

May the Lord be honored in the 2011-2012 school year!



2011-2012
STUDENT HANDBOOK

755 Saratoga Road, Wilton, NY
WWW.WILTONBAPTISTCHURCH.COM

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office. All textbooks, library books, choral music, athletic uniforms, etc. owned by the Academy must be turned in. A checkout form must be completed and financial obligations must be satisfied before withdrawal can be finalized.

It may become necessary for parents to withdraw their child from the school. If such an event occurs, the school should be notified as soon as the parents have made their decision to withdraw their child from the school. This will provide time for the school to notify 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 to the family. A smooth transition at these times is vitally important.

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Thank you for reading this handbook and signing that you and your student will abide by these guidelines.

These numbers are not yet correct. Content is in order as stated above.

Introduction

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

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

Our 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)

Parents have been entrusted with the principle task of rearing their children in the home. The Christian school, through the auspices of the local church, has been charged with the responsibility to assist parents with the task of providing an academic education to their children. In addition to that, 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 stand in the place of the parent, but rather is designed to work along with the parent. (Ephesians 6:1-4; Matthew 28:19, 20)

We believe that God has established a testimony in us, and He has commanded us to make that testimony known to our children so that a godly generation of young people will be raised up and that the generation to come might know God and set their hopes in Him. (Psalm 78:1-7)

the student. Messages and/or deliveries from home must be left in the office.

Health

Accidents

Injuries incurred on the campus or during an Academy sponsored activity should be reported immediately to the Academy personnel responsible for supervision. Information requested by an insurance company may be obtained through the Business Office.

Forms

All students are required to comply with health department regulations with regard to vaccinations and immunizations. All pertinent records must be on file in the Academy office by September 1 of the current year.

Parent-Teacher Communication

It is often necessary for the parent/guardian and the teacher to meet to discuss certain 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 to determine a time for the meeting. Any situation that is not adequately addressed through a parent/teacher conference should be referred to the administration.

Required Meetings

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

- Open House
- Wilton Baptist Academy Graduation
- Others as noted on school calendar

School Hours

K4 and K5 meet from 8:00 a.m. - 12:00 a.m. each day. 1st - 12th grade classes meet from 8:00 a.m. - 3:00 p.m. each day. Academy office hours are Monday - Friday, 7:45 a.m. - 3:30 p.m.

Special Programs

All students with parts in special programs (speech, band, choir, etc.) are required to attend. Unexcused absences will be reflected in a student's grade.

Withdrawal

When withdrawing from the Academy, a student must check out at the

obtained from the school office. The 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 suspension of this senior student privilege.

Automobiles

Properly licensed junior and senior students may drive an automobile to school.

Speeding and reckless driving on campus will not be tolerated.

Driving privileges will be revoked.

Students may not return to their car 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.

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.

Before/After School

Supervised care is provided each morning beginning at 8:00 a.m.

Students arriving at school before 8:00 a.m. must obtain special permission from the principal.

Childcare is not provided when school is not in session. In the event of early, weather-related closings, arrangements should be made to pick up students as quickly as possible. Supervision will be provided until a parent/guardian arrives.

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.

Change of Address or Telephone Number

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

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

Mission and Purpose

The Wilton Baptist Academy is a ministry of Wilton Baptist Church. Its function is to serve as an extension of the Christian home in the educating of our 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 in 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, to indoctrinate our children with God's perspective. In fact, 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 properly understood apart from that revelation.

Therefore, there are three main ingredients to education: knowledge, understanding, and wisdom. Knowledge is the discovery of fact, principle, or concept. It grows from the simple to the complex and is contained in 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 "Jesus increased in wisdom and stature, and in favor with God and man." (Luke 2:52) 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 a 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 result 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

- Since God's Word is the source of truth, all subject matter is taught in light of the Scripture. (John 17:17; Colossians 6:19, 20)
- To impart to students a command of common knowledge and basic 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. (II Timothy 2:15)
- 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 an unwavering faith in God's presence, power and provision.
- To develop a love for God first and then others.

unless authorized by the administration. **Only combination locks are to be used and 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.*

Lunch/Recess

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

Personal Property (Lost and Found)

It is extremely important that personal property be labeled to aid in its ownership identification. The school will not be responsible for the loss of any personal property. Students are expected to maintain control over their belongings and to accept full responsibility for their care and well being. Students should not bring to school and leave unattended any valuables and/or money. *The administration reserves the right to open and check book bags, purses, or other similar concealed containers that a student brings on the school property.*

Pictures

WBA reserves the right to use studio or independent contractors to take the annual school pictures. The cost and options may vary from year to year.

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 made in the school office. No cell phones please.

Transportation (Parking Lot, Student Drivers)

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 where instructed.

Students or parent cars are not to be left overnight without permission. Junior and senior students who are properly licensed drivers may be permitted to drive to school. Driving to school is a privilege and not a right. Any student may nullify their right to drive to school based on poor academics or an ungodly attitude. Permission forms may be

Health & Medicine

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. Students who need more aid than what the school is able to administer will be cared for by having parent(s) notified and the student kept under watch care in the school's "sick room" (to be designated at the time of need) 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 emergency situations. Complete emergency medical information needs to be on file with the school at the time of the student's enrollment.

It is important 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.

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 properly labeled 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 and all forms of medication to be administered.

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 submitted to the school insurance provider.

Lockers

Each student is assigned locker space. **Lockers are each student's own responsibility. Lockers are to be neat at all times.** Interior and exterior locker decorations are acceptable as long as they are tasteful, not excessive in nature 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

Physical and Social

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 good 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. (II Timothy 2:22)

Patriotism is taught. (Romans 13:1-4)

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

To help students learn respect for the person, property, rights, opinions, and feelings of others.

To teach students the importance of working together to accomplish a goal.

To produce students who are able to conduct themselves properly in any given situation.

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 free 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 observance of the first day of the week, the honoring of civil government, the resurrection of the righteous to eternal life and the wicked 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.

Affiliations and Curriculum

Wilton Baptist Academy is a non-registered member of the American Association of Christian Schools (AACS) and an accredited and agency approved member of the New York Association of Christian Schools (NYACS). The Academy is approved 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. Wilton Baptist Academy uses the A BEKA curriculum.

Administration

Dr. Steven Harness- Pastor of Wilton Baptist Church,
Chair of the WBA School Board

Mr. Samuel Ellis- Administrator/ Principal

Mr. Bob Brown- Charter School Board Member

Mr. Jeff Irish- Charter School Board Member

Mr. Ernest Johnson- Charter School Board Member

Mr. Bob Petrie- Charter School Board Member

Admissions

Wilton Baptist Academy is open to Wilton Baptist Church members or the families of ordained men of like faith on a case-by-case basis. 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 at the conclusion of the 6th, 8th, and 10th grades to determine their future status. It is vital that each student and his family are fully supportive of the goals of the Academy.

The Pastor and the administration of the Academy reserve 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.

Requirements

It is the school's policy that a child must have reached his 4th or 5th birthday before December 31st in order to enroll in the school's respective K4 or K5 program. Students who do not meet this requirement will

Chapel

Chapel programs are designed to stimulate Christian thinking and to help in the application of 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 service. Student attendance is required.

Field Trips

Field Trips are provided as a means of enhancing our school's educational program. Field trips are designed to place emphasis upon academic pursuits; however, there is room for field trips for entertainment reasons. Parents will be given opportunity to assist in chaperoning and driving on the field trips. **Wilton Baptist Academy faculty must be in charge 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/she may be taken back to the school and miss out on the trip. In signing the school's Registration Card, 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.

Fire/Emergency Evacuation Drills

Fire Drills and Lock Down Drills are held during the school year. Each drill is to be conducted in a safe and serious manner. Room evacuation signs are posted in each room listing a primary evacuation route. Teachers will instruct students on proper drill procedures. Fire and safety inspectors visit the school and declare that Wilton Baptist Academy is in compliance with all current fire and safety regulations.

Fundraising

Fundraising projects, held on the school property, are ordinarily conducted during the school day. Only those fundraising activities approved by the administration will be permitted. No fundraising by non-school groups will be approved by the administration.

Personal solicitation or advertising at the school is prohibited. Only those events or activities approved by Wilton Baptist Church and/or Academy may be advertised and/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.

Scholarships may be available to families with two or more children enrolled in the Academy. Additional scholarships may be offered. For accounts not paid in full by July 15th, monthly payments begin August 1st. Account is delinquent if not paid by the tenth of the month. In the case of early withdrawal, tuition will be refunded on a pro-rated basis determined by the date of withdrawal from the Academy. All other fees are non-refundable.

General Policies and Information

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 activities 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 activity must be publicized privately not using the school name or school material to publish information about the activity.

Any and all letters sent out in the name of the school must first be approved by the Principal and bear his initials.

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.

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; scholarship. The student must generally exemplify the Biblical standards and ideals upon which Wilton Baptist Academy was founded and upon which it stands. This award is not automatically given to a graduating senior.

Extraordinary achievement on behalf of the students is honored at awards ceremonies scheduled at the conclusion of each school year.

Senior high students competing for the valedictorian and salutatorian awards must have completed the requirements for the college preparatory track and 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.

be taken on a case-by-case basis and will need to fulfill the requirements of early admittance for enrollment. 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 youngster is "potty" trained.

Every student who is enrolled in the school must have the following records and information on file with the school:

- Complete health and academic record
- A photocopy of their birth certificate and social security number (before actual attendance in school can commence)
- Completed "Registration Card" and "Teacher Information Card" (in event of an emergency)
- Approved Student Pick Up List

Wilton Baptist Academy is a distinctly Christian school. We are neither a remedial school nor a reform school. We are not equipped to handle problem children, slow learners, or children with certain physical, emotional, or mental handicaps. Students with special needs are considered on a case-by-case basis.

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. Most 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

Physical Exam – all new entrants, kindergarten, 1st, 3rd, 7th, and 10th grades

Immunizations – oral polio, DPT, measles, mumps, rubella (Students are exempted from these immunizations provided a physician

statement of medical exemption is on file or a written statement of exemption for a religious reason is on file.)

Scoliosis Screening – all students between the ages of 8-16 (Religious exemption does apply.)

Church Attendance

Wilton Baptist Academy was established to assist the families of Wilton Baptist Church who are sincere and committed in 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.

The primary requirements for student admission are that the child's parents (at least one) are active members of Wilton Baptist Church. Parents and child are expected to attend all scheduled services (Sunday school, Sunday AM, Sunday PM, and Wednesday Night) and any special meetings throughout the year. Additionally, with the low tuition cost for enrollment, families are expected to give fully their tithes and offerings to the local church in which their membership is active. Ministry families should have same commitment to their ministry.

Testing

Applicants to Wilton Baptist Academy in grades 1 - 11 will be given age-appropriate ability and achievement examinations with the Stanford Achievement Test (SAT). The scores achieved on these examinations may be used to evaluate the student's capabilities.

Academics

The program of Wilton Baptist Academy places a strong emphasis on academic fundamentals. All students, kindergarten through 11th grade, are administered the Stanford Achievement Test each spring. Student scores are included in the AACS national testing program as well as in the national norms. All subjects are taught in light of biblical truth.

Faculty

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

Curriculum

The curriculum for all grades has been structured so that the students will receive training in all academic subjects required by the State of New York. Subjects are taught from a biblical viewpoint. Social development is encouraged through the teaching of good manners, high moral standards, respect for parents and authority, and patriotism.

The A BEKA curriculum is used for all classes and supplemented with appropriate resources as deemed appropriate by school administration.

Report Cards

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

participate in such activities, students are expected to demonstrate a higher level of commitment than that required of the general student population.

Church attendance - Students are to attend the weekly meetings at a Bible-preaching church (Sunday school, Sunday morning service, Sunday evening service, mid-week service).

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

Entertainment - Students are not to participate in activities or entertainments that are not consistent with a Christ-honoring testimony. This would include, but not be confined to, attendance at rock, contemporary "Christian", or country music concerts or a public movie theater. Students in leadership are expected to listen to and to view those things that would honor the Lord.

Conduct - Students are to be exemplary in their conduct at school. The need for excessive discipline for more serious matters may affect a student's privilege to participate in extra-curricular activities.

Dress - Students are expected to dress consistently in an appropriate and modest manner. This would include Sunday dress for Academy meetings and programs as well as for all church meetings.

Dating/courting is not permitted at WBA.

Social Media - WBA reserves the right to enact disciplinary measures toward any student found to be using social media in an inappropriate manner. WBA will not tolerate the following at any time during the school year or during 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, face book, twitter, emails, etc...

Failure to comply with these guidelines may result in suspension from extra-curricular activities.

Financial Policies

The registration fee must be paid at the time of registration and is non-refundable and nontransferable.

Since fads change continually, the administration reserves the right to address the appropriateness of such trends as they arise. Should you have questions, please contact the Academy office

Extra-Curricular Activities

Extra-curricular activities and participants should exemplify the spirit and guidelines of the Academy. The following policies will govern student participation in such activities.

Church Attendance

Students involved in extra-curricular activities must attend all weekly meetings of Wilton Baptist church or the church of their active membership (Sunday school, Sunday morning, Sunday evening, mid-week) as well as scheduled special meetings (Revival, Mission's Conference etc).

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 a.m. to be eligible to participate. Any student checking out before 3:00 p.m. due to illness is not eligible to participate on that day.

Academic Eligibility

Students involved in extra-curricular activities must maintain a cumulative (semester) 2.0 grade point average without any failing marks in any subject 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 for a period of not less than two weeks, after which grades may be checked on a weekly basis 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

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 the supervising personnel.

Leadership Commitment

Students who are involved in extra-curricular activities are expected to provide the student body with strong, spiritual leadership. In order to

Promotions Requirements

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

Kindergarten – no student is retained in kindergarten 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, and grammar

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

Grades 9-12 – placement is determined as follows:

9th Grade successfully completed 8th grade

10th Grade must have accumulated 5 credits

11th Grade must have accumulated 10 credits

12th Grade must have accumulated 16 credits

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, that 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.)

Summer School Policy Students failing any course(s) may be required to take summer school before they are allowed to continue in Wilton Baptist Academy

Promotion

Elementary students will not be promoted if they fail two core subjects (language, math, and 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 earn 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).

Graduation Requirements

To graduate from Wilton Baptist Academy and receive the school's diploma, 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.

Testing

The school administers the Stanford Achievement Test (SAT) each spring under the auspices of the American Association of Christian Schools.

Special Classes

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

Homework

Homework is one of the key 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 certain grades or subjects, teachers may give more specific guidelines.

All work must be done on standard size loose-leaf notebook paper.

emy dress code (skirts or dresses for ladies, long pants or slacks for men) while participating in Academy activities or attending Academy functions.

Young Men

All students must wear the Academy uniform each day. The designated dress uniform will be worn on specified days and for special events scheduled throughout the year (special meetings, programs, graduation, etc.)

Haircuts are to be traditional and masculine in nature. The hair may not rest on the collar or cover any portion of the ear. Hair must fall at least 1" above the eyebrow. Sideburns should be to middle of ear. Hair coloring is not permitted.

Moustaches and beards are not allowed. Boys will be clean-shaven at all times.

Jewelry is not allowed.

No earring holes or tattoos are allowed.

Young Ladies

All students must wear the Academy uniform each day. The designated dress uniform will be worn. Socks, tights, or hose must be worn.

Girls in preschool through 5th grade may not wear any make-up or lipstick.

Girls in grades 6 - 8 may not wear eye make-up, lipstick, or nail polish.

Make-up may be worn conservatively in grades 9-12. Nail polish must be traditional in color.

Jewelry must be conservative in both quantity and style.

Hairstyles must be conservative and consistent with a traditionally feminine appearance.

Hair coloring is not allowed without prior consent from the administration.

The length of a skirt, dress, 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.

Tops are to be tucked in during school day.

White socks, (or tan hose) are required for all students.

Students may wear black sneakers if they are well maintained.

All laces are to be tied.

No hats may be worn inside the building.

General Standards – All Students

All students are to be dressed in a neat, modest, clean, and appropriate manner for school and all school functions. Extremes in dress are to be avoided. Student dress must not depict anything that would detract from the testimony or standards of our school.

Students should avoid clashing colors and styles. Students' outfits are to be loose fitting and opaque (not form fitting or see through). Tight, sloppy, or baggy clothing or dirty, worn, or stained clothing is not appropriate at Wilton Baptist Academy. Clothing with writing on it is not acceptable for school or school functions. Skirts and pants are to be worn at the waist rather than at the hips. Any bare skin at the waist, regardless of the movement, is unacceptable. Jackets or coats, except for suit coats or sports jackets, are not to be worn in class. A light sweater is acceptable when it is cold.

Shoes are to be of dress or dress/casual variety. No varieties of flip-flops are allowed. Heels are to be more of the flat or low variety, rather than "high heels." Traditional soles rather than elevated are acceptable.

Students will not be permitted to change clothes after school without permission unless a student is dressing to participate in or attend an extracurricular or sports activity or event. School programs require classroom dress unless otherwise announced. Girls may wear modest culottes at athletic events. Boys may wear PE dress.

The two Biblical principles underlying all standards of dress and grooming are modesty and identification. Modesty applies not only to common decency but to the matter of calling undue attention to oneself as well. An appearance that makes a person a public spectacle is as inappropriate for the Christian as clothing that calls inappropriate attention to the body. The clothing and grooming of our students should be appropriate in all aspects of modesty. Identification is the process by which one can determine a gender of another by the distinction of the clothing being worn.

While at school, student dress will be governed by the Academy uniform program. Students are to be neatly and appropriately dressed for all Academy-sponsored activities. Students violating the dress code at school or other activities 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 standards of modest dress exemplified by the Acad-

Paper from spiral notebooks will not be accepted.

All work is to include the student's name, class, and date in the upper right corner of the paper and the assignment in the upper left corner. All work must be neat and legible.

Students in grades 4-12 should use blue or black ink, unless the teacher specifies otherwise. Homework notebooks must be signed every day by at least one parent. Homework accounts for ten percent of grades.

Study Halls

Study Halls should have a silent, studious atmosphere, marked by consideration for others. Each student has an assigned place. This is not free time.

Transcripts

Official transcripts will be sent to schools or colleges with a written request. Seniors are given the opportunity to obtain free transcripts for a period of 2 years, including their senior year. Beginning 12 months after graduation, a \$20.00 transcript fee will be required with each request for a transcript. Please allow 14 days to process transcript requests.

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 begin. After the fourth week of the semester, students are responsible to complete 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 to repeat 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. All course work must be approved by the administration. 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 prior to 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 OPA.

In addition to fulfilling the unit and attendance requirements, students must take the PSAT/NMSQT Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (11th grade) and Scholastic Aptitude Test (11th grade).

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

Attendance

The school day begins promptly at 8:00 a.m. In the case of an absence, the office should be contacted as early in the day as possible. Excused absences or tardiness will be granted for the following reasons:

- Doctor or dental appointment (*appointments should be made after school hours when possible*)
- Funeral
- Local disaster
- Personal illness or emergency

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 other emergency. Students who have been absent 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, doctor's notes 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 excuse has not been sent in at that time. The school is required by law to keep accurate attendance records and must have parental cooperation in this matter. Excused absences will allow the student two days for every day absent in which to make up work missed.

are expected to pay attention and follow all instructions.

Do not write on the desks, walls, or chalkboards. Do not disturb materials on the teacher's desk or on other students' desks. Students are not to throw anything in the classroom.

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.

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).

Students are to abide by the rules of conduct outlined in the Wilton Baptist Academy Handbook.

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 of detentions are not served, the student will be sent to the administration and placed on suspension.

Standards of Dress and Appearance

The principles given in the Scriptures (I Corinthians 10:31; 11:1-16; 14:40; I Timothy 2:9-10; I Peter 3:1-7) teach that in appearance and grooming, the Christian must reflect certain Biblical standards. Our outward appearance is a reflection of our heart 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 a consistent testimony, 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 (submissive, yielding) and quiet spirit, which is in the sight of God a great price.” (I Peter 3:3-4)

responsible to their Heavenly Father to conduct their own personal lives in a way that will bring honor and reverence to Him. This is commanded and described in the Bible – God’s Word. Such Christian conduct is described in part below and is as follows:

- Love for God (the Father, Son – Lord Jesus Christ, and Holy Spirit) and for 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 complimentary abilities and common goals (Philippians 2:2; I Corinthians 12:2-3; Colossians 3:20; Romans 13:1-17)
- Obedient to those He has placed over us and to God (I John 2:3-6; 5:2-3; Colossians 3:20; Romans 13:1-7)
- Humility in serving each other as Christ gave us commandment and example (Philippians 2:3-11; I Peter 5:5-6; John 13:1-17)
- Separation from all worldliness and sin (2Corinthians 6:14-18; John 17:14-17; James 4:4; I John 2:15-16)
- Dedication to God of ourselves and all that we have (Romans 6:12-13; 12:1-2; Daniel 1:8)
- Diligence in work and service (Deuteronomy 6:17; Colossians 3:23; Hebrews 6:10-12)

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 matter cannot be resolved at this level, the administration is ready to help resolve the differences.

Junior-Senior High Classroom Rules & Procedures

- Come to class prepared. It is your responsibility to have textbook(s), paper, pen, pencil, and other materials before class begins.
- 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 written assignment for the first two times that they are late to class. Each subsequent tardy will result in a detention.
- Students are to remain in dress code for the entire day. Failure to remain in dress code will result in a written assignment.
- Students are not permitted to chew gum during any part of the school day. Chewing gum will result in a detention.
- There is to be no talking or communication without permission. Ephesians 4:29 is the guideline for all communication.
- 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 use makeup in class. Do not distract other students. Students

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 bring a note to the office **at least three school days prior to the absence** and secure an “Advanced Absence Form,” which is to be signed by the student’s teacher (s) and returned to the office.

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 which includes 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 chapel when it begins at 8:10. Three unexcused tardies constitute one absence. An unexcused tardy would be oversleeping, missed the bus, stopped for breakfast, ran out of gas, etc.

The administration reserves the right to decide whether the student’s absence or tardiness is excusable.

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 communicable disease. 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 a communicable or potentially lethal disease.

Children who have communicable diseases should remain at home for the recommended periods of time, which are as follows: (Please follow physician’s instructions.)

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 day)	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, Food, & Mouth Disease)	Until the fever is gone and the child feels well

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 supervision.

Visitors on Campus

Students may bring guests to school providing that they obtain **prior approval** from the principal. 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. All visitors will observe school regulations, including dress code in order to visit the school's classes. Visitors are considered visiting the school due to an interest in the school and not for purely social reasons. 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, you 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

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

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 readmission 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.

PLEASE SEE NEW JR High and High School Demerit Policy.

Parents and School Discipline

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

Give the school the benefit of the doubt.

Realize that the student's report is often emotional in nature and lacking all of the information.

Realize that the school endeavored 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 and/or complaints to him/her about the school.

Philosophy of Christian Conduct

Christian students who study with us at Wilton Baptist Academy are

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 own classrooms. Parents will be notified of any situation that continues after the teacher has given sufficient time to rectify the problem. It is our 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. Serious infractions of the school’s rules, or consistent or constant misbehavior may be sufficient grounds whereby a student may be suspended and/or expelled from Wilton Baptist Academy.

Although the administration and School Board reserves the right to make individual judgments depending upon the situation, the following will be the normal progression of discipline in high school:

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 or for being tardy to class (beginning with the student’s second infraction). The administration may also assign a 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 gives the student an opportunity 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

Inclement Weather

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 major area radio, television and internet sources before 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.

Conduct and Discipline

Behavior and Conduct

Students who study with us at Wilton Baptist Academy are responsible to 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. 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 individual 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 look for full support from all parents.

Elementary (K4 - 6th) Discipline System

Student Conduct – Each elementary student is responsible to follow 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 child is supposed to be doing assigned work
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