their financial account must be current.

SELLING – Selling or promoting the sale of items which do not pertain to WBA is not permitted.

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.

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 – Anything placed in lockers or desks must be approved by the teacher. We reserve the right to ask a student to reveal the contents of his/her locker, pockets, purse, backpack, automobile, desk, cell phone, iPod, 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.

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 \$0.25 charge.*

III. ENROLLMENT PROCEDURE

NONDISCRIMINATORY POLICY – Westside Baptist Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to WBA students. We do not discriminate on the basis of sex (male/female), race, color, national, or ethnic origin in the administration of our educational policies and procedures, athletic, or other school-administered programs. We do, however, reserve the right to deny admission to any individual whose personal or family lifestyle is not in harmony with the distinctively spiritual mission and stated philosophy of Westside Baptist Church and Academy.

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 students and may be required of 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 in the case of a transfer student the partial year is acceptable. 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 health record. Returning students will be advised when additional immunizations are required.

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 – All new students will undergo assessment testing during the enrollment process. *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 October 1*. 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 each year)

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 ensure 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.

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

Leggings – Leggings are not allowed. Knee-high socks may be worn. Neutral tone panty hose and tights *are* allowed but no designs or patterns of any kind and must be solid.

Activity Dress – Girls may wear jean skirts or culottes that come to the bottom of the knee while sitting or standing. P.E. shirts may be worn. P.E. style shorts that are full, feminine, and modest may also be worn. Pants and blue jeans are not acceptable.

XI. 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 do not 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 – Conversation between students in school should be in English. The use of other languages should be limited. **Jokes and teasing based on race or culture is not acceptable.** Students should always use respectful language towards all teachers and fellow students.

ELECTRONIC EQUIPMENT, ETC. – **iWatches (smart watches)**, iPods, cell phones, electronic games, recorders, lighters, matches, games, toys, sports cards, playing cards, fidget spinners, 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 electronic devices, including iWatches (smartwatches) must be turned into the office when you first arrive at school. Students who abuse this policy will lose their privilege to bring such devices on campus.

need to be tucked into the skirt. All blouses and shirts **must** have sleeves. Polos are not to be layered with long sleeve shirts underneath.

Underclothing – Undergarments should not be visible through the outer clothing. If undergarments are visible through a blouse or dress, a camisole and/or half-slip will be required.

Shoes – Tennis shoes may be worn in elementary school but not in junior and senior high school. While Flip-flops are not acceptable for any grade, dressy sandals are allowed for all female students. 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 shoelaces are not allowed.

Hair – Hairstyles should be unmistakably feminine and neatly groomed. Drastic changes to hair color are not acceptable.

Makeup – Elementary girls may not wear facial makeup. Junior and senior high girls may wear makeup **in moderation**. Makeup should be in **neutral colors that match the skin tone**. The best makeup is a smile. 😊

Nails – Nail polish may be worn and if worn must be in **natural colors** such as pink, white, or red with all the nails painted in the same color. Excessively bright, dark, or unnatural colors are not permitted. Decals and glittery polish are allowed as long as they are conservative. ***Fingernails should not be longer than a quarter inch past the fingertip.***

Jewelry – Earrings must match and be worn in both ears. For safety reasons, long or large dangling earrings are not to be worn. While participating in physical education or any athletic event, all earrings must be removed, or studs taped over. **Ankle bracelets** are not acceptable.

Physical Education Uniform – All female students must wear the school approved P.E. culottes, school P.E. shirt, athletic socks, and tennis shoes. **Culottes will be checked the first day of school.** If students leave the school wearing their P.E. clothing, they must be neatly groomed.

IV. 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	69-60	D
89-80	B	59 and below	
79-70	C		

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

HOMEWORK - Any materials sent home requiring parent signatures must be returned the next day. 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 – All students will receive weekly folders showing their progress. In order for parents to be aware of their child's progress, students in grades Kindergarten 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 improvement. 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.

PROMOTION POLICY

BIBLE – *Students are 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 spiritual 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. This includes, but is not limited to, *social media usage such as Facebook, Twitter, etc.* 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.

RECOMMENDED GRADUATION REQUIREMENTS

Bible	4 credits
English	4 credits
Math	4 credits
Science	4 credits
Social Studies	4 credits
Foreign Language	2 credits
Electives	4 credits
P.E.	(1/4 credit p. yr.)
Art	(1/4 credit p. yr.)
Choir	(1/4 credit p. yr.)
Computers	(1/4 credit p. yr.)
Ensemble	(1/4 credit p. yr.)
Orchestra	(1/4 credit p. yr.)
Speech	(1/4 credit p. yr.)
26 Total Credits	

Hair – Hair styles should be unmistakably masculine. Hair must be neatly **trimmed, tapered, and off the ears, eyebrows, and collar.** Hair should blend throughout. Crew cuts should be **tapered evenly** over the whole head. Do not choose a style that has a **bowl cut** around the top of the head and **shaved on the sides.** Mohawks, shaving your head bald, braided hair, dreadlocks, and sculpted designs in the hair are not acceptable. Also, excessively curly and mop type hairstyles or hair with contrasting colors 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. Young men are not to wear necklaces, chains, or bracelets/wristbands.

Physical Education Uniform – Along with the required P.E. shirt, boys in grades sixth through twelfth must wear either loose black sweatpants, **full shorts to the knee**, or wind pants as well as athletic socks, and tennis shoes. Boys in elementary school must wear the required P.E. shirt with black shorts 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. clothes 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 DRESS CODE:

Skirts and Dresses – All Skirts and dresses must be **full, modest, and come to the bottom of the knee** when sitting or standing. Slits in the front and back must be below the knee.

Blouses and Shirts – All tops, including sweaters, must be **loose fitting** and modest. Form fitting tops do not meet the modesty standard that we are seeking to achieve. 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”** of the collarbone. Zipper tops are not allowed. Tops worn over skirts should not be excessively long; otherwise, they will

- *Sunglasses/hats/hoodies/coats may not be worn in classrooms or buildings.*
- No clothing should appear excessively worn which *includes stylish fraying or holes.*
- All clothing should be evenly dyed with one consistent color throughout the article of clothing. All brands of clothing must match these standards.
- **Rubber wristbands are not to be worn.**
- Students are **not permitted to write on their hands.**

*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 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 classes missed and to be prepared for the following school day.

If you are unsure if a garment/item is acceptable, please check with the school office before wearing the garment/item.

BOYS DRESS CODE:

Ties – All students 6th grade and above must wear a tie and dress shirt for **chapel days**. The tie is to be worn until the end of the lunch hour. All ties must match the dress code and should either be *black, burgundy, grey or combination of the three*. The tie should not be worn loose or hanging part way down.

Pants and Shirts – All pants and shirts 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 and must be worn properly. Shirts must be tucked in and have a traditional collar.

Shoes – Business casual, Hush Puppies® and loafers are acceptable. Tennis shoes or shoes with color designs that have the appearance of a tennis shoe are not acceptable for the junior and senior high school. Tennis shoes may be worn in the elementary school. Argyle or solid, conservative, dark, and matching socks must be worn. **No-show socks** are not acceptable. White socks in high school are for P.E. only.

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 ninety 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.

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.

DUAL CREDIT ENROLLMENT – Westside Baptist Academy has a comprehensive K-12th grade program that equips and trains our students to be excellent ambassadors for Jesus Christ. Because our program is designed to be completed in its entirety, we as an Academy have chosen not to accept dual enrollment credits from junior colleges or other institutions of higher learning. The purpose of this is two-fold: to ensure that our graduates have maintained their academic integrity, and to promote the spiritual learning environment that we prioritize so highly.

ACT OR SAT EXAMS – High school seniors will 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 at graduation.

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

APPLICATION FEE – If the school cancels a student's reservation after the application has been processed, all but \$135.00 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 more than one child in the same household is enrolled, there will be a discount for the second and third child in the household.

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. 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 – Returned checks incur a **\$25.00 charge**.

WITHDRAWAL – Parents are responsible *for tuition through the current semester of withdrawal or expulsion*. Students are officially withdrawn when a written statement is brought to the office. 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 one full week to process the withdrawal form and one month to issue any requested transcripts to other educational institutions.

JR./SR. HIGH LOCKERS/HOOKS – Students in Jr./Sr. High will be assigned a locker space to keep their books when they are not being used. Hooks are for coats, lunches, PE uniforms, and empty book bags only. Students should not hang heavy items on the hooks as the hooks may break. **Large book bags are not to be carried into the classroom.** Students may carry enough books for only the next one or two classes and should leave the rest of their books in their lockers.

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

*All pants, shirts, skirts, blouses, and ties must match the dress code as found on the **French Toast website under the Westside Baptist Academy section only.***

WBA strives to maintain a clear testimony of holiness and righteousness in all areas including our dress code. 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.

The administration reserves the right to decide what is and is not acceptable. The following guidelines apply to all students:

- **Students are expected to remain in dress code until they are off campus.**
- Our students' appearances should be conservative, neat, and reflect refinement.
- Students may not wear clothing with wording, pictures promoting other elementary, high school, or colleges besides WBA.
- Only the WBA logo can be displayed in the top left area of shirts.
- **Wearing all black** or a purposed gangster/mafia look is not allowed. We are to represent the light of Christ.
- Any clothing, backpacks, lunch boxes, notebooks, etc. with worldly music, movies, or television characters are not acceptable except for the traditional cartoon characters such as Bugs Bunny, Mickey Mouse, Donald Duck, etc.

CLASSROOM CONDUCT:

- No activities are to be carried on in the classroom not directly related to the learning of prescribed instruction, unless the student has earned the privilege.
- **No chewing gum** may be brought to school or to school activities. Cough drops, mints, etc. may be used with special permission.
- Students are **not to doodle** in the schoolbooks, class notes or homework.
- Students are to take their Bibles to all Bible, devotional, chapel, and special meetings.

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 quietly.
- Students may not pick locks on doors or lockers.
- Balls must not be thrown against walls, or inside building.
- 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.
- Students are *not to touch the trip button* on water fountains.

LUNCHROOM PROCEDURES – Students are to bring their lunches to school. Lunch boxes with pictures of rock stars, movie stars, or undesirable television characters are not permitted. Plain lunch boxes are the best. *Microwaves and refrigerators are not available to students.*

Students may purchase soda, juice, candy, cookies, and chips at the snack shop. Students are not to share lunches or ask other students for food. There should be no throwing of food, loud noises, or disruptive conduct.

PHYSICAL EDUCATION – Students in physical education are expected to participate unless excused by a doctor's note. **All students** are expected to dress out in their complete uniforms.

DAMAGED PROPERTY – Payment for books, equipment, or property damage by a student is the responsibility of the parent. There will be a minimum charge of \$20.00.

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. *Culottes for girls must be purchased by the parent from Modest Apparel.*

NOMINAL EXPENSES – Electives such as choir, art, and ensemble at times require additional expenses. Class parties and field trips may also have nominal costs depending on the activity. Participation in athletic programs may require additional expenses throughout the course of the season.

MUSIC LESSONS – Private music lessons may be available. There is a separate cost for these lessons that is paid directly to the instructor. 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 to the school 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.

VI. ATTENDANCE

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

- Personal illness
- Critical sickness in immediate family
- Death in immediate family
- Recognized emergencies
- Approved school activities
- 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.

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 parent's note. A doctor's note will be required for absences longer than two days. *This note **does not** modify the semester attendance/absence policy.*

HALF DAY ABSENCE – For attendance record keeping purposes the following policy is in effect. A student **arriving after 9:00 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.

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

VIII. DISCIPLINE SYSTEM

Minor discipline problems, a student may be assigned a certain number of sentences to write, denied privileges or be given a teacher-directed project to complete.

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.

IX. SCHOOL REGULATIONS

HALL PASS – A hall pass is required when a student leaves the classroom unaccompanied by the teacher. Students are not permitted to communicate in the halls during school hours or in classes without permission.

PROMPTNESS – Students must be on campus by 7:50 A.M. for flag raising to be considered on time. If they are not here by that time, they are considered late. Cutting classes is not permitted. Failure to be prepared for class will have consequences. Continuing problems may result in a daily grade of zero.

EARLY ARRIVALS – The school office will be open from 7:40 am until 3:30 pm. – The school will not assume responsibility for students arriving before 7:40 A.M.

LATE PICKUPS – **All students must be picked up by 3:25 P.M.** Please contact the office in case of an emergency and we will work with you. Excessive late pick ups will prompt a meeting with the administrator to help resolve the situation.

If your child comes home complaining about a policy or disciplinary matter please ...

1. Give the staff the benefit of the doubt.
2. Realize that this complaining is usually emotionally based, without all of the information.
3. Realize that WBA has reasons for rules and that the staff endeavors to enforce them without partiality.
4. Support the administration and call the school office if you have any questions.

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; failure to give proper credit in the acceptable manner for the work of another, even if you change a few words. Work submitted by a student is expected to be his own work. Resist the temptation to cut and paste unless the intent is to give proper credit to someone else's work. A student who plagiarizes will receive a reduced grade for the work and strong corrective action will be taken.

GOING TO WORK WITH PARENTS – Students will not be excused for company workdays or career days, except for their junior and senior years if they are genuinely looking into that career.

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. Spending time with relatives coming through town is not excused. Desire to spend a special day with your student will not qualify as an excused absence. Family vacations and extended weekends are **not considered** a special circumstance. 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.

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

FINE ARTS PARTICIPATION – Fine Arts is a vital part of preparing a well-rounded student. It develops talents and prepares them for a broader future serving the Lord. ***All students are required to participate in our In-School Fine Arts Competition.*** *All students K5-6th grades are required to memorize an approved poem or reading for competition.

**Students in the 6th-12th grades are required to participate in and attend the regional competition.

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.

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 7:50 A.M. and before 9:00 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.** Detentions may be assigned.

SCHOOL CLOSING – In the event of school closings due to bad weather or some other emergency, parents can verify this by using the following ordered list:

1. Parents will receive an email and text through Schoolcast
2. By checking our Facebook page
3. Contacting your child's teacher
4. Contacting Pastor Butts (832) 573-7843 (Only after 1, 2 & 3)

VII. STANDARD OF CONDUCT

Westside Baptist Academy Pledge of Student Conduct:

Realizing that my attitudes, conversation, and behavior reflect on the Lord Jesus Christ as well as the character of my home, church, and Westside Baptist Academy, I will strive to abide by the standards of conduct listed below.

Furthermore, I accept the Bible as God's Holy Word and submit myself to its principles as final authority (2 Timothy 3:16).

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. Based on these expectations and as a distinctively Christ-centered 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, rhythm and blues, 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. Social media pages and posts (Facebook, Twitter, Instagram, ect.) must be above reproach and reflect our mission of training excellent ambassadors of Jesus Christ.*

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. Nor are students to be fraternizing exclusively with the same people, but rather show kindness to all.

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 we seek to encourage may be asked to withdraw or be denied further enrollment even if no specific infraction has occurred.

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. Students must at all times conduct themselves in a manner becoming Christians. Only words which glorify the Lord may be used. **Gripping is not tolerated. Constructive criticism presented in an attitude of humility is welcomed.**