

Excellent Expectations in Education.

“Do all to the glory of God.”

1 Corinthians 10:31

STUDENT HANDBOOK

2026-2027



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Welcome to Wilton Baptist Academy!

We consider it a profound blessing to partner with you in the education of your student in our school. Entrusting us with their academic and spiritual growth is a responsibility we hold in the highest regard.

Our Vision and Commitment

While we recognize that no institution is perfect, we are committed to our school motto: **"Do all to the glory of God"** (1 Corinthians 10:31). To that end, we are actively pursuing the goal of **"Excellent Expectations in Education"** in every classroom and activity.

The Partnership of Effort

The success of a student's education is often a direct reflection of the investment made by both the student and the home. We encourage you to view this journey as an opportunity rather than a chore:

- **Total Engagement:** When a student gives 100% effort, growth is inevitable.
- **Perspective:** If school and homework are viewed as a "hassle," the experience becomes a burden rather than a blessing. We ask for your support in fostering a positive, diligent attitude toward learning.

Defining Success

Our primary goal is not merely the attainment of high grades, but the preparation of a life dedicated to serving the Lord. We aim to develop students who possess a lifelong passion for learning. While not every student will be an "A+" student, every student is capable of—and expected to give—an **"A+ effort."**

The Role of the Home

Wilton Baptist Academy is designed to reinforce the Christian values and lifestyle practiced in your home. We provide a space to encourage and exemplify the life skills you teach as a parent. Your family's

consistent faithfulness to God and your local church services is vital to your student's spiritual stability and success.

Using This Handbook

This handbook has been refreshed and organized into short, manageable sections to facilitate your review.

- **Digital Format:** Please read through the digital sections and note your progress.
- **Note:** A physical hard copy may or may not be provided at the start of the school year, so we encourage you to keep this digital version for your records.

Thank you for choosing to be part of our community. May God richly bless your spiritual and academic pursuits at Wilton Baptist Academy!

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PHILOSOPHY OF EDUCATION

Wilton Baptist Academy (WBA) is a ministry of Wilton Baptist Church. Established in 2006, the Academy exists to encourage and assist families committed to fulfilling the Biblical mandate to rear their children in the "nurture and admonition of the Lord."

The Divine Mandate Wilton Baptist Church and Academy believe that God mandates Christian education. Scripture clearly reveals God's intent for the instruction of our youth, establishing the home as the primary training center. The local church carries out the Great Commission through teaching and training (Deuteronomy 6:1-25), and the Christian school is designed to support parents in fulfilling this educational mandate.

A Cooperative Mission While parents hold the principal responsibility for their children's upbringing, the Christian school—under the auspices of the local church—assists by providing academic excellence and reinforcing Biblical values. WBA does not replace the parent; rather, we work alongside the family to ensure students develop a worldview rooted in faith (Matthew 28:19-20; Ephesians 6:1-4).

A Legacy of Faith Our objective is to make God known to the next generation, that they might set their hope in Him and rise as a godly generation (Psalm 78:1-7).

STATEMENT OF FAITH

Wilton Baptist Academy embraces the historical, Biblical, and Baptist positions of the Christian faith. We believe in and teach the following:

- **The Scriptures:** The verbal, plenary inspiration of the Holy Bible.

- **The Nature of God:** The triune God and His sovereign purpose.
- **Salvation:** The fallen nature of man and his just condemnation; salvation is by grace through faith—a gift of God—necessitating repentance and faith wrought by the Holy Spirit.
- **Sanctification:** The progressive work of sanctification and the keeping power of God.
- **Ordinances:** The harmony of the Law and the Gospel, baptism by immersion, and the observance of the Lord's Supper.
- **Christian Living:** The devout celebration of the first day of the week and the honoring of civil government.
- **Eternity:** The resurrection of the righteous to eternal life and the unsaved to eternal damnation.
- **The Return of Christ:** The imminent, personal, pre-tribulation, and pre-millennial return of our Lord and Savior, Jesus Christ.

MISSION AND PURPOSE

Wilton Baptist Academy is a ministry of Wilton Baptist Church, serving as an extension of the Christian home. Our mission is to train young people for a lifetime of Christian service by educating them for the glory of God. Through the guidance of Godly teachers, we lead students to be "an example of the believer in word, in conversation, in charity, in spirit, in faith, and in purity" (1 Timothy 4:12).

Our purpose is to present all truth from the superior viewpoint of faith in Jesus Christ. Because all

knowledge, understanding, and wisdom come from God, we believe that education is a revelation of Him; no academic subject can be adequately understood apart from that revelation.

According to **Proverbs 2:1-6**, we emphasize three "pillars" of education:

- **Knowledge:** The discovery of facts, principles, and concepts across all disciplines.
- **Understanding:** The ability to evaluate and contextualize those facts.
- **Wisdom:** The ability to make Godly judgments and apply truth to the daily situations of life.

AREAS OF DEVELOPMENT

Following the example of our Lord in **Luke 2:52**, where "Jesus increased in wisdom and stature, and in favor with God and man," the Academy seeks to develop the total person in five key areas:

Spiritual

- **Salvation:** Leading students to accept God's gift of eternal life through faith in Jesus Christ alone.
- **Accountability:** Instilling a sense of personal responsibility to God for individual behavior (Romans 12:1-2).
- **Discernment:** Helping students develop spiritual character and a love for God's Word that results in obedience.
- **Service:** Encouraging students to fulfill the Great Commission and manifest the fruit of the Spirit in daily life.
- **Church:** Instilling a deep-seated love for the local church.

Mental

- **Academic Excellence:** Providing a foundation of common knowledge and necessary skills through a Biblical lens (2 Timothy 2:15).
- **Critical Thinking:** Developing the ability to analyze, reason, and make correct decisions.
- **Discipline:** Training students to live a mentally disciplined life guided by truth rather than feelings.
- **Talent:** Challenging students to develop their unique abilities for the glory of God.

Emotional

- **Identity:** Helping students understand they are "fearfully and wonderfully made" (Psalm 139:14).
- **Stability:** Producing students with unwavering faith in God's presence, power, and provision.
- **Resilience:** Teaching students to adjust to adverse circumstances with a Christ-centered perspective.

Physical

- **Stewardship:** Treating the body as the temple of the Holy Spirit through proper care and development (1 Corinthians 6:19-20).
- **Grooming:** Emphasizing personal cleanliness and grooming consistent with Biblical standards of modesty (1 Timothy 2:9).
- **Recreation:** Encouraging wholesome forms of exercise and recreation.
- **Relationships:** Stressing appropriate, God-honoring friendships and boundaries between young men and women.

Social

- **Respect:** Teaching respect for authority, property, and the rights and opinions of others.
- **Patriotism:** Instilling a sense of duty and love for one’s country (Romans 13:1-4).
- **Collaboration:** Highlighting the importance of working together to accomplish shared goals.
- **Etiquette:** Producing students who conduct themselves with grace and appropriateness in any social situation.

ADMINISTRATION

Name	Role
Dr. Steven Harness	Pastor of Wilton Baptist Church & Administrator
Pastor Rob Newcome	Principal
Mr. Bob Petrie	Financial Director & Board Member
Mr. Mike Hogan	Board Member
Mr. Yufan Huang	Board Member
Mr. Ben Burhans	Board Member

FACULTY

Academy teachers are devoted Christians who serve faithfully in Wilton Baptist Church or other congregations of like faith. Our support staff and proctors are dedicated members of their local churches, committed to the spiritual and academic growth of every student.

AFFILIATIONS

Wilton Baptist Academy is a 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 NYACS and the State Department of Education as a bona fide Christian educational institution meeting all required standards.

CURRICULUM

WBA utilizes the **A Beka** curriculum for all grade levels, supplemented by additional resources at the discretion of the administration.

- **Academic Standards:** Our curriculum is structured to ensure students fulfill all academic requirements mandated by the State of New York.
- **Core Emphasis:** We place a strong emphasis on academic fundamentals, with all subjects taught through the lens of Biblical truth.
- **Social Development:** We foster character growth by teaching traditional manners, high moral standards, patriotism, and respect for both parental and institutional authority.

ADMISSIONS

General Policy

Admission to Wilton Baptist Academy is open to members of Wilton Baptist Church and other invited, like-minded churches. WBA does not discriminate on the basis of race, gender, nationality, or ethnic origin.

As a private Christian institution, admission is a privilege, not a right. This privilege may be forfeited if a student fails to meet their spiritual, academic, or behavioral responsibilities. To ensure continued

alignment with school goals, all students are re-evaluated after the **6th, 8th, and 10th grades**.

Admissions Requirements & School Policy

1. **Age Requirements:** * **K4:** Must be 4 years old by September 1st.
 - **K5:** Must be 5 years old by December 31st.
 - *Note: All K4 and K5 students must be fully toilet-trained prior to enrollment.*
2. **Required Documentation:** The following must be on file before a student may attend classes:
 - Birth Certificate and Academic Records (if applicable).
 - Updated Immunization Records and Physical Exam Report.
 - Medical Aid & Release Form.
 - Student Application and Statement of Cooperation.
 - Signed Handbook Agreement.
 - Pastoral Recommendation (for families not attending WBC).
3. **Parental Commitment:** WBA exists to assist families committed to rearing children in a Godly environment. At least one parent must be an active member of WBC or a similar like-minded church. Families are expected to:
 - Attend and participate in their church services weekly.

- Attend special school/church meetings throughout the year.
 - Faithfully contribute tithes and offerings to their home church.
4. **Student Conduct & Entertainment:** Students are expected to maintain a Christ-honoring testimony. Participation in activities or venues inconsistent with this testimony—such as attendance at rock, rap, or metal music concerts—is prohibited.
5. **Special Needs:** WBA is a traditional Christian school rather than a remedial or reform institution. Students with IEPs or special needs are evaluated on a case-by-case basis to determine if our program can meet their requirements.

ACADEMIC PLACEMENT & TESTING

Entrance Exams

WBA reserves the right to place students at the academic level best suited to their current abilities. New applicants in Grades 1–11 may be required to take an entrance exam to ensure proper placement within our academic structure.

Annual Testing

Each spring, all students in **Grades 1–11** participate in the **Iowa Achievement Test (IAT)** under the auspices of the AACS. These scores are included in national testing programs and provide a benchmark against national norms.

HEALTH REQUIREMENTS

In accordance with state health regulations, the following are required:

- **Physical Exams:** Required for all new entrants and students entering Kindergarten, 1st, 2nd, 4th, 7th, and 10th grades, as well as all sports participants.
- **Immunizations:** Proof of immunization (Polio, DPT, Measles, Mumps, Rubella, Chickenpox) is required unless a physician’s statement of medical exemption is provided.
- **Scoliosis Screening:** Required for all students between the ages of 8 and 16.

ADMINISTRATIVE UPDATES

Families are responsible for promptly informing the school office of any changes to their home address, email, or telephone number to ensure consistent communication.

ACADEMIC REQUIREMENTS

Promotion & Retention Policy

Promotion to the next grade level is contingent upon the successful completion of all coursework. Wilton Baptist Academy employs the following **Automatic Retention** standards:

Grade Level	Retention Criteria
Kindergarten	No academic retention.
Grade 1	Failure in Reading .
Grade 2	Failure in Reading and Math .
Grades 3–6	Failure in two or more: Reading, Math, Spelling, or Grammar .
Grades 7–8	Failure in two or more Core Subjects: English, History, Science, or Math .

Elementary Supplemental Standards:

- Students will not be promoted if they fail two core subjects or fail one while averaging a "70" in the others.
- Students failing one core subject (but maintaining above a "70" in others) may be promoted pending **12 hours of Academy-approved tutoring** and a passing proficiency test.
- **Grades 6–8:** Students must pass all major subjects (Bible, English, Math, Science, and History). Failures require approved summer school or tutoring.

Retention by Parental Agreement:

If a student is passing but struggling (e.g., a "70" average or failing one subject), parents may consult with the teacher and Principal to repeat the grade for the student's benefit. In such cases:

- Retention is restricted to **one year**; students requiring a second year of retention will not be readmitted.
- "Possible retention" notices are issued after the first semester.

High School Graduation & Classification

To graduate, a student must accumulate **18 units** (Grades 9–12) plus **one Bible credit** for every year of enrollment at WBA. No credit is awarded for failing grades.

High School Classification by Credits:

Grade Level	Credits Required
9th Grade	Successful completion of 8th Grade
10th Grade	6–11 Credits
11th Grade	12–17 Credits
12th Grade	18+ Credits

Course & Class Policies

- **Course Load:** Students must carry a minimum of **six classes** per year.
- **Add/Drop Window:** Classes may be added within the first **two weeks** or dropped within the first **four weeks**. After four weeks, students are committed to the course.
- **Sequencing:** Required courses must be taken in sequence. Failed sequential courses must be cleared via summer school or correspondence before moving forward.
- **External Credits:** Only one unit of summer school or correspondence work is accepted per year and must be pre-approved by the Administration.
- **Testing Requirements:** Students must participate in the **Iowa Achievement Test (IAT)** annually. Grades 10–11 must take the **PSAT**, and 11th graders are required to take the **SAT**.

Homework & Awards

Homework Guidelines:

Homework accounts for **10% of the final grade**. It is the student's responsibility to ensure work is neat,

legible, and completed in blue or black ink (Grades 4–12).

- **Parental Oversight:** Homework notebooks for **K4–3rd Grade** must be signed daily by a parent.

Awards of Distinction:

1. **The Pastor’s Award:** The Academy’s highest honor, awarded to a graduating senior who exemplifies exceptional Christian testimony, character, leadership, and scholarship.
2. **Valedictorian & Salutatorian:** Awarded to college-preparatory track students with at least two years (or half their total units) completed at WBA. Honors recognition requires a cumulative GPA of **3.33 or higher**.

ATTENDANCE POLICY

Daily Schedule

- **Arrival:** Doors open at 8:00 AM. Classes begin promptly at **8:10 AM**.
- **Tardiness:** The main entrance locks at 8:10 AM. Late students must sign in at the office for a tardy slip. **Three unexcused tardies equal one absence.**
- **Dismissal:** 12:00 PM (K4/K5); 3:00 PM (Grades 1–12). Parents must notify the office if they will be more than 10 minutes late.

Absences & Make-up Work

Parents must contact the office as early as possible in the event of an absence.

- **Excused Reasons:** Illness, emergency, funeral, local disaster, or medical appointments (though

these should be scheduled after school when possible).

- **Documentation:** A written note from a parent is required upon return. Absences of **five consecutive days** or more require a doctor's note.
- **Make-up Window:** Students have **two days** to make up work for every one day of excused absence.
- **Unexcused Absences:** May result in a **25% grade reduction** for all make-up work, which must be submitted within one day of the absence.

The 30-Day Rule:

If a student's total absences (excused or unexcused) exceed **30 days**, the School Board will review the student's status, and credit for the year may be withheld. Parents will receive a formal notification once absences reach 20 days.

Transcript Requests

Official transcripts are processed within 14 days of a written request.

- **Recent Graduates:** Transcripts are free for the first two years after graduation.
- **Alumni:** A **\$20.00 fee** applies for each request starting 12 months post-graduation.

HEALTH AND MEDICINE

Communicable Disease Policy

To maintain a safe and healthy learning environment, Wilton Baptist Academy does not admit students diagnosed with infectious or potentially lethal diseases. In the interest of student welfare, children with infectious conditions must remain home for the following recommended periods:

Condition	Exclusion Period
Measles	4 days from the onset of the rash.
Strep Throat / Scarlet Fever	24 hours after starting antibiotics (Physician's note required).
German Measles	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 subsided.
Conjunctivitis (Pink Eye)	24 hours after the start of antibiotics.
Impetigo	Until lesions have healed or with a Physician's note.
Head Lice	Until the hair is entirely free from nits.
Ringworm	Until treatment has been initiated.
Scabies	Until treatment takes effect.
Shigellosis	24 hours after beginning antibiotics.
Hand, Foot, & Mouth	Until fever is gone and the child feels well.
COVID-19	Per current guidelines.

Medical Aid & Medication

- **First Aid:** WBA does not have a nurse on-site. We provide basic first aid for minor injuries. In severe emergencies, parents will be notified immediately, and the student may be transported to the nearest hospital or urgent care via private vehicle or ambulance.

- **Medication Administration:** Students are **not permitted** to carry any medication (including over-the-counter items). All medicine must be kept in the office, appropriately labeled, and accompanied by a completed **Medication Policy Form**.
- **Symptoms for Exclusion:** Please keep children home if they exhibit fever, diarrhea, vomiting, severe cold symptoms, or unexplained rashes.

Insurance & Accidents

The Academy provides "in excess" coverage for accidents occurring during school hours. Parents must submit claims to their primary provider first; remaining charges may then be submitted to the Academy's provider. All injuries must be reported immediately to supervising personnel, and an accident report must be filed the same day.

CAMPUS GUIDELINES

Closed Campus Policy

WBA is a closed campus. Students must remain on school grounds from arrival until dismissal. Outdoor activities are permitted only under direct teacher supervision or with explicit parental permission and administrative guidance.

Visitors & Parents

- **General Visitors:** Guests must receive prior approval from the Principal for school-related interests (social visits are not permitted). All visitors must report to the office for a pass.
- **Parents:** Parents are always welcome but must check in at the office first. To minimize classroom disruption, please make

appointments for teacher conferences before or after school hours.

School Closings & Delays

Inclement weather announcements (cancellations or delays) will be posted on the **WBA Facebook page** and sent via **email/text** by **6:30 AM**.

SCHOOL DRESS CODE

Biblical Standards

Our appearance reflects our hearts. The Academy dress code is based on three Biblical principles:

Modesty, Identification (Gender Distinction), and Occasion. We seek to magnify the Lord rather than draw undue attention to ourselves (1 Timothy 2:9-10; 1 Peter 3:3-4).

General Appearance

- Students must adhere to the **Academy Uniform Policy** (provided separately) for all school days and sponsored activities.
- Parents and guests are asked to comply with modest dress standards when attending Academy functions.

Guidelines for Young Men

- **Hair:** Traditional, masculine cuts. Hair must be off the collar and ears, tapered on the back and sides, and at least 1" above the eyebrows.
- **Grooming:** Sideburns no lower than the middle of the ear. Mustaches and beards are not permitted; young men must be clean-shaven at all times.

- **Accessories:** No hats (inside), earrings of any kind, or tattoos. School rings, watches, and dog tag id's are permitted.

Guidelines for Young Ladies

- **Modesty:** Skirts, dresses, and culottes must cover the **bottom of the kneecap** while standing, sitting, or bending.
- **Cosmetics:** Conservative makeup is permitted for **Grades 7–12 only**.
- **Jewelry:** Conservative in quantity and style. Maximum of one earring per earlobe (Gauges and bars are not permitted), and two rings per hand. No, nose rings, or body piercings. Elementary girls should not wear ankle bracelets for playground safety.
- **Hair:** Traditionally feminine and conservative styles. Unnatural hair colors (e.g., pink, blue) are not permitted.

EXTRA-CURRICULAR & FINANCIAL POLICIES

Activity Eligibility

- **Attendance:** Students must check in by 9:30 AM and remain until 3:00 PM to participate in extra-curricular activities that day.
- **Academics:** Participants must maintain a **2.0 GPA** with no failing grades. Eligibility is checked every three weeks.

Financial Policy

In accordance with Proverbs 3:9, we encourage families to prioritize their tithes and offerings to God.

- **Tuition:** Monthly payments begin **August 7th** and are delinquent after the **10th**.

- **Fees:** The registration fee is non-refundable. Accounts must be paid in full by July 15th for returning students or before graduation for seniors.

DAILY RULES AND PROCEDURES

1. **Preparation:** Students must arrive with all necessary materials (textbooks, pens, etc.).
2. **Conduct:** No talking without permission. No gum chewing. No toys (including occultic themes like Harry Potter or Pokemon) or stuffed animals/dolls (due to allergens).
3. **Technology:** Cell phones are **not allowed**. School phones are for office use in emergencies only.
4. **Lockers:** Must remain neat and tasteful. Do not share combinations. The Administration reserves the right to inspect lockers, bags, or purses at any time.
5. **Discipline:** Violations of conduct or dress code will result in demerits, written assignments, or detentions. Failure to serve a detention will lead to suspension.

MISCELLANEOUS EVENTS

Activities and Event Sponsorship

Wilton Baptist Academy only sponsors activities that align with the school's mission and purpose. All school-related events must include:

- Appropriate and adequate chaperones.
- A clearly itemized itinerary.
- Safe and sufficient transportation.

- A concise explanation signed and approved by the Principal.

Note on Private Events: Student private activities (e.g., birthday parties) must not use the school's name or imply school endorsement. Invitations should be distributed privately. All official school correspondence must be initialed and approved by the Principal.

Safety and Drills

WBA maintains a safe learning environment through regular **Fire and Lockdown Drills**.

- Evacuation signs are posted in every room.
- Drills are conducted safely and thoughtfully to prepare students for emergencies.
- The Academy complies with all current New York fire and safety regulations.

Field Trips

Field trips are designed to enhance the academic program, though some may include entertainment components.

- **Chaperones:** Parents may assist as drivers and chaperones but must defer to school personnel regarding policy and discipline.
- **Permissions:** Enrollment in the Academy constitutes parental permission for all school-sponsored trips.
- **Fees:** Small fees may be required to cover travel or admission expenses.

Required Attendance Events

Presence is required for both students and parents at the following:

- **Open House**
- **Parent/Teacher Meetings** (Parents only)
- **End-of-the-Year Program**

- **Graduation Ceremonies**

AUTOMOBILE POLICIES

Parking and Transit

- **Responsibility:** Transportation to and from school is the responsibility of the parent/guardian.
- **Parking:** Students and parents should use the church parking lot across from the main entrance. Overnight parking is prohibited without prior administrative approval.

Student Drivers

Driving to school is a **privilege**, not a right, granted to licensed Juniors and Seniors.

- **Conduct:** Speeding, reckless driving, or an ungodly attitude will result in the immediate revocation of driving privileges.
- **Procedures:** Students must enter the building immediately upon arrival—loitering in the parking lot or returning to vehicles during the day is not permitted.
- **Compliance:** A completed permission form must be on file. The Administration reserves the right to inspect student automobiles at any time.

CONDUCT AND DISCIPLINE

Biblical Standards of Conduct

Students are expected to conduct their lives in a way that honors God and shows loyalty to the Academy.

Key principles include:

- **Love:** For God and the church family (John 13:34-35).

- **Unity:** Maintaining a shared spirit and goal (Philippians 2:2).
- **Obedience:** Respecting God and those in authority (Romans 13:1-7).
- **Separation:** Avoiding worldliness and sin (2 Corinthians 6:14-18).
- **Diligence:** Commitment to work and service (Colossians 3:23).

Parental Support & Conflict Resolution

We believe discipline is a balance of love and control. Parents are expected to support the faculty's authority.

- **The Matthew 18 Principle:** If a disagreement arises, it should be discussed privately with the person involved.
- **Communication:** Do not use social media, blogs, or mass emails to air grievances.
- **Trust:** Parents should give the faculty the benefit of the doubt and realize that student reports are often emotional or incomplete.

Social Media and Relationships

- **Dating:** Dating or "courting" is not permitted at WBA. Be friends with everyone.
- **Social Media:** WBA maintains a zero-tolerance policy for profanity, slander, or derogatory comments regarding the school, staff, or other students. This applies **year-round**, including summer and school breaks.

JUNIOR HIGH & HIGH SCHOOL DISCIPLINE

The Demerit System

The demerit system is designed to hold students accountable and encourage self-controlled, respectful behavior. Demerits accrue over the full school year.

Accumulation	Disciplinary Action
5, 10, 15, 20	Principal Counseling
20 Demerits	After-School Detention
25 Demerits	Detention + Written Assignment
30 Demerits	Two Detentions
35 Demerits	In-House Suspension
40 Demerits	Out-of-School Suspension
50 Demerits	Academic Probation + 1-Week Out-of-School Suspension
60 Demerits	Expulsion

Note: A **\$30 fee** is billed for each detention to reimburse faculty for the additional time required for facilitation.

Offense Levels

- **Level 1 (1–5 Demerits):** Dress code violations, chewing gum, note-passing, tardiness, or incomplete homework. (Note: The 5th monthly tardy results in automatic detention).
- **Level 2 (5–15 Demerits):** Property damage (requires financial restitution), profanity, insubordination, fighting/bullying, truancy, or **plagiarism** (including the use of AI-generated content).
- **Level 3 (Suspension or Expulsion):** Possession or use of drugs/alcohol/tobacco, physical assault, dangerous weapons, terroristic threats, or leaving campus without permission.

WITHDRAWAL PROCEDURE

If a family must withdraw a student from the Academy, they should notify the office as soon as the decision is made to ensure a smooth transition.

1. **Check-out:** The student must officially check out through the school office.
2. **Returns:** All school-owned materials (textbooks, library books, uniforms, choral music) must be returned.
3. **Financials:** The bookkeeper will finalize the tuition account.
4. **Records:** Grades and transcripts will be released only after the withdrawal form is complete and all financial obligations are satisfied.

Use the policy agreement slip to agree to this handbook and set guidelines. Jr and Sr high students must agree and sign as well parents/guardians.

I have read and understand the policies outlined in this handbook.

Signature: _____

Printed Name: _____

Date: _____

Signature: _____

Printed Name: _____

Date: _____

Signature: _____

Printed Name: _____

Date: _____

Signature: _____

Printed Name: _____

Date: _____

