

*Preparing Minds for the Future
Touching Hearts for Eternity*



WACO BAPTIST
ACADEMY

Parent & Student
Handbook
2010~2011

Revised July 2010
By the Board of Trustees

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PLEDGES & SCHOOL SONG

Pledge to the American Flag

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

Pledge to the Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one brotherhood, uniting all Christians in service and in love.

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word, and will make it a lamp unto my feet and a light unto my path and will hide its words in my heart that I might not sin against God.

School Song

Waco Baptist, how I love you, my Academy.
Love and learning meet within you, growing faithfully.
You have taught me to meet God's challenge, "Be all you can be."
Waco Baptist, how I love you, my Academy.

FORWARD

The Board of Trustees, faculty, and employees welcome you to Waco Baptist Academy. We are grateful to God that you have chosen our school. Many hours of work and planning have gone into insuring that this school year will be an exceptional one. We are confident it will glorify God and help train up your child in every way.

The Faculty, Principal and Board of Trustees are deeply committed to providing every child a quality academic experience in a Christian atmosphere. We ask that you pledge yourself as a student or a parent to cooperate in this venture.

This handbook is required reading for all parents and students. In it you will find guidelines that cover many aspects of school life—curriculum, discipline, grading, absences, uniforms, special services, etc. It is the policy book for WBA, and everyone is expected to know its contents. These policies apply to everyone.

We are glad you and your family will be a part of the WBA family. It is our prayer that with our commitment to excellence and with God's help, every child will have a positive learning experience.

Although every effort has been made to include all important rules and regulations, it is impossible to cover all aspects of school life or to foresee what changes may be necessary.

Therefore, WBA reserves the right to make changes, additions and/or revisions to this Handbook that it deems necessary for the good of the school.

MISSION STATEMENT

It is the mission of WBA to provide each child with an outstanding, traditional education in a loving, Christian environment.

PURPOSE & PHILOSOPHY

"Train a child in the way he should go, and when he is old he will not turn from it."

Proverbs 22:6 (NIV)

It is the philosophy of WBA that God ordained the family as the basic unit in society and in Christian education. We therefore seek to function as an extension of the family in the educational process. We will cooperate closely with parents in every phase of the student's development.

Because our mission is to provide each child with an outstanding, traditional education in a loving, Christian environment, we channel our energies to promote high academic standards while helping students achieve skills in creative and critical thinking—using the best integrated curriculum available. The uniqueness of each child shall be valued within an atmosphere of challenging academic standards and nurturing support. Within this atmosphere, WBA will seek to integrate family involvement with highly qualified and dedicated Christian faculty and to provide a foundation for each child to reach his or her full potential—spiritually, academically, emotionally and physically.

It is a part of the WBA purpose to promote good study habits, to encourage individual research and creative thinking, and to interpret world affairs in the light of God's revelations. Our philosophy dictates that our educational ministry be child-centered rather than program or institution-centered.

WBA is open to students of all races and denominations.

GOALS OF WBA

Spiritual Goals

1. To study the Bible and memorize scriptures appropriate to the age of each child
2. To teach the children that the Bible is the inspired Word of God
3. To teach ethical, moral and Christian standards
4. To lead each child to be aware of and experience God's unfailing love
5. To teach each child that God commands us to love others as we love ourselves
6. To interpret world affairs in the light of God's revelations
7. To guide each child in forming his/her own perceptions of truth without coercion or omission

Academic Goals

1. To provide a challenging curriculum in the following areas: language arts, mathematics, social studies, science, health, physical education, fine arts, computer literacy and Bible
2. To design a curriculum individualized to meet the unique needs of students as needed
3. To teach each student critical thinking and problem solving skills
4. To inspire in each child a love of learning and a love of reading which will last a lifetime

5. To develop in each child a life-long appreciation for and enjoyment of music, art, and drama

Emotional Goals

1. To help each child develop and maintain a good self image as a result of a loving, supportive Christian atmosphere
2. To help each child learn a sense of fairness in dealing with others
3. To encourage each child to compete with himself rather than always urging him/her to compete with others
4. To teach each child to have respect for all other people
5. To help each child accept individual responsibility suitable to his/her age level
6. To develop a healthy respect for authority

Physical Goals

1. To promote activities which will aid both gross and fine muscle development
2. To teach good health habits
3. To teach each child to have respect for his/her body as well as those of others
4. To annually screen the visual and hearing acuity of each student

ADMISSION PROCEDURES

1. Complete an application and registration form for enrollment. This must be submitted with the full registration fee, which is refundable if the prospective student is not accepted.
2. Kindergarten-8th Grade: Prospective students must take an admission test at the discretion of the Principal. Recent achievement test scores may be accepted in lieu of testing. The form and content of admission tests will be within the discretion of the Principal.
3. Supply immunization records pursuant to Health Department requirements.
4. The child and parent(s) may meet with the Principal to discuss policies and ask/answer questions.
5. Read the Parent & Student Handbook.
6. Upon being notified of acceptance for admission, the registration fee becomes non-refundable. An enrollment contract is required to formalize the admission.
7. A non-refundable book and activity fee is required each school year. Your child's registration will not be complete and his/her placement will not be ensured until that fee has been paid.
8. If the student is receiving a scholarship, terms of payment of fees, expenses, and other required amount will be contained in the special agreement prepared on an ad hoc basis for each scholarship student.
9. All required forms must be in the school office by the first day of school and must be kept current as changes occur during the school year.
10. Student minimum age requirements for each grade level are determined by the age of the child on September 1st of the current year.

| Grade | Age | Grade | Age |
|--------------|------------|--------------|------------|
| Pre-K | 4 | Fourth | 9 |
| Kindergarten | 5 | Fifth | 10 |
| First | 6 | Sixth | 11 |
| Second | 7 | Seventh | 12 |
| Third | 8 | Eighth | 13 |

The Principal has the discretion to waive the age requirement for any student and will notify the Board of Trustees of such decisions.

Learning Disabled Students

WBA attempts to meet the learning differences of our students. WBA may lack the facilities and specialized training necessary to adequately work with children with learning disabilities or special needs, and reserves the right to determine the admissibility of any such child based upon the particular circumstances of each affected child, teacher and classroom. In addition, the ratio of students with special needs to other students can place an unfair strain upon teachers and classes. In an effort to balance such circumstances, WBA has the right to limit each class to no more than one (1) student with special needs. Any additional students with such special needs may be admitted only with the express approval of the Board of Trustees. Professional testing and evaluation are required prior to the consideration for admission of special need or learning disabled students.

Maximum Class Size

The Board of Trustees will annually determine the maximum class size for each grade level.

Parent Requests for Class Placement

Although parents often make special requests for their children regarding teachers, peers, etc., the administration is not obligated to honor such requests and will consider the best interest of all parties when making these decisions.

TUITION

Tuition rates are available through the school office. It is the policy of the Board of Trustees of WBA that all tuition is due and payable on or before July 15th prior to the beginning of each school year. However, monthly payments toward tuition are common and are to be accepted to assist families in meeting monthly expenses. If tuition is paid in monthly installments, it shall be paid out over a 10-month plan or earlier.

If tuition is not received, the student may be suspended beginning on the first school day of the following month until the account is made current.

As long as any student or former student has a delinquent account, no transcripts or other records will be released or forwarded to another institution.

Only students whose tuition account is current will be allowed to enroll for the following school year.

Penalty for Withdrawal

WBA incurs expenses for the operation of the school year-round, and the withdrawal without payment in full by any student can severely hamper the school's ability to meet its obligations. Therefore, the withdrawal of any student prior to the end of the school year will not terminate the obligation of the parent or guardian to pay all remaining unpaid tuition. A one time withdrawal fee of \$500 per student or the remaining balance of the student's annual tuition, whichever is less, will be due and payable in full upon withdrawal of the student. Notice of withdrawal must be provided in writing to the principal, specifying the date of withdrawal.

ATTENDANCE

School Hours

| | |
|------------------------------------|----------------------|
| Pre-Kindergarten | 8:15 am - 12:00 noon |
| ½ Day Kindergarten | 8:15 am – 12:30 pm |
| Full-Day Kindergarten-Eighth Grade | 8:15 am - 3:15 pm |

Regular and punctual attendance contributes greatly to success in school. State law requires that students attend 90% of the days of the school year in order to receive credit. If a student must be absent, please call the school office that morning so the teacher may be informed of the reason. Short-term illness will not jeopardize a student's grade. Upon returning to school, the teacher will inform the student of any assignments that need to be completed.

Tardiness

A student misses important instructional time when tardy and being on time is an important life-long skill. Tardiness is disruptive to the student, teacher, and classmates. In the event a student must be tardy, the parent should notify the school as soon as possible. Any student arriving after 8:15 will be considered tardy. In 6th – 8th Grades, tardiness will be recorded in each class/period, and 6th – 8th Grade students missing more than half of any class/period will be counted absent and the Absences policy will apply.

Absences

All absences result in missed class time and an increased risk of poor academic performance. Therefore, students are expected to attend class.

Absences will be classified as either *excused* or *unexcused*. Discretionary absences, as described below, are excused only if the procedures below are followed. For Kindergarten through 8th grade, the following policies apply to absences from individual classes as well as complete school days.

Excused absences include personal illness, illness or death of a family member, participation in school activities, doctor or dentist appointments, and other extraordinary circumstances approved by the Principal. Documentation should be provided to the office upon returning to school. Any class assignments missed due to an excused absence must be turned in to the classroom teacher by the beginning of the student's third day back in school following the excused absence. For Grades 5-8, makeup assignments may be turned in at the beginning of the missed class/periods on the third day back to school. Any tests missed must be made up, after school, by the end of the student's second day back in school following the excused absence. (For example, if a student misses school on a Monday and returns to school on Tuesday, all tests must be made up by the end of the day Wednesday and all makeup work must be turned in at the beginning of the day on Thursday.) Within these timeframes, scheduling of makeup tests or other makeup work must be arranged with the appropriate teacher(s).

Note: The longer a student takes to turn in missed work, the further behind that student may become. Please be diligent in making up missed work.

Discretionary absences occur when the student is absent because of personal or family reasons other than personal illness, illness or death of a family member, participation in school activities, doctor or dentist appointments, or other extraordinary circumstances approved by the Principal. The most common example of a discretionary absence is an absence due to family vacation. Discretionary absences will be treated as excused absences

only if a parent submits a completed Discretionary Absence Form to the office at least five school days prior to the absence or as soon as possible. Failure to submit a Discretionary Absence Form in a timely fashion may result in the absence being classified as unexcused. **Unexcused absences** include all absences that are not excused absences or that are discretionary absences taken without proper notice. Any tests, class assignments, or other work missed because of an unexcused absence will receive a grade of zero.

Illness

No child with fever, vomiting, diarrhea or symptoms of contagious illness will be allowed to remain in class. Rashes or eye infections may also require that a child be sent home. If your child catches a contagious disease, please report it as soon as possible to the school office so parents of classmates may be notified. A child must be free of fever for 24 hours before returning to school after an illness. Recommendations from the Health Department will be followed for return to class after a child has had a communicable disease.

Permission to Leave School

Students are required by state law to be present the entire instructional day unless they are ill. The school can grant an early release only for emergencies or for medical/dental appointments, when those appointments cannot be scheduled outside of school hours. Parent requests for early release other than those listed above are discouraged. If students are to leave school during the school day, parents should notify the office of the time the child will be leaving and who will be picking the child up. Parents or designated adults must meet the student in the school office. Under no circumstances will a student be allowed to wait outside the building or in the car pool area alone.

Weather Closings

It may be necessary at times to close the school due to severe weather conditions, such as ice storms or flooding. Any decision to cancel or postpone classes will be at the discretion of the Principal and the President of the Board of Trustees and, barring exceptional circumstances, will parallel announcements made for the Waco Independent School District. The primary contact for information will be KWTX Television. Any scheduled classes that are canceled due to weather closings may be made up at a later date at the discretion of the Board of Trustees.

CURRICULUM

WBA has been accredited by the Texas Educational Agency and is a charter member of ACTABS, the Accreditation Commission of the Texas Association of Baptist Schools.

WBA maintains a high standard of academics that encourages students to think clearly, logically and independently. The program seeks to build Christian character into the lives of students through the exercise of consistent Christian disciplines.

Instructional materials used are of the highest quality. The textbooks used present subject content in an orderly, developmental sequence.

1st-6th Grades: Textbooks and curriculum materials from the following publishers are utilized: A Beka; BJU Press; Macmillan/McGraw-Hill; Handwriting Without Tears, D'Nealian

7th-8th Grades: Textbooks and curriculum materials from the following publishers are utilized: Glencoe, McGraw-Hill; Holt, Rinehart; A Beka; BJU Press; and Positive Action for Christ.

Subjects Offered

Core Curriculum

Enrichment

Bible
Language Arts
 Reading
 Handwriting
 Creative Writing
 English
 Spelling
Mathematics
Science
Social Studies
Health

Physical Education
Music
Spanish or Latin
Art
Technology

EVALUATION OF STUDENT WORK

Evaluation Guidelines

Following directions is a vital part of the total educational process. Assignments must be done according to directions, or the student will be asked to do them again.

When a child has an excused absence, he/she will be allowed to make up all work in accordance with the attendance policy in this Handbook.

As a school, we must always endeavor to teach children responsibility. Therefore, the teacher will assess a penalty for late work. Late assignments must be completed and turned in on the day following their due date unless special arrangements are made with the teacher.

Correct spelling is taught as an integral part of all other subject areas. Therefore, spelling errors will be dealt with in each subject area. Specifics will be left to the discretion of the teacher.

Reporting Procedures

A report card will be issued every six weeks for grades K-8th. The school calendar will indicate the end of each grading period. The cards are to be signed by the parents and returned within three days. No report card will be released when any student account is in delinquent status.

The following grading scale will be utilized

Kindergarten - First Grade

E = Excellent
S = Satisfactory
N = Needs Improvement
I = Improving
U = Unsatisfactory

Second - Eighth Grade

A+ = 99-100
A = 92-98
A- = 90-91
B+ = 89
B = 82-88
B- = 80-81

C+ = 79
C = 72-78
C- = 70-71
F = 69 or below

No Pass No Play

If a student's average in any core subject (see previous page) falls below 70 on a 3-week progress report or a 6-week report card, he/she will not be permitted to play in any extracurricular athletic contests (such as basketball, football, or volleyball games) until the next progress report or 6-week average indicates his/her grade has increased to 70 or above. During the probationary time period, the student will be permitted to practice with the team and attend games, but will not be permitted to play in the games.

Retention Procedures

Kindergarten thru 4th grade - The teacher's professional judgment will be a major factor in determining the need for retention (repeating a grade). The Principal will work closely with the parents and teachers in deciding the proper course of action.

Middle school students in grades 5-8 must have a year end average of "70" or above in all academic subjects (English, math, science, and social studies) in order to be promoted. If a student has a year end average below "70" in one academic subject, the student must repeat that subject in an accredited summer school or complete a minimum number of hours of approved tutoring. In addition, the student must demonstrate proficiency in that subject by re-taking both semester exams. If proficiency is not demonstrated, the student will be required to repeat the grade. If a student has a year end average below "70" in two or more academic subjects, the student will be required to repeat the grade.

HOMEWORK

Homework will be meaningful and relate to the subject matter. Kindergarten thru 4th Grade: no homework will be given on Wednesday nights, and no major test will be given on Thursdays. This is so that students and parents will have one weeknight free for family or church activities. In grades 5-8, tests may be given on any day of the week. In planning class activities, teachers will take Wednesday night church activities into consideration. Any Wednesday night homework will be limited to unfinished class work and review.

USE OF COMPUTERS

The computers are for the use of students in their academic endeavors and by school administration and faculty for official business. At no time should any person use a computer for personal projects, etc. unless approved by the Principal. **ABSOLUTELY NO FOOD OR DRINK IS TO BE PRESENT IN THE COMPUTER AREAS AT ANY TIME.**

PARENT-TEACHER CONFERENCES

A parent wishing to speak with a teacher should send a note to the teacher or call the school office to arrange a conference. WBA desires to communicate freely with parents and welcomes inquiries concerning any student. A teacher's family time and privacy are important. Therefore, a teacher is not to be contacted at home unless it is absolutely necessary. Each teacher will have a free period during which parent conferences may be held. Please do not attempt to hold a conference with a teacher during school hours when the teacher is conducting class – especially in the mornings when students are coming into the room.

The importance of maintaining contact and open lines of communication with your child's teacher cannot be overemphasized. Teachers will schedule conferences with each student's parents before the end of the second six weeks and additional conferences as needed.

First semester conferences for 5th thru 8th grade students will include all core academic teachers. Additional scheduled conferences may also be scheduled and will include teachers as needed.

DRESS CODE

Students at WBA will wear designated uniforms to achieve unity and maintain closeness of spirit. **The Principal shall have discretion in interpreting and enforcing the dress code in all respects.**

Students are to be in full uniform on the first day of school and each day thereafter. Exceptions are made on "free dress" days and on special occasions (such as field trips). You will be informed of these days through the school newsletter and/or notes sent home from the teacher. Mondays, Tuesdays, and Wednesdays are "Casual Uniform" days. Chapel uniforms must be worn on Thursdays and on other special occasion days in which you will be notified through the school newsletter and/or notes home from the teacher. Fridays are normally designated as "free dress" days. Although style frequently undergoes change, good taste shall dictate what is acceptable. Further dress code guidelines are as follows:

GIRLS: K- 6th Dress Code

Items marked with * must be purchased from Parker Uniforms.

- | | |
|-----------------------------------|---|
| Casual Uniform Shirt | <ul style="list-style-type: none">• Embroidered red, navy or light blue* polo• Short sleeve or long sleeve |
| Casual Uniform Shorts | <ul style="list-style-type: none">• Navy or plaid*• Fingertip length or longer |
| Casual Uniform Skort/Skirt | <ul style="list-style-type: none">• Plaid*• Fingertip length or longer |
| Casual Uniform Pants | <ul style="list-style-type: none">• Navy |
| Casual Uniform Capris | <ul style="list-style-type: none">• Khaki or Navy |
| Chapel Uniform | <ul style="list-style-type: none">• Plaid skirt* or skort* with light blue polo* (long sleeve or short sleeve)• Polo shirt must be tucked in. |
| Uniform Socks/Shoes | <ul style="list-style-type: none">• Mostly white tennis shoes with white laces or Velcro straps• White and navy leather saddle oxfords with rubber soles• White socks |
| Cold Weather Options | <ul style="list-style-type: none">• White or navy tights or ankle-length leggings• WBA sweatshirt may be layered over the uniform top (with collar out) on casual uniform days• Navy uniform sweatpants with WBA sweatshirt or polo shirt• Uniform wind suit with polo shirt |

- Free Dress Day**
- Shorts and skirts must be fingertip length or longer
 - No torn or frayed blue jeans
 - No hats
 - No t-shirts with offensive messages
 - Sleeveless shirts are allowed, but no spaghetti straps
 - **Tennis shoes must be worn on Free Dress Days.**

- Note**
- Undergarments should not be visible.
 - Clothing may be layered, but the under layers must not show

GIRLS: 7th – 8th Dress Code

Items marked with * must be purchased from Parker Uniforms.

- Casual Uniform Shirt**
- Embroidered red, navy, light blue*, yellow, white, or green polo
 - Short sleeve or long sleeve
- Casual Uniform Shorts**
- Navy or plaid*
 - Fingertip length or longer
- Casual Uniform Skort/Skirt**
- Plaid*
 - Fingertip length or longer
- Casual Uniform Pants**
- Navy
- Casual Uniform Capris**
- Khaki or Navy
- Chapel Uniform**
- Khaki wrap around skort* with light blue polo* (long sleeve or short sleeve)
 - Polo shirt must be tucked in.
 - Dark flat shoes with closed toe and heel or white tennis shoes
- Uniform Shoes/Socks**
- Mostly white tennis shoes with white laces or Velcro straps
 - White and navy leather saddle oxfords with rubber soles
 - White socks
- Cold Weather Options**
- White or navy tights or ankle-length leggings
 - WBA sweatshirt may be layered over the uniform top (with collar out)
 - Navy uniform sweatpants with WBA sweatshirt or polo shirt
 - Uniform wind suit with polo shirt
- Free Dress Day**
- Shorts and skirts must be fingertip length or longer
 - No torn or frayed blue jeans
 - No hats
 - No t-shirts with offensive messages
 - Sleeveless shirts may be worn, but no spaghetti straps
 - Sandals and flip flops are permitted on Free Dress Days
- Note**
- Undergarments should not be visible
 - Clothing may be layered, but the under layers must not show

- Girls' hair should be worn in a conservative and attractively groomed style. Extremes in hairstyle, color or an unnatural look will not be acceptable for school. Extremes will be determined by the administration.
- The only jewelry permitted is rings, pierced earring studs (one per ear), small necklaces, bracelets and watches. No dangle earrings will be allowed. Barrettes and hair bows are allowed when they are in keeping with the uniform colors and good taste.
- All clothing must fit properly (not too tight or too baggy).
- For modesty, girls in Kindergarten through 8th grade should wear shorts under skirts and jumpers.
- The wearing of makeup in grades K-5 is discouraged. In Grades 6-8, makeup, if worn, should be in good taste and not excessive.
- No tattoos of any kind should be visible.

BOYS: K- 6th Dress Code

Items marked with * must be purchased from Parker Uniforms.

| | |
|------------------------------------|--|
| Casual Uniform Shirt | <ul style="list-style-type: none">• Embroidered red, navy or light blue* polo• Short sleeve or long sleeve |
| Casual Uniform Shorts/Pants | <ul style="list-style-type: none">• Khaki |
| Chapel Uniform | <ul style="list-style-type: none">• Khaki shorts/pants with light blue* polo (long sleeve or short sleeve)• Polo shirt must be tucked in.• Brown belt |
| Uniform Socks/Shoes | <ul style="list-style-type: none">• Mostly white tennis shoes with white laces or Velcro straps• White socks |
| Cold Weather Options | <ul style="list-style-type: none">• WBA sweatshirt may be layered over the uniform top (with collar out)• Navy uniform sweatpants with WBA sweatshirt or polo shirt• Uniform wind suit with polo shirt |
| Free Dress Day | <ul style="list-style-type: none">• No torn or frayed blue jeans• No hats• No t-shirts with offensive messages• Tennis shoes must be worn on Free Dress Days. |
| Note | <ul style="list-style-type: none">• Undergarments should not be visible• Shorts/Pants must be worn at the waist• T-shirts, if worn under the uniform shirt, must be solid white with short sleeves |

BOYS: 7th – 8th Dress Code

Items marked with * must be purchased from Parker Uniforms.

- Casual Uniform Shirt**
- Embroidered red, navy, light blue*, white, or green polo
 - Short sleeve or long sleeve
- Casual Uniform Shorts/Pants**
- Khaki
- Chapel Uniform**
- Khaki shorts/pants with light blue polo* (long sleeve or short sleeve)
 - Polo shirt must be tucked in.
 - Brown belt
- Uniform Shoes/Socks**
- Mostly white tennis shoes with white laces or Velcro straps
 - White socks
- Cold Weather Options**
- WBA sweatshirt may be layered over the uniform top (with collar out)
 - Navy uniform sweatpants with WBA sweatshirt or polo shirt
 - Uniform wind suit with polo shirt
- Free Dress Day**
- No torn or frayed blue jeans
 - No hats
 - No t-shirts with offensive messages
 - Sandals and flip flops are permitted on Free Dress Days
 - No sleeveless shirts
- Note**
- Undergarments should not be visible
 - Shorts/Pants must be worn at the waist
 - T-shirts, if worn under the uniform shirt, must be solid white with short sleeves

- Boys' hair is to be neatly groomed at all times. Hair must be such a length that it does not cover the eyes. Extremes in hair length, style or color are not acceptable. Extremes will be determined by the administration.
- All clothing must fit properly.
- The only jewelry permitted is rings, small necklaces, bracelets and watches.
- No visible tattoos of any kind.

GUIDELINES FOR PRE-KINDERGARTEN

- Shoes must have closed toes and a back strap or closed back. Tennis shoes are strongly encouraged. **Absolutely no flip flops.**
- Socks must be worn every day.
- Clothes should be appropriate for outside play and classroom activities that could soil clothes.
- For modesty, girls should wear shorts under dresses, skirts, and jumpers.

The acceptable uniform will be subject to change by the Board of Trustees with advance notice to families of such change. Changes during the school year are discouraged except as deemed as extraordinarily necessary by the Board of Trustees.

The Principal shall have discretion in interpreting and enforcing the dress code in all respects.

DISCIPLINARY PROCEDURES

Definitions:

Suspension or any form thereof is defined as a temporary exclusion of the student from any or all school activities, including classes, field trips, and extra curricular activities, indefinitely or for a prescribed period.

Probation or any form thereof is defined as a period during which a student is found to be subject to suspension but is not suspended subject to the student's positive performance demonstrating that he or she can, without disruption, resume or maintain the student's place in the class.

Expulsion or any form thereof is defined as permanent exclusion of the student from school.

Order of expulsion is defined as a written, dated notice, issued on the date of expulsion, signed by the Principal, ordering the expulsion of a student and setting out the reason(s) for the expulsion.

The Principal and teachers are vested with responsibility for discipline of the students. Students will be held accountable for their actions. They will conduct themselves in keeping with their level of maturity, showing regard for fellow students and those in authority. Students will conduct themselves in a manner conducive to a learning situation. All students must refrain from acts of aggression and violent behavior.

Corporal punishment will not be used at WBA.

When a discipline problem arises, the teacher will make every effort to work with the student to resolve the problem. However, students deemed by a teacher to require an administrative conference will be sent to the Principal for further action. If disciplinary problems continue after an administrative conference and a parent conference, the Principal may place the student on probation or suspend the student. A suspension may be for an indefinite period and shall end only at the discretion of the Principal, and during such a suspension, the student will receive no credit for class work. Suspension from school automatically places a student on probation for a period of 90 days after the completion of the suspension period.

If the Principal determines that an immediate suspension or probation is warranted, the Principal may place the student on suspension or probation prior to a parent conference and will contact the parents as soon as possible. During suspension, the student will be required to complete all assignments, but will receive no credit.

In an administrative conference, the Principal will apprise the student of the reason for the conference. The student will be afforded an opportunity for rebuttal. Should the facts warrant further action, the Principal will advise the student of the corrective action needed and the consequences of not taking such corrective action. The Principal will decide if additional disciplinary action is warranted. The Principal has the authority to prescribe suspension or expulsion, after an administrative conference and parent conference.

In instances of severe disciplinary actions, every effort will be made to keep the parents informed and to solicit their support. If the Principal determines expulsion is required, it will be ordered, and the Board of Trustees will be notified of this action. Expulsion of any student will be subject to approval by the Board of Trustees, and the Principal shall report the order of expulsion to the Board of Trustees at its next regular meeting, subject to 5 days notice to the parents or legal guardians of the student. If the required notice cannot be given in time, the matter will be presented to the Board of Trustees at the next regular meeting or at a special called meeting. Pending Board of Trustees approval of the order of expulsion, the student shall automatically be suspended beginning on the date of the order of expulsion.

GRIEVANCE PROCEDURES

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to equip the school more effectively for the task it is designed to perform.

As in any family, actions are sometimes taken which do not please every member of the family. Should this occur in your dealing with WBA, we ask that you take the following steps:

1. Attempt to resolve the difference on an informal basis. Speak directly with the other party (i.e., teacher, other school family, etc.) remembering to first pray for wisdom and guidance.
2. If the matter remains unresolved, schedule a personal meeting with the Principal in an attempt to resolve the problem.
3. Should you not be satisfied with the Principal's response, you should then contact the President of the Board of Trustees. If the matter remains unresolved, the President may decide to present your concern to the Board of Trustees at the next regularly scheduled meeting.

SAFETY ON CAMPUS AND AT SCHOOL EVENTS

Tobacco, Alcohol, Weapons, Pornography, and Illegal Drugs

WBA prohibits the possession or use in any form of tobacco, alcohol, weapons, pornography, or the unlawful possession of drugs, by any person for any reason at any time on the school premises, on a school field trip, or at any other school-related function. WBA also prohibits employees from being under the influence of alcohol or being unlawfully under the influence of drugs on the school premises, on a school field trip, or at any other school-related function.

REPORTING SUSPECTED ABUSE OR NEGLECT

Texas law requires that any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a report. These reports should be made directly to law enforcement or to the Department of Protective and Regulatory Services (1-800-252-5400).

MALE-FEMALE RELATIONSHIPS

WBA has been founded on the principles of God's Word and practices those principles throughout the social and extra-curricular events that are sponsored by WBA. The promiscuous attitude towards boy-girl relationships as put forth by society today is not acceptable. Physical contact such as hand holding or kissing is not permissible on campus or any extra-curricular event sponsored by WBA. This is not to say that social contact between students is expressly discouraged; however, such contact should be wholesome and glorifying to the Lord. Students who willfully violate these policies will be subject to disciplinary action.

EMPLOYEE - STUDENT RELATIONSHIPS

Prohibited Acts

In addition to acts prohibited elsewhere in this Handbook, the following acts are prohibited during any WBA activity, whether on or off campus, or any activity that occurs on campus:

- Infliction of physically abusive behavior or bodily injury to a child
- Physical neglect of a child, including failure to provide adequate supervision in relation to the activities of WBA
- Intentionally or knowingly causing serious mental or emotional injury to a child
- Possessing obscene or pornographic materials at any function of WBA with the exception of sex education materials
- Any display or demonstration towards a child of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct
- Sexual advances or sexual activity of any kind between any adult and a child

Reporting Suspected Abuse or Neglect to Legal Authorities

Texas law requires that any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a report. These reports should be made directly to law enforcement or to the Department of Protective and Regulatory Services (1-800-252-5400). This applies to abuse or neglect by any person whether employed by WBA or not.

Reporting Suspected Violations to WBA

WBA employees each have an individual responsibility to immediately report any questionable circumstance, observation, act, omission, or situation thought to be in violation of this policy. All reports, questions or concerns shall be directed to the Principal or the President of the Board of Trustees after the safety of the child has been assured.

Consequences of Suspected Violations

Any WBA employee accused of committing a prohibited act or any act considered by the school to be harmful to a child will immediately be suspended from participation in all WBA activities. Such suspension shall continue during any investigation by the school, law enforcement, or child protection agency.

RESPONSIBILITY FOR PERSONAL & SCHOOL PROPERTY

Parents will be responsible for the actions of their children to the extent that school property may be damaged or destroyed. In such event, parents must either replace the property or pay for the damage. Should arrangements not be made satisfactory to the Principal and parent or guardians for the replacement or repair of damaged or destroyed property, the student may be suspended pursuant to the terms and procedures relating to suspension of students as set out in this Handbook.

When a student enrolls at WBA, he/she waives the right of privacy related to any private property brought onto campus. Refusal to comply with a request for permission to search a student's possessions may result in expulsion. Authorized school personnel may conduct a reasonable search of a student's locker and/or belongings when they have probable cause to believe that the student has an item in his/her possession which may constitute a criminal offense under the laws of this state, or other items prohibited by school rules.

Sharing Items From Home ("Show and Tell"): Children are encouraged to bring items from home to share at designated times. It is recommended that these items be student-made, found, or experienced. Toys, candy, and gum are prohibited. (Exception: Pre-K and Kindergarten students may bring toys for Show and Tell.)

Students will be responsible for any and all personal items brought onto the school grounds or carried/worn by the students on school activities. WBA will not be liable or responsible for the loss of personal property brought onto campus or on school-sponsored activities by students in the event such property is lost, stolen, damaged, or destroyed.

Students are not allowed to bring personal property to campus or on school activities, such as programs or field trips, which is not essential to their scholastic activities, unless approved in advance by the student's teacher. This includes items such as sports equipment to be used in PE (unless approved by PE instructor), sports equipment to be used at recess (unless approved by classroom teacher). All employees are authorized to take any prohibited item of property from the student and place it in the school office. The property will then be delivered to the parent(s).

Cell Phones

If a student brings a cell phone to WBA, it must be turned off and in the student's backpack or locker during school hours (8:15 am – 3:15 pm), unless special arrangements have been made with the teacher. Before and after school, students are allowed to use their phones to call or text their parents, but are not permitted to take pictures of other students or access the internet. **This policy will be strictly enforced.** Violations will result in confiscation of the offender's phone and a fine. The fine for the first offense will be \$15 and will be increased by \$15 for any further violations.

LOCKERS

Every 5th-8th grade student is assigned a locker. All book bags, books, lunch boxes, and outerwear must be kept in the student's locker or designated hook. No other student should have access to another student's locker. Students are expected to respect one another's personal property. Lockers may be locked, but the homeroom teacher must be given the combination or extra key before a lock is used. We encourage students not to leave any valuables in their lockers. WBA is not responsible for lost or stolen items belonging to any student.

Lockers must be kept clean at all times. Students may decorate the inside of their individual locker with tasteful, edifying, and magnetic items only. No gummed stickers are allowed. Any locker that is willfully damaged by a student will be repaired and the cost of repair will be billed to the student. Lockers are the property of the school and the Administration reserves the right to inspect lockers at any time.

BEFORE & AFTER SCHOOL

Before School Supervision

Supervision is provided before school from 7:30 until 8:15 a.m. and after school until 3:30 p.m. Students should be dropped off and picked up in designated areas where adult supervision is available at these times.

After School Supervision

Students not picked up by 3:30 p.m. will be taken to after school care. This care will be provided for parents' convenience for a monthly fee. Daily drop-in care is available on a first-come, first-served basis for \$8 per day. The student's parent or guardian will be responsible for after-school care fees for every day a student is placed in after-school care after 3:30 p.m., or after the scheduled closing time on early release days.

Only students participating in extracurricular activities, extended activities, detention, or under the supervision of a teacher may remain on campus after 3:30 p.m. Parents are otherwise required to arrange transportation away from campus by this time each day. After 3:30 p.m., students will be placed in After School Care and the parents will be charged \$8 per day.

Students not picked up by 5:30 p.m. will be assessed a fee of \$10.00 for the first 15 minutes, and \$1.00 for every minute thereafter until picked up.

Charges for after-school care and fines for late pick-up will be billed to the parents on the 1st day of the following month. These charges have been established for this school year and are subject to change throughout the school year by the Board of Trustees.

HEALTH SERVICES

First Aid

Minor first aid treatments will be administered in the school office. Serious injuries will receive immediate treatment. The EMS will be called as necessary. Parents are required to submit a signed authorization for emergency care, which will include a telephone number for the preferred physician and hospital. This authorization must be kept current as changes occur.

Guidelines for Infectious Diseases

The following guidelines are established for the protection of all students and to ensure a safe, healthy environment. Students meeting any of the criteria below should be excluded from school. If these symptoms develop or are noted in a child who is at school, he or she may be sent home from school at the discretion of the school office personnel.

1. A child is not able to participate actively or independently.
2. A child has had a fever of 100° or higher within the past 24 hours.
3. A child has had vomiting or diarrhea within the past 24 hours.

4. A child is being treated with antibiotics, but has not yet completed a full 24 hours of treatment. This includes treatment for pink eye.
5. A child has an undiagnosed rash. The child may return when the rash is gone, being treated, or determined to be non-contagious. A physician's statement for re-admittance is required if the rash is still present.

In addition, nasal drainage and a loose productive cough can be a source of contagion, particularly among preschool children who are not yet skilled in personal hygiene. Parents are particularly encouraged to allow preschool children with these symptoms to stay home. Any child with excessive drainage or a productive cough may be sent home at the discretion of the school office personnel.

Medication

All medications whether prescription or "over the counter," should be accompanied by written authorization signed by a parent or legal guardian and delivered to the school office. No student is authorized to bring onto the campus and/or to carry on his or her person any medication without prior approval of the Principal. Exceptions will be made for prescription asthma inhalers, with the appropriate documentation.

In addition, the following rules apply:

1. All non-prescription drugs, such as aspirin, acetaminophen, ibuprofen, cough syrup and allergy tablets must be delivered to the school office in the original container with written instructions for their use.
2. All prescription drugs are to be delivered to the school office in the original container provided by the pharmacy with all original labels attached. The Principal shall have the authority to refuse admission and/or use of any such product on campus if she/he believes the identification or directions for use are insufficient. In such event, the Principal may require a written explanation of the condition being treated, instructions for the administration of the medication, and authorization from the treating physician, in writing, prior to allowing the admission or use of the medication on campus.
3. All medications, serums, or other substances to be administered by injection must be administered by a professional licensed to give injections and approved in writing by the parent or legal guardian. In no event shall a student give himself or herself injections, or possess devices for injections, such as syringes, on campus or while attending school functions. This restriction shall only be waived in such circumstances where the Principal has approved the exception, which approval shall be withheld unless the treating physician, in writing, identifies and describes the condition being treated, verifies that the student is trained and competent to give self-injections and handle any related complications without assistance, and authorizes the giving of self-injections by the student.

The Principal has absolute discretion to make any and all determinations required by this section, to establish procedures and forms to be followed and used hereunder, and to decide each individual case after obtaining all documentation required herein. *No language in this section is to be interpreted as requiring the Principal to allow self-injections by students in any case.*

All such medications, and related devices, shall be delivered to the school office in the same manner as other medication, unless the parent or professional administering the injections keeps the product in his/her possession at all times.

Students and their parents/guardians will be responsible for maintaining and keeping the schedule for administration of medication, and the school will not be responsible for administering medications or maintaining or following a schedule.

CLASS ACTIVITIES

School Parties & Celebrations

Room mothers will conduct parties at Christmas, Valentine's Day, Easter, and other times approved by the Principal or the Board of Trustees. Parties should be scheduled, when possible, on school grounds during the latter part of the day. A parent may also contact the teacher in order to arrange to send refreshments to school in celebration of a child's birthday.

Non-School Related Correspondence

No invitations to private, non school-related parties are to be distributed on campus or during school functions without the approval of the Principal. Birthday party invitations may be distributed if each child in the class receives an invitation.

Field Trips

Field trips will be conducted throughout the year. The Principal will approve all field trips and advance notice will be sent to parents. A signed parental consent form will be required in advance of all field trips. Fees and expenses for field trips not included in the basic registration fees are payable in advance. Parental involvement, assistance and participation in all field trips is invited and encouraged. Field trips will be a function and extension of the classroom and the teacher and/or Principal will have authority to make all related decisions.

Parents who are providing transportation for other students are required to provide a copy of proof of auto insurance. Students should each be secured in individual seat belts and no student should be allowed to ride in the front seat of a vehicle equipped with a passenger-side airbag.

LUNCH & SNACKS

Lunch

Students are to bring a lunch in a marked lunch kit or sack. They must also bring a drink unless milk or juice is purchased. Food that needs additional preparation (i.e. microwave, re-heating, etc.) is discouraged. Students in Pre-K through second grade will not be allowed to use microwave ovens. The teacher and/or Principal will determine the use of the microwave oven(s) by other grades. Refrigeration is not available for student lunches from home.

Parents are always welcome to each lunch with their children. If you plan to eat with your child or bring him/her a lunch, please be sure to arrive at or before the scheduled lunchtime.

Hot lunches will be made available beginning in September. A two-part lunch calendar will be sent home each month, and should be marked and returned prior to the end of the month. These lunches are optional and are for the convenience of parents. Due to the flexibility of the hot lunch schedule, payment for hot lunches should be sent with the returned schedule and separate

from tuition and other payments. **In the case of an absence on the day a lunch is purchased, please call the office before 9:00 a.m. to cancel the lunch so that you will receive credit toward a lunch the following month.**

Snacks

Milk or juice may be purchased in the lunchroom. Milk cards will be available for purchase in the office. The cards will be valid for 20 drink purchases. A note will be sent home when your child needs a new card.

WBA also has a snack shack selling crackers, chips, etc. However, students will not be allowed to buy sodas at any time.

LIBRARY

Fines

Books are checked out for a two-week period. Students in grades K-8th will be expected to pay a fine of \$.10 per school day that a book is overdue. Fines must be paid before additional books may be checked out.

Lost Books

Students are allowed to check out books from the library to use at school or to take home. In the event that a library book is lost, parents will be expected to pay for replacing the book.

Birthday Book Club

One of the ongoing goals of WBA is to enlarge and improve its library's hardback book collection. The Birthday Book Club is a special way to honor your child's birthday. When a book is donated to honor your child's birthday or other special occasion, the donation is acknowledged during Chapel and by the placement of a special certificate in the book.

Library Donations

Other donations of books or money designated to be used for the library may be made at any time.

SCHOOL NEWSLETTERS

Weekly Newsletter

A newsletter is sent home with students each week. The newsletter is the primary tool for keeping parents up to date on school happenings. Policy clarifications and changes may be announced through the newsletter. Also, news from different classes is in the newsletter each week.

Board of Trustees Newsletter

In addition, on a year-to-year basis, WBA is authorized to distribute a quarterly newsletter to families from the Principal and the Board of Trustees. The quarterly newsletter will provide additional information as to school policy, news, and activities.

PARENTS, TEACHERS & FRIENDS ASSOCIATION

All parents are encouraged to join and support the Parents, Teachers and Friends Association (PTF). This group coordinates volunteer services for the school and sponsors fund-raisers during the school year. The PTF makes valuable contributions to WBA.

The PTF was organized by and is at all times subject to the approval of the Board of Trustees. The Board of Trustees must approve all major fund-raisers conducted by the PTF on behalf of WBA in advance. The President of the PTF is an ex-officio member of the Board of Trustees of WBA.

OTHER INFORMATION

Lost & Found

Clothing, books and personal items are often misplaced. When such items are found they should be taken to the school office, where the owner may claim them. Every effort will be made to return lost items to their proper owners. Labeling personal items will help assure their return. Unclaimed items will be given to a local charity at the end of each school year.

Fire & Tornado Drills

Fire drills and tornado drills will be held periodically throughout the school year. All students are expected to participate in these drills.

DONATIONS

WBA strives to derive the highest benefit from every dollar in its budget. Tuition alone cannot meet all the needs of WBA. Tax-deductible donations are solicited to supplement other income. One-time, monthly, year-end, memorial or estate gifts are greatly appreciated.

WBA requests that no gifts or donations to the school be restricted to particular classes or special groups of students unless approved by the Principal with direction from the Board of Trustees. Such giving may provide inconsistent opportunities for the students. If you desire to make such a gift, please discuss it with the Principal in advance.

Cash Donations

No cash donations will be accepted for WBA, or any part of WBA, by any employee other than the Principal. The Principal and the Board of Trustees have exclusive authority to accept and manage donations of all kinds to WBA.

Donations for Classroom Use

Anything given to a teacher for use in the classroom (wish list items, etc.) becomes property of WBA and must be reported promptly to the school office upon receipt.

Designated Gifts

WBA requests that no gifts or donations to the school be restricted to specific classes or special groups of students unless first approved by the Principal with direction from the Board of Trustees. Cash gifts made to WBA that are designated for a specific purpose by the donor will be restricted to use for the designated purpose. If any designation or restriction of a gift

or donation is not allowed by school policy or is untenable, the Board of Trustees will contact the donor and attempt to arrange a satisfactory use of the gift. If this is unsuccessful, the gift will be returned with the gratitude of WBA.

Scholarship Program

WBA has established an scholarship program for deserving students. Scholarships are awarded by the Scholarship Committee to those who cannot otherwise afford quality Christian education. The willingness of parents of scholarship recipients to volunteer in school activities is an important criterion in the selection process.

Tuition income only covers about 80-85 percent of the operating costs of the school. Although WBA outperforms public schools by scholastic measure for less than half of the cost per student, it cannot offer its exceptional value to needy children without the financial assistance of those who seek to honor the Lord by touching the lives of His children. Persons interested in contributing to the program should contact the Principal.

Other Contributions

Minor contributions, such as a teacher's travel expenses to seminars or camps, presents for special occasions, etc. may be accepted by teachers. Receipt of all such minor gifts that relate to or pertain to the operation of the school should be reported promptly to the Principal. All donations received by an employee for WBA, cash or otherwise—including those donations designated for an employee's class—must reported promptly to the Principal.

ADMINISTRATIVE STRUCTURE

The Principal will provide written designation of the administrative structure for WBA in the school directory. The Principal may amend this at any time. This will include the names of the current members of the Board of Trustees and its officers, and will designate the faculty member who, in the absence of the Principal from campus, and subject to Board of Trustees approval, will have the authority of the Principal in all matters normally involved in the day to day operation of WBA.

BOARD OF TRUSTEES

The Role of the Board of Trustees

The affairs, policies, functions and operations of WBA—including its financial and business matters, its educational program and its physical facilities—shall be under the management and control of the Board of Trustees. The Board of Trustees consists of nine (9) Trustees who are residents of McLennan County, Texas and/or have demonstrated unusual and consistent service to the organization.

The Board of Trustees shall be responsible for and authorized to:

1. Determine the basic policies for the operation of the school, provide general direction in the carrying out of such policies, and exercise control through the President and Principal.
2. Establish and regularly evaluate operational goals, educational objectives and school procedures

3. Authorize the establishment, curtailment, elimination or addition of each class or grade level of the school and determine minimum and maximum enrollment
4. Adopt an annual operating budget and establish and approve changes in tuition, fees and all other charges made by the school
5. Select, hire and discharge—including the approval of annual contracts and the compensation provided thereby—the Principal, faculty and staff.

Election of Trustees

The Trustees shall be elected at or before the annual meeting of the membership. Nominations for Trustees shall be made and presented by a three (3) member nominating committee appointed by the President. The nominating committee shall determine representatives both willing and able to serve as Trustees and present a slate of three (3) nominees, no less than two (2) of which must be members of the organization in good standing at WBA, in writing to the school families at least fourteen (14) days in advance of the annual meeting.

Additional nominees may be submitted in writing to the President by one (1) representative from any group of twenty (20) or more members of the organization in good standing at least seven (7) days in advance of the annual meeting. In the event additional nominees are submitted in a timely manner, school families shall be notified in writing at least five (5) days in advance of the annual meeting. In the event additional nominees are submitted in a timely manner, school families shall be notified at least five (5) days in advance of the meeting. Three Trustees will be elected by those members of the organization present at the annual meeting.

Board of Trustees Meetings

Monthly Board meetings are open to the parents of WBA, but non-board members may be required to leave any meeting when matters are considered by the Board of Trustees which are deemed to be confidential, sensitive, or related to personnel topics.

Those who wish to present any matter of concern to the school Board of Trustees shall make a written request to the President at least three (3) days prior to the next regularly scheduled Board of Trustees meeting. Parents will be heard according to the agenda's regular order of business.

Annual Meeting

The annual meeting of the membership of the organization shall be held in May of each year, at which time the annual report and recommendations of the Board of Trustees shall be presented to the school families. Notice of such meeting shall be required in advance.

Parents are invited to share with the Principal or the President of the Board of Trustees their opinions and suggestions as to the effective operation of Waco Baptist Academy.

Thank you for your commitment to our goal of providing each child with an outstanding, traditional education in a loving, Christian environment.