

2021-2022

STUDENT HANDBOOK



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Welcome to Wilton Baptist Academy!

We are thrilled to partner with you in the education of your student. It is a tremendous responsibility that we do not take lightly. In this new COVID 19 culture, we also will do our best to ensure safety for each student.

We are not a perfect school. There are no perfect schools. We strive to live out our school motto: *"Do all to the glory of God,"* as 1 Corinthians 10:31 instructs. We are actively working toward the goal of "Excellent Expectations in Education."

As a parent, please know that what you and your student put into the schoolwork is what you will get out. If you give 100 percent effort, your student will learn and grow. If "school is a hassle" and "homework is a bother," then your time will not be as productive as it could have been.

The goal is not necessarily good grades. The purpose of education is to prepare a life for serving the Lord. Also, we hope to develop students for a lifetime of learning. Not every student is an A+ student, but every student should put forth an A+ effort.

Also, the school can only reinforce the Christian life that you practice in your home. We encourage, exemplify, and give a place for your student to practice the life skills that you, as the parent, teach. Your faithfulness to God and church services is vital.

This handbook was written so you could read short sections and sign it. In this digital format, please read and make your notes of reading. We may or may not have a hard copy for you when school starts.

Thank you, and may God bless your spiritual and educational pursuits at WBA!

Pastor Steve Harkness

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WILTON BAPTIST ACADEMY HANDBOOK

Wilton Baptist Academy is a ministry of Wilton Baptist Church. An establishment since 2006, the Academy has existed to encourage and assist families who are committed to fulfilling their Biblical admonition to rear their children in the nurture and admonition of the Lord.

PHILOSOPHY OF EDUCATION

Wilton Baptist Church and Wilton Baptist Academy believe that God mandates Christian education. The Bible is replete with passages that make God's mind known to us concerning the education of our youth. The home is the primary training center. God has provided the church to carry out His Great Commission, which involves teaching and training (Deuteronomy 6:1-25). The Christian School was designed to assist and help the parent fulfill their Christian education mandate.

Parents are entrusted with the principle task of rearing their children in the home. The Christian school, through the auspices of the local church, is charged with the responsibility of assisting parents with the task of providing academic education to their children. The Christian school is to help reinforce in the life of each young person the Biblical values taught in the home. The school does not replace the parent, but rather is designed to work along with the parent (Matthew 28:19-20; Ephesians 6:1-4).

We believe that God has instructed us to make Him known to our children so that a godly generation of young people will rise knowing God - "and that the generation to come might know God and set their hopes in Him" (Psalm 78:1-7).

STATEMENT OF FAITH

Wilton Baptist Academy, as a ministry of Wilton Baptist Church, believes and teaches the doctrines of the Christian faith as embraced by the historical, biblical, Baptist position.

We believe in the divine inspiration of the Scriptures, the triune God, the fallen nature of man and his just condemnation, salvation by grace through faith, the gift of God, the necessity of repentance and faith wrought by the Holy Spirit, the glorious display of God's purpose and grace, the progressive work of sanctification, the keeping power of God, the harmony of the law and the gospel, the ordinances of baptism by immersion and the observance of the Lord's Supper, the devout celebration of the first day of the week, the honoring of civil government, the resurrection of the righteous to eternal life and the unsaved to eternal damnation, and the imminent, personal, pre-tribulation, pre-millennial return of our Lord and Savior Jesus Christ.

Wilton Baptist Academy believes in the verbal, plenary inspiration of the Bible. Only the King James Version is used in the pulpit and for classroom instruction.

MISSION AND PURPOSE

Wilton Baptist Academy is a ministry of Wilton Baptist Church. It serves as an extension of the Christian home in educating children for the glory of God. Godly teachers teach our children the principles of God's Word to be "an example of the believer in word, in conversation, in charity, in spirit, in faith, and purity." Ultimately, our mission is to train Christian young people for a lifetime of Christian service.

The purpose of Wilton Baptist Academy is to present all truths from the superior viewpoint of faith in Jesus Christ and to teach our children with God's perspective. Keeping in mind that all knowledge, understanding, and wisdom come from God, we see that all education becomes a revelation of God and that no academic subject can be adequately understood apart from that

revelation.

Therefore, there are three main ingredients in education: knowledge, understanding, and wisdom. Knowledge is the discovery of fact, principle, or concept. It grows from the simple to the complex and involves all academic subjects. Understanding is the ability to evaluate the facts. Wisdom, the most precious of all, is the ability to make judgments in light of that understanding – the ability to put the facts to use in the daily situations that arise in our lives. The Bible refers to these ingredients of education as treasures, and all three of these treasures come from God and God alone (Proverbs 2:1-6).

The Bible teaches in Luke 2:52, "Jesus increased in wisdom and stature and favor with God and man." Our Lord has provided us with His salvation to accept and His example to follow. Therefore, Wilton Baptist Academy seeks to develop the total person in the following areas:

Spiritual

- ✓ To lead the student to accept God's gift of eternal life through faith in Jesus Christ alone as Savior.
- ✓ To develop attitudes and values consistent with the teaching of the Scriptures.
- ✓ To instill personal responsibility to God for individual behavior. (John 3:16; Romans 12:1-2; Colossians 3:1- 2; I Corinthians 6:19-20).
- ✓ To help students find and follow God's will for their lives.
- ✓ To help students develop a knowledge of and love for God's Word, which results in obedience to it.
- ✓ To help students learn to enjoy their relationship with God.
- ✓ To help students become imitators of our Divine example, the Lord Jesus Christ.
- ✓ To help students develop spiritual discernment and character.
- ✓ To produce students who manifest the fruit of the Spirit in their daily lives.
- ✓ To produce students who fulfill their responsibility of reaching the lost with the gospel of Christ.
- ✓ To instill in the students a love for God's church.

Mental

- ✓ To impart to students a command of common knowledge and necessary skills.
- ✓ To help students develop the ability to analyze, think, reason, and make correct decisions.
- ✓ To produce students who will live a mentally disciplined life rather than a feeling-oriented life.
- ✓ To provide academic excellence (2 Timothy 2:15). Since God's Word is the source of truth, all subject matter is taught in light of the Scripture (John 17:7; Colossians 6:19-20).
- ✓ To challenge students to develop their talents and abilities for the glory of God, not-self.
- ✓ To build a foundation for furthering education.

Emotional

- ✓ To help students understand that they are "fearfully and wonderfully made."
- ✓ To teach students how to adjust to the various adverse circumstances that may confront them in life.
- ✓ To produce students who have unwavering faith in God's presence, power, and provision.
- ✓ To develop a love for God first and then others.

Physical

- ✓ Since God created man a tri-partite being (body, soul, and Spirit) and realizing that for the Christian, his body is the residence of God the Holy Spirit, the school stresses the development and care of the body (I Corinthians 6:19-20).
- ✓ Wholesome forms of recreation and exercise are encouraged. (I Timothy 4:8).
- ✓ Personal cleanliness and proper grooming are emphasized.
- ✓ Dress consistent with Biblical standards is expected. (Romans 12:1-2; I Timothy 2:9).
- ✓ Appropriate friendships and relationships between boys and girls are stressed (2 Timothy 2:22).

Social

- ✓ To help students understand their Scriptural responsibilities in the home and public.

- ✓ To help students learn respect for people, property, rights, opinions, and feelings of others.
- ✓ To teach patriotism (Romans 13:1-4).
- ✓ To teach students the importance of working together to accomplish a goal.
- ✓ To produce students who can conduct themselves appropriately in any given situation.

ADMINISTRATION

Dr. Steven Harness, *Pastor of Wilton Baptist Church, Administrator*

Pastor Rob Newcome, *Principal*

Mr. Yufan Huang, *Board Member*

Mr. Ben Burhans, *Board Member*

Mr. Fred Bensen, *Board Member*

Mr. Bob Petrie, *Board Member & Financial Director*

FACULTY

Academy teachers are devoted Christians who serve faithfully in Wilton Baptist Church. Academy support staff/proctors are faithful members of either WBC or their independent Baptist local church.

AFFILIATIONS

Wilton Baptist Academy is a non-registered member of the American Association of Christian Schools (AACCS) and an approved member of the New York Association of Christian Schools (NYACS). The Academy is recognized by the State Department of Education and the New York Association of Christian Schools as a bona fide Christian academy meeting all the required standards of an educational institution.

CURRICULUM

Wilton Baptist Academy uses the A BEKA curriculum for all classes and supplements with appropriate resources as deemed necessary by the school administration. The curriculum for all grades is structured so that the students will receive training in all academic subjects required by the State of New York. The program of Wilton Baptist Academy places a strong emphasis on academic fundamentals. All subjects are taught in light of biblical truth. Social development is encouraged through the teaching of good manners, high moral standards, respect for parents and authority, and patriotism.

ADMISSIONS

Wilton Baptist Academy is open to members of Wilton Baptist Church and other invited, like-minded churches. Wilton Baptist Academy makes no distinction in the admission of students based on race, gender, nationality, or ethnic origin. As a private, Christian institution, admission to Wilton Baptist Academy is a privilege rather than a right. This privilege may be forfeited should a student fail to meet his responsibilities. All students will be re-evaluated after the 6th, 8th, and 10th grades to determine their future status. Each student and his family must be fully supportive of the goals of the Academy.

Academy Administration reserves the right to establish and maintain standards for student conduct, dress, and scholarship. Students are expected to make acceptable progress both spiritually and academically, to abide by the school rules and guidelines, and to conduct themselves in a manner consistent with the policies and practices as established by the Administration. Students who consistently violate the letter and spirit of rules and guidelines will be subject to dismissal from school.

Admissions Requirements / School Policy

1. A child must have reached his 4th or 5th birthday before December 31st to

enroll in the school's respective K4/K5 program. Students who do not meet this requirement will be taken on a case-by-case basis and will need to fulfill the requirements of early admittance. K4 and K5 students must be "potty" trained prior to entrance in the school. Evidence to the contrary after admission may result in dismissal from the school's program until such time as the student is "potty" trained.

2. Every student who is enrolled in the school must have the following records and information on file with the school before actual attendance:
 - Birth Certificate
 - Academic Record (if applicable)
 - Updated Immunization Record, Physical Exam Report
 - Medical Aid & Release Form
 - Signed Handbook Agreement
 - Student Application
 - Statement of Cooperation
 - Pastoral Recommendation (Other than WBC)
3. Because Wilton Baptist Academy was established to assist the families of Wilton Baptist Church, who are sincere and committed to rearing their children in godly and righteous standards, parental commitment to Biblical training is a requirement for your child's admission. The child's primary teacher and example is the parent; the primary function of Wilton Baptist Church and Academy is to assist the parents in that endeavor.
4. The primary requirements for student admission are that the child's parents (at least one) are active members of Wilton Baptist Church or are faithful members of like-minded churches who have been invited to WBA (Close Enrollment). Parents and child(ren) are expected to attend two church services each week and any special meetings throughout the year. Additionally, with the low tuition cost for enrollment, families are expected to give their tithes and offerings faithfully to the local church in which their membership is active.
5. Entertainment: Students are not to participate in activities or venues that are not consistent with a Christ-honoring testimony. Examples include, but not be confined to, attendance at rock, contemporary "Christian", or

country music concerts. Students in leadership are to listen to and view those things that would honor Jesus.

6. Wilton Baptist Academy is a distinctly Christian school. We are neither a remedial school nor a reform school. Students with IEP's or special needs are considered on a case-by-case basis.
7. Wilton Baptist Academy reserves the right to place each child on the academic level for which we deem him/her to be best suited and on the high school level according to credits earned. New students will be required to take an entrance exam to assist in the proper placement of the student within the academic structure of Wilton Baptist Academy.

State Health Requirements for Admission

- **Physical Exam** – all new entrants: Kindergarten, 1st, 2nd, 4th, and 10th grades and sports participants.
- **Immunizations** – oral polio, DPT, measles, mumps, rubella, chickenpox (Students are exempted from these immunizations provided a physician statement of medical exemption is on file.)
- **Scoliosis Screening** – all students between the ages of 8-16.

Testing

Applicants to Wilton Baptist Academy in grades 1 - 11 may be given age-appropriate ability and achievement examinations to evaluate the student's capabilities. All students, 1st Grade through 11th Grade, are administered the Iowa Achievement Test each spring under the auspices of the American Association of Christian Schools. Student scores are included in the AACCS national testing program as well as in the national norms.

Change of Address or Telephone Number

Families should inform the office promptly of any change of address or telephone number.



Read to this point on _____
(Date)

ACADEMIC REQUIREMENTS

Promotion/Retention

All promotions to the next grade level are dependent upon the successful completion of schoolwork at the previous grade level. The school's "automatic retention" policy is as follows:

Kindergarten – no kindergarten student is retained due to academics

Grade 1 – the student is retained if he fails reading

Grade 2 – the student is retained if he fails reading and math

Grade 3-6 – the student is retained if he fails two or more of the following subjects: reading, math, spelling or grammar

Grades 7-8 – the student is retained if he fails two or more of the four core academic subjects: English, history, science or math

Grades 9-12 – placement is determined as follows:

9 th Grade	completed 8 th Grade
10 th Grade	must have accumulated 5 credits
11 th Grade	must have accumulated 10 credits
12 th Grade	must have accumulated 16 credits

Elementary students will not be promoted if they fail two core subjects (language, math, or reading) or if they fail one core subject and earn a "70" in the other two core subjects. Students who fail one core subject and make a grade higher than a "70" in at least one of the other core subjects may be promoted but must submit to Academy-approved tutoring in the failed subject. Tutoring must include a minimum of 12 hours of instructional time, after which the student must pass a proficiency test in the subject for the appropriate grade level. Students in grades 6-8 must pass all major subjects (Bible, English/language, math, science, and history) for the year to be promoted to the next Grade. Students who fail one or more of these subjects must complete an approved summer school course or tutoring schedule in the deficient subject(s).

The "Retention by Parental Agreement" policy relates to the four core subject areas (English, history, science, and math) as follows:

The student is passing all subjects with a "70" average or is passing 3

subjects with a "70" average and is failing one subject; or, the parents agree, after consultation with the teacher and the Principal, it is to the student's benefit to repeat the Grade.

In such cases where the student is retained, the school shall do the following:

- Restrict retention to one year (Students needing to be retained a second year will not be readmitted).
- Issue a "possible retention" notification to the parents after the first semester.
- Consult other criteria (if available) when reaching a final decision (i.e., Other faculty observations, achievement tests, ability tests, outside resources, etc.).

Graduation Requirements

To graduate from Wilton Baptist Academy, a student must have accumulated 18 credits in grades 9 – 12 plus 1 credit in Bible for each year that the student is enrolled at Wilton Baptist Academy. No credit is given for a failing grade. The Principal will notify parents and students at the end of the academic year of their accumulated credits. A proposed schedule of classes will be set up for the next school year, offering the necessary course credits for the student to continue studies at Wilton Baptist Academy.

Summer School

Students failing any course(s) may be required to take summer school before they are allowed to continue at Wilton Baptist Academy.

Study Halls

Study Halls should have a silent, academic atmosphere, marked by consideration for others. This is not free time.

Report Cards

Report cards are issued at the end of each nine-week grading period.

Special Classes

Classes such as art, library, music, and physical education may be conducted at Wilton Baptist Academy. Limitations to our school's programs warrant us to rely on volunteer teachers for some of these special classes. Faculty may also teach the courses.

Course/Class Policy

- ✓ Requests for a student to graduate ahead of their class will be considered only in exceptional situations.
- ✓ Students must carry a minimum of six classes each year.
- ✓ Students may add a class within two weeks after classes begin. Students may drop a class within four weeks after classes start. After the fourth week of the semester, students are responsible for completing all course work for the semester.
- ✓ All courses must be taken and passed in sequence. Failure in a sequential or required course will require the student to pass the course in summer school, through correspondence work, or by repeating it during the following school year.
- ✓ A maximum of one unit per year of summer school or correspondence work can be accepted. Students may not substitute summer school or correspondence work for a class that can be accommodated in their regular schedule. The Administration must approve all course work. The Academy reserves the right to supplement any summer school or correspondence work submitted for credit.
- ✓ The total number of credits required for graduation must be earned while in attendance in grades nine through twelve. High school courses completed before 9th Grade shall be noted on the student's high school transcript and recognized for placement in the next sequential level of the subject (but will not be included for credit in terms of required units and will not be included in the student's cumulative GPA).
- ✓ In addition to fulfilling the unit and attendance requirements, students must take the Iowa Achievement Test (IAT) and the PSAT/NMSQT (10th or 11th Grade) and SAT (11th Grade). (Please see website: www.collegereadiness.collegeboard.org).
- ✓ High school classification is determined by the accumulation of the following number of credits:

<u>UNITS</u>	<u>GRADE</u>
0-5	9 th
6-11	10 th
12-17	11 th
18+	12 th

Homework

Homework is one of the critical cornerstones of Wilton Baptist Academy's academics. Students in every Grade will have homework to help reinforce principles that were covered during the school day or in preparation for topics yet to be discussed. Homework is the responsibility of the student; however, parents are encouraged to be actively involved in every aspect of their child's education. General guidelines for all written work are given below. For individual grades or subjects, teachers may provide more specific directions.

1. All work must be completed as specified by the teacher.
2. All work is to include the student's name, class, and date, as instructed by the teacher. All work must be neat and legible.
3. Students in grades 4-12 should use blue or black ink unless the teacher specifies otherwise. Homework accounts for ten percent of grades. Homework notebooks must be signed every day by at least one parent (K4-6th Grade).

Awards and Recognition

The school has an award system that includes many areas of school life. Recognition will be given to those students demonstrating Christian character, most improved effort, and highest average.

1. The Pastor's Award

Wilton Baptist Academy's highest honor is given to a graduating senior at the Commencement Exercises of the school who meets the following criteria: Christian testimony, character, leadership, and scholarship. The student must generally exemplify the Biblical standards and ideals upon which Wilton Baptist Academy was founded and still stands. This award is not automatically given to a graduating senior.

2. Valedictorian/Salutatorian

Senior high students competing for the valedictorian and salutatorian awards must have completed the requirements for the college preparatory track, and they must have earned at least one-half of their total high school units (or attended two full years) at Wilton

Baptist Academy. Students graduating with a cumulative high school GPA of 3.33 or greater will be recognized for honors.

TRANSCRIPT POLICY

Official transcripts will be sent to schools or colleges with a written request. Seniors are allowed to obtain free transcripts for two years, including their senior year. Twelve months after graduation, a \$20.00 transcript fee is required with each request for a transcript. Please allow 14 days to process transcript requests.

ATTENDANCE POLICY

Arriving at School

The school day begins promptly at 8:10 AM. Students should start arriving at 8:00 AM. This will give each student time to put away belongings and prepare for school. At 8:10 AM, classes begin, and the main entrance doors are locked. Students arriving after 8:10 AM should proceed to the office, sign in, and receive a tardy slip. No student will be admitted to class without a tardy slip.

Child Pick Up

The academic school day ends at Noon for K4/K5 (Optional childcare until 3:00 PM), and 3:00 PM for grades 1-12. If a parent/guardian is going to be more than 10 minutes late picking up a student, please notify the school office. Only a guardian or a person authorized by the guardian may pick up a student.

Absences

In the case of an absence, the office should be contacted as early in the day as possible. Excused absences or excused tardiness will be granted for the following reasons:

- ✓ Doctor/Dental Appointment *(should be made after school hours when possible)*
- ✓ Funeral
- ✓ Local Disaster
- ✓ Personal Illness or Emergency

Absent students have one full day to make up missed work. If a student is going to miss school, a parent may request that his work be left at the school

office for pick up no earlier than 3:00 PM (Unless otherwise agreed upon). Picking up a student's work does not begin the make-up day. It starts the day the student returns to class.

Days missed due to late registration (except in the case of transfer), or late financial payments are excused but will be considered days absent and will be included in the total number of absences permitted for the semester. Attendance is required of all students unless prevented by illness or another emergency. Absent students must present a written and sufficiently detailed note from a parent or guardian upon returning to school for the school office to determine whether or not the absence is excusable. If a student is absent and under a doctor's care, a doctor's note should be submitted. A consecutive absence of five days or more will require a doctor's note. One day of grace will be given in case the excuse has been forgotten. Parents will be contacted if the explanation has not been sent in at that time. The school is required by law to keep accurate attendance records and must have parental cooperation. Excused absences will allow the student two days for every day absent in which to make up work missed. The Administration reserves the right to decide whether the student's absence or tardiness is excusable.

Absence for necessary family trips and college visitation may be excused at the discretion of the Administration if prior arrangements are made with the Administration. Students are to notify the school office and their teacher at least three school days before the absence.

An unexcused absence may, at the discretion of the Administration, result in the student receiving a 25% grade reduction for all make-up work submitted. Under these circumstances, a student will be allowed one day to make up the work for each day absent. Work not done within this reasonable time limit will receive a zero grade. High school students who cut class will be subject to disciplinary action and receive a grade of zero for all work, including homework, quizzes, tests, papers, etc.

If the total number of a student's absences exceeds 30 days (excused, unexcused, and tardiness), the matter will be referred to the School Board for consideration of not granting credit for the year's work. Parents will be notified when such absences exceed 20.

In the case of an extended absence, it is the parent's responsibility to see that arrangements are made through the school for supplemental or homebound instruction.

A student is tardy to school if he/she is not in class when it begins at 8:10 AM. Three unexcused tardies constitute one absence. An unexcused tardy would be oversleeping, missed the bus, stopped for breakfast, ran out of gas, etc.

HEALTH AND MEDICINE

Communicable Disease Policy

While it is not the intent of Wilton Baptist Academy to discriminate against any child, a safe learning environment must be provided for the students. This includes protecting students from exposure to infectious diseases. In the best interests of both the sick and the well-child, it is the policy of Wilton Baptist Academy not to accept students who have been diagnosed as carrying an infectious or potentially lethal disease.

Children who have infectious diseases should remain at home for the recommended periods, which are as follows:

Measles	4 days from onset of the rash
Strep Throat/Scarlet Fever	24 hours after antibiotics have been started and a physician's note
German Measles (3 days)	4 days from the appearance of the rash
Chicken Pox	7 days after the first blisters appear
Mumps	9 days or until all swelling has disappeared
Conjunctivitis (Pink Eye)	24 hours after the start of antibiotics
Impetigo	Until lesions have healed or with a physician's note
Head Lice	Until free from nits
Ringworm	Until treatment has begun
Scabies	Until treatment takes effect
Shigellosis	24 hours after treatment with antibiotics
Coxsackie Viral Infection (Hand, Foot, & Mouth Disease)	Until the fever is gone and the child feels well
COVID 19	14 days quarantine and testing

(Please follow physician's instructions.)

Medical Aid

Wilton Baptist Academy does not have a school nurse on the premises. We are only able to provide simple first aid to students who need immediate but minor medical attention. When a student needs more assistance than what the school can administer, the parent will be notified, and the student will be kept under watch care until the parent arrives or other arrangements have been made. If the illness is very severe or other emergencies arise that require immediate additional medical attention, the student may be taken by private vehicle to the nearest hospital or urgent care facility. An ambulance will be called in extreme emergencies. Complete emergency medical information must be on file with the school at the time of the student's enrollment.

It is essential for you to inform the school if your child has allergies, physical limitations not easily recognized, or other unusual illnesses or conditions that require special attention by the classroom teacher or the school. A child who has any of the following symptoms should be kept home: fever, headache, diarrhea, vomiting, sore throat, rash, severe cold, or body aches. These are often forerunners of many different illnesses that can be easily spread in a classroom.

Administration of Medicine

The school does not permit children of any age to carry any medication. All medication (including over-the-counter) is to be taken to the school office and will be dispensed according to the doctor's orders. Medicines should be labeled appropriately with the student's name, dosage amounts, and times to be given. A "Medication Policy" form must be completed and turned in to the school office for any kinds of medication to be administered. This form is in the admissions packet and available in the school office.

Insurance

Wilton Baptist Academy's insurance policy provides "in excess" coverage to students for accidents suffered during school hours. Parents must submit claims to their provider initially. Those charges not covered by parental insurance are then sent to the school insurance provider.

Accidents

Injuries incurred on the campus or during an Academy-sponsored activity should be reported immediately to the Academy personnel responsible for supervision. An accident report should be filled out on the same day. Information requested by an insurance company may be obtained through the school office.

CAMPUS GUIDELINES

Closed Campus Policy

Wilton Baptist Academy is a "closed campus." Students are to stay on the school grounds and in the building proper from the time that they arrive until they are picked up at the end of the school day. Students are only to be out-of-doors while under teacher supervision or unless leaving the premises with parental permission and guidance.

Visitors on Campus

Students may bring guests to school, providing that they obtain prior approval from the Principal (with the purpose of interest in the school, not social reasons.) Upon entering the building, visitors are to report to the school office, where they will receive a visitor's pass and be introduced to the Principal. Visitors are not to loiter on school property. Any visitor may be asked to leave the school when his/her behavior becomes disruptive, or he/she violates school standards, or for any reason deemed necessary by the Administration.

Parents are always welcome at Wilton Baptist Academy. When visiting the school, parents must report to the school office and obtain a visitor's pass. Parents should not go directly to their child's classroom. Should a parent need to see their child, the school secretary, or other school personnel will bring the student to the office. Should a parent need to speak to their child's teacher, an appointment should be made in advance for a mutually agreeable time other than during the regular school day. (i.e., before or after school.)

SCHOOL CLOSINGS AND DELAYS

Inclement weather or other emergency circumstances sometimes will force the cancellation or delay of classes for the day. In the morning before school begins, announcements to this effect will be made on significant area radio, television, and our WBA Facebook page by 6:30 AM. Incidents occurring during the school day will also be announced over the radio, television, and internet. If necessary, parents may be called.



Read to this point on _____
(Date)

SCHOOL DRESS CODE

Biblical Standard of Dress and Appearance

The principles given in the Scriptures teach that in appearance and grooming, the Christian must reflect specific Biblical standards (I Corinthians 10:31; 11:1-16; 14:40; I Timothy 2:9-10; I Peter 3:1-7). Our outward appearance is a reflection of our hearts and mind. Through our clothes, hairstyles, make-up, and cleanliness, we either draw attention to ourselves or magnify the Lord.

Since Wilton Baptist Academy serves families from many different backgrounds, it is only natural that there will be differences in dress and grooming customs. To maintain consistency, all students are expected to meet the standards that follow. Students are not to strive for the bare minimum requirements, but to learn to grow in godliness in their choices.

Our dress code is designed to teach young people an "outward adornment" that reflects the inner beauty of the Lord Jesus Christ. It enhances the development of a "meek and quiet spirit, which is in the sight of God a great price" (I Peter 3:3-4).

The three Biblical principles underlying all standards of dress and grooming are: modesty, identification, and occasion. Modesty applies not only to common decency but to the matter of calling undue attention to oneself as well. If the clothing calls too much attention to the body, it is an inappropriate dress for the Christian. The dress and grooming of our students should be appropriate in all aspects of modesty. Identification is how one can determine the gender of another by the distinction of the clothing being worn. The occasion is dressing correctly for the event or circumstance. For example, one may wear slacks or dress for church and wear a PE uniform for sports.

General Appearance Guidelines

While at school, student dress will be governed by the Academy Uniform Policy. (Please see Uniform Policy on separate paper). Students are to be neatly and appropriately dressed for all Academy-sponsored activities. Students violating the dress code at school or other events may, at the discretion of the Administration, be asked to leave campus until their appearance meets Academy standards. Parents and guests of students are expected to comply with the rules of modest dress exemplified by the Academy dress code (skirts or dresses for ladies, pants for men) while participating in Academy activities or attending Academy functions.

Gender-Specific Guidelines

Young Men

- See the School Uniform Guidelines sheet for specific dress guidelines.
- Haircuts are to be traditional and masculine, cut off at the collar and ears, and tapered in the back and sides. Hair must fall at least 1" above the eyebrow. Sideburns may be no longer than the middle of the ear. No facial hair is permitted. No "faddish" styles, perms, or hair coloring are allowed. Mustaches and beards are not allowed. Boys will be cleanly shaven at all times.
- The following items are not permitted on the young men at any time

during class hours: hats, bracelets, earrings, nose rings, tattoos, or necklaces. School rings and watches are permitted.

Young Ladies

- See the School Uniform Guidelines sheet for specific dress guidelines.
- Make-up may be worn conservatively in grades 7-12 only.
- Jewelry must be conservative in both quantity and style. Earrings should be no more than one inch in length or width. No more than one earring may be worn in each ear (in earlobe only). No more than two rings may be worn on the one hand. No ankle bracelets, toe rings, body piercings, nose rings, or "noisy" jewelry is permitted.
- Hairstyles must be conservative and consistent with a traditionally feminine appearance. Hair coloring is not allowed without prior consent from the Administration. No hair color should be of unnatural color. (I.e., blue or pink, etc.)
- The length of a skirt, dress, shorts, or culottes should be no shorter than the bottom of the kneecap, whether the student is standing, walking, bending, or sitting.
- Proper, age-appropriate undergarments must be worn at all times.

Dress Code Notes

- Only the top button on uniform tops may be unfastened.
- All shoelaces are to be tied.
- No hats may be worn inside the building.
- Navy sweaters and fleeces or solid color hoodies may be worn for warmth (no words or images).

Since fads change continually, the Administration reserves the right to address the appropriateness of such trends as they arise. If a parent has questions, they should not hesitate to contact the Academy office.

GUIDELINES FOR EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities and participants should exemplify the spirit and guidelines of the Academy.

Leadership Commitment

Students who are involved in extra-curricular activities (such as sports teams) are expected to provide the student body with strong spiritual leadership. Participants are expected to demonstrate a higher level of commitment than that required of the general student population in the following aspects:

Church attendance - Leader students are to attend 2 weekly services and attend all special meetings at Wilton Baptist Church or the church of their parent's active membership.

Ministry involvement - Leader students, are to serve in a local church ministry. (Nursery, visitation, Sunday school worker, choir, bus, etc.)

Conduct - Leader students are to be exemplary in their behavior at school.

The need for excessive discipline for more pressing matters may affect a student's privilege to participate in extra-curricular activities.

Dress - Leader students are expected to dress consistently appropriately and modestly. This would include Sunday dress for Academy meetings and programs as well as for all church meetings.

School attendance - Students may not participate in extra-curricular activities on a day for which they have been charged with an unexcused absence. In the case of illness, a student must have checked in before 9:30 AM to be eligible to participate. Any student checking out before 3:00 PM due to illness is not eligible to participate on that day.

Academic Excellence - Students involved in extra-curricular activities must maintain no less than a cumulative (semester) 2.0-grade point average without failing any subjects that they are presently taking. Grades will be checked at three-week intervals beginning with the completion of the third week of school. Any student failing to maintain eligibility will become ineligible to participate in extra-curricular activities for not less than two weeks, after which grades may be checked weekly to determine eligibility. Suspension from participation will begin on the Monday following the grade check, and the student may return to participation on the first Monday of eligibility following the two-week suspension.

Travel Procedures for Extra-curricular Activities

Students involved in extra-curricular activities will travel on school-approved transportation to and from the activities unless the Administration, the appropriate sponsor, and the parent/guardian agree upon other arrangements. Students must wear school-approved attire. Detailed travel

procedures will be explained and implemented by supervising personnel.

FINANCIAL POLICY

God should be supremely honored in our time, talents, and treasures. Proverbs 3:9 says, "*Honour the LORD with thy substance and with the first fruits of all thine increase.*" Scripture is clear that before our resources flow from our hands to anywhere else, a portion should go to Him first. It is imperative that before tuition or other bills are paid that our tithe goes to God first.

The registration fee must be paid at the time of registration and is non-refundable and nontransferable. Scholarships may be offered. Accounts are to be paid in full by July 15th. Regular monthly payments begin on August 7th. An account is delinquent if not paid by the tenth of the month. Any returning students with outstanding balances must seek administrative approval to begin the next school year. Graduating students must have their accounts paid in full before graduation. In the case of early withdrawal, tuition will be refunded on a prorated basis determined by the date of withdrawal from the Academy. All other fees are non-refundable.

DAILY RULES AND PROCEDURES

School Hours

K4 and K5 meet from 8:00 AM - 12:00 PM each day.

1st - 12th grades meet from 8:00 a.m. - 3:00 p.m. each day.

Academy office hours are Monday - Friday, 8:00 AM - 3:00 PM.

Before/After School

Supervised care is provided each morning, beginning at 7:40 AM. Students arriving at school before 8:00 AM must obtain special permission from the Principal. Childcare is not offered when school is not in session. In the event of weather-related early closings, arrangements should be made to pick up students as quickly as possible. Supervision will be provided until a parent/guardian arrives.

Chapel

Chapel programs are designed to stimulate Christian thinking and to help

apply Biblical principles. Every chapel service is open to the school and church family. Only guest speakers approved in advance by the school's Administration will be scheduled to speak in our chapel services. Student and staff attendance is required.

Lunch/Recess

Lunch is to be eaten during the allotted time and only in the designated eating areas. Students are to provide their lunches. Students will be under faculty supervision during the lunch period. If a student forgets his lunch, the school will provide one, which the parent will be billed for at the end of the month. (\$5.00 fee)

Check-In and Check-Out Procedures

Parents arriving on campus to pick up children during school hours must report to the Academy office, after which the office will send for the student. Messages and deliveries from home must be left in the school office.

Lockers

Each student is assigned a locker space. Lockers are each student's responsibility. Lockers are to be neat at all times. Interior and exterior locker decorations are acceptable as long as they are tasteful, not excessive, and consistent with our school's philosophy and teachings. Students are not to divulge lock combinations to other students. No student's locker is to be opened by another student unless authorized by the Administration. Only combination locks are to be used. The combination is to be given to the student's teacher. The Administration reserves the right to open and check student lockers at any time.

Telephone

School phones are available for student's use with the permission of a faculty member. These phones are not to be used for recreational use, but rather serious needs, and may only be used in the school office. No cell phones are allowed.

Personal Property/Lost and Found

Personal property should be labeled to aid in its ownership identification. The school is not responsible for the loss of any personal property. Students are expected to maintain control over their belongings and to accept full

responsibility for them. Students should not bring valuables or money to school and leave unattended.

The Administration reserves the right to open and inspect book bags, purses, or other concealed containers that a student brings on the school property.

General Class Rules for Junior/Senior High

1. Come to class prepared. It is your responsibility to have textbooks, paper, pen, pencil, and other materials before class begins.
2. Be in your seat and on time. Students should wait quietly if the teacher is late. Do not leave your seat during class without permission. Students will receive a demerit if tardy. See Demerit Section.
3. Students are to remain in the dress code for the entire day. Failure to stay in dress code will result in a written assignment.
4. Students are not permitted to chew gum during any part of the school day.
5. There is to be no talking or communication without permission. Ephesians 4:29 is the guideline for all communication.
6. Students are not to turn around in their seats, sleep, put their heads down, comb hair, or play in class. Do not wear sunglasses, hats, or apply make-up in class. Do not distract other students. Students are expected to pay attention and follow all instructions.
7. Do not write on the desks, walls, or chalkboards. Do not disturb materials on the teacher's desk or other students' desks. Students are not to throw anything in the classroom.
8. Students should not bring toys and games such as Pokemon and Harry Potter. Occultic toys and materials will not be allowed.
9. Please do not bring stuffed animals and dolls, as these hold allergens that can cause harm to the health of others.
10. Students are expected to keep up with homework assignments. **HOMEWORK MUST BE TURNED IN ON TIME** – Refer to the incomplete homework policy. Other methods of discipline may apply to late homework as well.
11. Students who miss a test due to an excused absence will be given double the number of days missed to make up the test (exception: students who are absent on test day only will be required to take the test on the day that they return).
12. Students are to abide by the rules of conduct outlined in the Wilton Baptist Academy Handbook.
13. Students will be assigned written assignments and detentions when these procedures are not followed. All written assignments must be done neatly, or they will not be accepted. Failure to turn in a written assignment will result in

a detention. Detentions must be served when they are assigned. Failure to serve an assigned detention will result in another detention. If both detentions are not served, the student will be sent to the Administration and placed on suspension.

MISCELLANEOUS EVENTS

Activities

It is the school's policy that the school will only sponsor those activities that meet the school's purpose and mission. Any activity of the school or in the name of the school must meet this criterion, as well as meet the school's policy for events including but not limited to the following: adequate and appropriate chaperones, clearly itemized itinerary (if applicable), safe and sufficient transportation, and a concise explanation of the activity bearing the Principal's signature of approval.

Private activities of the student must not bear the school's name or pretend to have the school's endorsement. Invitations to a student's private event must be publicized privately, not using the school name or school material to publish information about the activity. All letters sent out in the name of the school must first be approved by the Principal and bear his initials.

Pictures

WBA reserves the right to use a studio or independent contractors to take the annual school pictures. The cost and options may vary from year to year, and fees will be paid directly to the photographer.

Fire/Emergency Evacuation Drills

Fire Drills and Lock-Down Drills are held during the school year. Each drill is to be conducted safely and thoughtfully. Room evacuation signs are posted in each room. Teachers will instruct students on proper drill procedures. Fire and safety inspectors visit the school regularly and declare that Wilton Baptist Academy complies with all current fire and safety regulations.

Fundraising

Fundraising projects are given throughout the school year in which each

student should set forth their best effort. Only those fundraising activities approved by the Administration will be permitted. Personal solicitation or advertising at the school is prohibited. Only events approved by Wilton Baptist Church or Academy may be advertised or promoted. Individual students are not to solicit donations or raise money for other causes or institutions while at school, on school premises, or at school events.

Field Trips

Field Trips are provided as a means of enhancing our school's educational program. Field trips are designed to emphasize academic pursuits; however, there is room for field trips to have entertainment purposes. Parents will be given an opportunity to assist in chaperoning and driving on field trips. Wilton Baptist Academy faculty must be allowed to lead at all times during any field trip of the school. Parents must defer to school personnel on matters of policy, procedure, and discipline. Students who misbehave during the field trip may be disciplined to the extent that he may be taken back to the school and forfeit the remainder of the trip. In signing the school's Blue Application, parents give the school permission for their student to attend any school-sponsored field trip. Parents may be required to pay a fee to help cover expenses related to the field trip.

Special Programs/Group Meetings

All students with parts in special programs (graduation, speech, band, choir, etc.) are required to attend. Unexcused absences will be reflected in a student's Grade. Groups meeting before or after school must use only the area of the building reserved for them and must leave all rooms and equipment in proper condition.

Required Meetings

Parents and students are required to attend the following special meetings:

- Open House

- Parent/Teacher Meetings (parent only)

- End of the Year Program

- Wilton Baptist Academy Graduation

AUTOMOBILE POLICIES

Transportation/Parking

It is the parent/guardian's responsibility to arrange for the transportation of their child. The parking lot of the church is for school usage during the school week. Student drivers and parents are to park their cars across the lot from the entrance. Student or parent cars are not to be left overnight without prior permission.

Student Drivers

Properly licensed junior and senior students may be permitted to drive to school. Driving to school is a privilege and not a right. Any student may nullify their privilege to drive to school based on poor academics or an ungodly attitude. Speeding and reckless driving on campus will not be tolerated, or driving privileges will be revoked. Students may not return to their cars during the school day without permission. Students may not loiter in the parking lot before or after school. Upon arrival on campus, students must enter the building within a reasonable amount of time (as opposed to waiting in a car). Automobiles may be inspected at the discretion of the Administration. A permission form must be filled out in its entirety and turned into the office before the student driving privilege can be granted. Violation of the school's driving policies may result in the suspension of this student privilege. Students must have written permission from a parent/guardian to leave the campus with another student or adult. In the case of an emergency, a parent/guardian must contact the Academy office.



Read to this point on _____
(Date)

CONDUCT AND DISCIPLINE

Biblical Conduct

Students who study with us at Wilton Baptist Academy are responsible for their school, under God, to conduct their personal lives in a way that will bring

honor and reverence to Him and show respect and loyalty to their school. This is commanded and described in the Bible – God's Word. Such Christian conduct is explained in part below:

- Love for God and each other in His family (Deuteronomy 6:5, 10:12; John 13:34-35; I John 4:7-11)
- Unity of Spirit, each with differing but complementary abilities and shared goals (Romans 13:1-17; I Corinthians 12:2-3; Philippians 2:2; Colossians 3:20).
- Obedience to God and those He has placed over us (Romans 13:1-7; Colossians 3:20; I John 2:3-6; 5:2-3).
- Humility in serving each other as Christ gave us commandment and example (John 13:1-17; Philippians 2:3-11; I Peter 5:5-6).
- Separation from all worldliness and sin (John 17:14-17; 2 Corinthians 6:14-18; James 4:4; I John 2:15-16).
- Dedication to God of ourselves and all that we have (Daniel 1:8; Romans 6:12-13, 12:1-2)
- Diligence in work and service (Deuteronomy 6:17; Colossians 3:23; Hebrews 6:10-12)

Parents and School Discipline

Discipline is a balance of love and control. Discipline and order are necessary to the educational process. Our faculty strives to provide love and attention to each student. It is our philosophy that if a teacher is to be respected by his students, the teacher must have the authority to handle matters of discipline. It is our aim not only to bring each child to his full potential academically but also to teach our children the meaning of good character and responsibility. We expect full support from all parents.

When disagreements arise within the school, students and parents should follow the Scriptural principles of Matthew 18:15-35 by first discussing the matter with the person(s) involved. If the issue cannot be resolved at this level, the Administration is ready to help resolve the differences. Do not resort to social media, blogs, email, or other mass communications. Be responsible for resolving issues personally.

It would be impossible as well as unwise to make rules to cover every conceivable situation needing discipline. Ethical behavior must come from the heart and not mere conformity to human-made regulations. Parents can be a tremendous help to the school if they demonstrate the following responses to school discipline:

- Give the school and faculty the benefit of the doubt.
- Realize that the student's report is often emotional and lacking all of the information.
- Realize that the school endeavors to follow Biblical principles in the establishment of rules and seeks to enforce them without favor.
- Support the school by calling us for the facts regarding disciplinary situations.
- Spare the child from airing your disagreements or complaints to him about the school.

Relationships / Social Media

Dating/courting is not permitted at WBA. The Academy reserves the right to enact disciplinary measures toward any student found to be using social media inappropriately. WBA will not tolerate the following at any time during the school year or any break (including summer break): profane language, sexual language or innuendoes, slander, or any comment or implication made in a derogatory manner toward the school, its staff, faculty or students. Each violation of this standard will be handled in a way that the Administration deems correct. This includes but is not limited to: investigation, student-principal meeting, parent-principal meeting, detention, suspension, or expulsion. Social media includes but is not limited to: texting, Facebook, Twitter, Instagram, Snap Chat, emails, etc. Failure to comply with these guidelines may also result in suspension from extra-curricular activities.

Parent-Teacher Communication

It is often necessary for the parent/guardian and the teacher to meet to discuss particular situations. Individual teachers may be contacted directly, or they may be reached through the Academy office. If a meeting with several teachers is desired, the Academy office will work with the parent/guardian and the teachers that are involved in determining a time for the meeting. Any situation that is not adequately addressed through a parent/teacher conference should be referred to the Administration.

Elementary (K4 - 6th) Discipline Terms

Student Conduct

Each elementary student is responsible for following the rules of the classroom as defined in this handbook and by each elementary teacher.

Failure to comply may result in disciplinary procedures. WBA teachers may correct the students for the following behavior:

- Talking out of turn or in an inappropriate manner
- Hitting, fighting, or arguing
- Fooling around when a child is supposed to be doing assigned work
- Bringing "cultish" or other prohibited items to the premises
- Running in the classroom or hallways
- Tattling on other students' behavior when it was not of a dangerous nature
- Unruly conduct
- Any behavior that is not pleasing to the Lord or is addressed elsewhere in the handbook

Discipline Procedure

Students who disobey school regulations will be disciplined appropriately according to age level. This may include, but is not limited to, a verbal reprimand, isolation under supervision, detention, office referral, suspension, expulsion, etc. Under the guidance of the school's Administration, all teachers are responsible for discipline in their classrooms. Parents will be notified of any situation that continues after the teacher has given sufficient time to rectify the problem. We desire to work with the home in all matters, including those that pertain to discipline. Students are encouraged to honor God and their parents by practicing good behavior at school. Severe infractions of the school's rules or consistent or constant misbehavior may be sufficient grounds whereby a student may be suspended or expelled from Wilton Baptist Academy.

The Administration and School Board reserve the right to make individual judgments depending upon the situation. The following disciplinary actions may be necessary to bring about the desired change in a student's attitude and behavior:

Writing Assignments

Teachers may use writing assignments to enforce classroom rules and procedures. Students will be given one night to complete the assignment. Failure to complete the assignment will result in a detention.

Detentions

Teachers may assign students to detention for failure to turn in a writing assignment. The Administration may also assign detention in other areas such as deliberate disobedience or a breach in the Wilton Baptist Academy Code of Conduct.

Parent-Teacher Conference

A student who receives repeated detentions during a grading period will serve the detention at the designated time, and the student and his parents will be called in for a conference with the Administration and his/her teacher(s).

Probation

The Administration may choose to place a student on Disciplinary Probation. The student will not be permitted to participate in any extra-curricular activity while on probation. Probation allows the student to correct his problem.

Suspension

A student may be suspended for up to five school days for the following reasons:

- Openly disobeying, defying, or showing blatant disrespect for a member of the faculty, staff, or volunteer of the church or school
- Repeated violations of school rules for which the student has already served a detention
- Lying, stealing, or any other serious conduct violation
- Repeated detentions for any violations of school rules

Expulsion

A student will be suspended and subject to expulsion for the following reasons:

- The use or possession of alcoholic beverages, tobacco in any form, or non-prescribed drugs, e-cigs.
- Moral impurity (sexual misconduct of any kind –including possession of pornographic materials)
- Possession of weapons of any kind on the school campus
- The commission of a misdemeanor or felony
- Serious conduct violations

The School Board, in consultation with the Principal, will make all decisions concerning expulsion. A student who is expelled may not return to the school

and apply for re-admission to the school for a minimum of one full semester. Any expelled student is not allowed on the school premises or at any school function without the permission of the Administration. A student desiring re-admission to the school after expulsion must personally take his/her appeal before the School Board. An expelled student who is readmitted must apply as a new student and assume all fees and tuition costs.

Junior High/High School Discipline Terms

Writing Assignments

Teachers may use writing assignments to enforce classroom rules and procedures. Students will be given one night to complete the assignment. Failure to complete the assignment will result in demerits.

Demerits

Teachers may issue demerits for Level 1, 2, or 3 offenses.

Detentions

Detentions will be served when the Administration has assigned it, usually after school.

Parent-Teacher Conference

A student who receives repeated demerits or detentions during a grading period will be called in for a conference with his parent(s), the Administration, and his teacher(s).

Probation

The Administration may choose to place a student on Disciplinary Probation. The student will not be permitted to participate in any extra-curricular activity while on probation. Probation allows the student to correct his problem.

Suspension

A student may be suspended for up to five school days for the following:

- Openly disobeying, defying, or showing blatant disrespect for a member of the faculty, staff, or volunteer of the church or school
- Repeated violations of school rules for which the student has already

served a detention

- Lying, stealing, or any other serious conduct violation
- An accumulation of 35 demerits

Expulsion

A student will be suspended and subject to expulsion for the following reasons:

- Any Level 3 Offences in the Demerit System
- An accumulation of 60 Demerits
- Moral impurity (sexual misconduct of any kind including possession of pornographic materials)
- The commission of a misdemeanor or felony
- Serious conduct violations

JUNIOR HIGH/HIGH SCHOOL DEMERIT SYSTEM

Junior and Senior High student discipline will be guided by the demerit system. A student will receive demerits for behavior that a teacher deems disrespectful, rebellious, or disruptive. If a student gets a demerit, the teacher will fill out a Student Demerit Slip, which documents the incident. The student must have the demerit signed by a parent and returned to their teacher the following day before the first class begins. Failure to comply and follow this policy may result in an addition of demerits. If a student is caught signing a slip, the result will be automatic detention. Demerits accrue over the year, not by quarter or semester. They will be recorded by the high school teacher. The teachers and the principal reserve the right to assign the number of demerits they deem necessary. The Administration also reserves the right to determine each case independently.

The purpose of the demerit system is:

1. To hold the student responsible for following the rules set forth by this institution.
2. To help the student mature and develop into an organized, self-controlled, respectful individual for God's glory and their advancement.

Behavior and Conduct

Students who study with us at Wilton Baptist Academy are responsible for their school, under God, to conduct their personal lives in a way that will bring honor and reverence to Him and show respect and loyalty to their school. The Bible commands and describes for us what Christian conduct is and how each student can make it a part of his/her life.

These basic standards of conduct are to be followed:

- Be submissive and respectful to school authority as represented by the teachers and Administration.
- Be respectful of school property. Do not misuse or abuse any school property entrusted to your care.
- Be respectful and considerate of each other and each other's property.
- Be orderly in the school's hallways; be attentive in class; follow classroom and school rules.

Demerit Accumulation:

- ✓ Demerits can be assigned in any number.
- ✓ After 5, 10, 15, and 20 demerits have been assigned, each student will be counseled by the Principal.
- ✓ At 20 demerits, a student will serve after-school detention.
- ✓ At 25 demerits, a student will write a paper and serve after-school detention.
- ✓ At 30 demerits, a student will serve two detentions.
- ✓ At 35 demerits, a student will serve an in-house suspension.
- ✓ At 40 demerits, a student will serve out-of-school detention.
- ✓ At 50 demerits, a student will be put on academic probation and reviewed by the Administration. This includes a week-long out of school suspension.
- ✓ At 60 demerits, a student will be expelled.

A fee of \$30 will be paid by the parents for each detention so the school can reimburse the teacher for extra time facilitating detention.

The Administration reserves the right to change or modify this list at any time. The Administration also reserves the right to consider individual circumstances not covered in this handbook. If a student has a question regarding a

disciplinary response, the privilege of appeal is available to the student. A right attitude goes a long way in correction matters. The inquiry is first made to the teacher, and if further inquiry is necessary, the student does have recourse to the Principal. Parental involvement at all levels is essential.

LEVEL ONE OFFENCES

(1-5 Demerits)

Dress Code Violation. Forgotten belts, PE Clothes, etc. will have a 1 demerit penalty More demerits will be issued to a student out of school uniform.

Chewing gum or writing notes to others during class.

Throwing snowballs on school grounds without permission.

Not completing homework by the assigned date.

Bringing "cultish" items to the premises.

Tardiness. 1 demerit will be issued for each tardy.

- * A student is tardy when he arrives *after* 8:10 AM.
- * The fifth tardy of each month will result in a detention.

LEVEL TWO OFFENCES

(5-15 demerits for first offenses)

Damage to private or school property

- *A student shall not steal, cause damage to, or destroy school property or private property at any time, including school functions.
- *Financial restitution (materials and labor) for damages will be required.

Use of profanity and obscene language or gestures

- *A student shall not use any form of profanity, written or verbal, including the use of obscene gestures, signs, pictures, publications, language, phrase, or partial phrases.
- *1st offense: Up to 15 demerits and 1-3 day suspension.

*2nd offense: Up to 30 demerits and 3-5 day suspension.

Insubordination

A student must comply with the directions of any authorized school personnel and all school regulations.

Fighting

This includes harassing, intimidating, threatening, bullying, degrading, or other disgraceful acts.

*15 demerits for each offense and 3-day automatic suspension.

Truancy

A student is truant when he is not in school and does not submit an excuse note within 48 school hours after the missed day.

LEVEL THREE OFFENCES

The following will result in an immediate suspension of up to 10 days, 15 demerits for each offense, and the student will be subject to expulsion.

Drugs, Alcoholic Beverages, and Look-a-like Drugs Smoking/Tobacco

A student may not possess, use, transmit, distribute, secrete, sell, or be under the influence of any drug or alcoholic beverage of any kind. (exception: prescription medicine under the direction of a physician)

Assault

A student may not cause physical injury to any student, teacher, or other school employee or visitor on school grounds or during a school function.

Dangerous Weapons or Instruments

A student may not possess, use, transmit, or conceal any object that might be considered a dangerous weapon or instrument of violence. Although not inclusive, examples are sharp or cutting instruments, knives, pipes, guns, switchblades, brass knuckles, firecrackers, chemicals, explosives, etc.

Terroristic Threats and Acts

A terroristic threat is a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience.

Smoking/Use of Tobacco Products

Leaving the School Building/Grounds without Permission

Possession/Use of Electronic Devices

Students are not to possess or use beepers, cell phones, walkie-talkies, hand-held game systems, iPods, i-Pads, or any other electronic device at school unless approved by the Principal.

WITHDRAWAL PROCEDURE

It may become necessary for parents to withdraw their child(ren) from school. If such an event occurs, the school should be notified as soon as the parents have made the decision. This will provide time for the school to inform teachers and office staff so that all the student's responsibilities to the school are finalized. This will also allow the bookkeeper time to report on the tuition account for either a balance owed to the school or the family. A smooth transition at these times is vitally important. When withdrawing from the Academy, a student must check out at the office. All textbooks, library books, choral music, athletic uniforms, etc. owned by the Academy must be turned in. Student's grades will not be transferred or released until withdrawal form, and all financial matters are settled. A checkout form must be completed, and financial obligations must be satisfied before a withdrawal can be finalized.



Read to this point on _____
(Date)

Suggested Reading Schedule:

Pages 1-13 by Aug. 28
Pages 14-23 by Sept. 4

Pages 23-33 by Sept. 11
Pages 33-43 by Sept. 18

**Please sign the Student/Parent Agreement
at the end of this handbook.**

May the Lord be honored in this school year!

Wilton Baptist Academy reserves the right to make, amend, or prescribe rules and policies for dress, appearance, or any and all other unforeseen issues that may arise at any time during the school year. Wilton Baptist Academy expects full cooperation from both students and parents, with adherence to all school plans policies, and regulations.

Wilton Baptist Academy

Student/Parent Agreement

I have read and understand the school handbook and agree to abide by the school's policies in my behavior as well as in my attitude.

I read pages #1-13 on: _____, #14-23 on: _____,
(Date) (Date)

#23-33 on: _____, and #33-43 on: _____
(Date) (Date)

I agree to abide by the guidelines provided for me by my teachers for my classes.

I agree to be respectful and submissive to the school's discipline policies and procedures and to cooperate fully with school personnel at all times.

I completely understand that if I fail to fulfill this agreement in part or in whole, that I will be disciplined in accordance with the school's policies and place in jeopardy my continuation as a student at Wilton Baptist Academy.

Student's signature Date Grade

Student's signature Date Grade

Student's signature Date Grade

Student's signature Date Grade

Father's signature Date

Mother's signature

Date

Please turn this form to WBA office the 3rd week of September.

*Please keep your handbook
to review with your student in
January of this school year.*

**Whether therefore ye eat or drink, or
whatsoever Ye do, do all to the glory
of God. 1 Corinthians 10:31**