



Parent-Student Handbook 2018 - 2019

Revised 8/18

Accredited by
New England Association of Schools & Colleges
and
Association of Christian Schools International
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August, 2018

Dear Families of West Bay Christian Academy:

I would like to welcome you back to school, with a special welcome for those families who are new to the West Bay Christian Academy community.

Attached is the 2018-19 Parent-Student Handbook, which details many important items—including policies, procedures, philosophy, personnel and much more—with which you should become familiar (if you are not already). Please read through the handbook as it provides guidance and policy for day to day operations at West Bay. It is also a good reference tool for any questions you may have throughout the year. Please note that as a parent of a West Bay student, you are required to sign off on the registration forms indicating that you have reviewed this document; your awareness of the content and acceptance of these procedures is essential to our partnership.

The information contained in this handbook is updated each year. I encourage you to discuss this “Handbook” with your children, so they understand that we work together in helping our students grow and mature. Please note that we are again embracing the Rhode Island Department of Education’s recommended *Safe School Act; Statewide Bullying Policy*. West Bay has always taken the concept of bullying seriously as any type of bullying is inconsistent with the principles of Biblical behavior to which we subscribe. The adoption of the state’s policy adds additional accountability and reinforces our commitment to providing a safe and secure environment that emphasizes the use of Christian principles in the manner with which we treat each other. WBCA has a Chromebook Policy Handbook for the Middle School students that describes our expectations for appropriate digital citizenship.

Finally, these guidelines have been put into place to provide biblical direction to all of us as we seek to partner together in providing an education for your children that is distinctively Christian and academically excellent.

May God bless you and our entire community during this academic year with His wisdom and grace, and may we all have a great year at West Bay Christian Academy.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Kenneth R. Amador', written in a cursive style.

Kenneth R. Amador
Head of School

“...But the goal of our instruction is love from a pure heart and a good conscience and a sincere faith.” I Tim 1:5

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Administration, Faculty, and Staff
2018 - 2019

Administrative Staff

Ken Amador	Head of School
Sandi Kelley	Finance/Human Resources Director
Jaime Walden	Admissions Director
Richard Orabona	Technology Director
Bonnie Stuart	School Nurse
Stacia Souza	Welcome Center/Front Desk, Event Coordinator

K - 8 Faculty

Judie Lospaluto	Kindergarten
Danielle Richards	Grade 1, Primary Division Lead Teacher
Mary Mook	Grade 2
Rhonda Turner	Grade 3
Amy Logan	Grade 4, Elementary Division Lead Teacher
Maria Marshall	Grade 5
Jeannine Keith	Middle School, Grade 6 Homeroom, English, & Socials Studies
Jessica Gluckin	Middle School, Grade 7 Homeroom, Mathematics & Bible
Kaela Neale	Middle School, Grade 8 Homeroom, English, Science, Curriculum Coordinator, & Middle School Lead Teacher
Sue Castillo	Middle School, Mathematics & Social Studies

Specials Faculty

Jason Keith	Physical Education, Athletic Director, & Student Formation Director
Kim Worthington	Library and Computer Education, Specials Lead Teacher
Glenis Downie	Middle School, Latin & French
Crystal Shillan	Music
Abby DeMario	Art
Olga Pou-Felix	Preschool & Elementary, Spanish

Early Learning Program (ELP) Staff

Nancy Koss	ELP Director, Lead Teacher, Pre-Kindergarten Teacher
Tara Mudrak	Pre-Kindergarten Teacher
Joy Brooks	Pre-Kindergarten Teacher
Cindi LaCroix	Preschool Teacher
Stephanie Linden	Preschool Assistant
Lorri Johnson	Pre-Kindergarten Assistant
Sonya Gray	Pre-Kindergarten Assistant

Board of Trustees
2018 - 2019

The Board of Trustees is an independent board, voted into office (other than Pastors' Council members) by the West Bay Christian School Association, Inc. The Board is ultimately responsible for the entire well-being and stability of the Academy. The main responsibilities are to: 1) set broad policies, and 2) hire the Head of the Academy. The Board of Trustees elects its own officers, which comprise the Board's Executive Committee.

John Boudreau	<i>President</i>
Val Freitas	<i>Vice-President</i>
John (Jay) Scott	<i>Treasurer</i>
Sheila Drew	<i>Secretary</i>

Philip Curtis
Nashan Cooper
Karen Lokey
Frank Luna
Brian McCoombs
Kizzy Moraldo
Craig Vadnais

West Bay Christian Academy Values

Mission Statement and Goals

The Mission of the West Bay Christian Academy, an independent, interdenominational, coeducational Christian school, Preschool through Grade 8, is to provide an education for children that is distinctively Christian and academically excellent.

As a Christian educational corporation, the West Bay Christian School Association defines its mission in terms of the following goals:

1. To provide its students with a traditional and diverse educational experience that meets the highest standards of excellence;
2. To integrate its curriculum at all levels and in all subject areas with a Biblical perspective on truth and reality;
3. To provide opportunities for physical, social and spiritual growth, as well as academic progress;
4. To develop personal and caring student-teacher and parent-teacher relationships;
5. To encourage parent involvement in the educational experiences of their children;
6. To maintain and apply standards of discipline that are consistent, fair and respectful of the dignity of each student, and that aim to contribute to the student's spiritual and social growth;
7. To encourage students to come to and grow in a personal commitment to Jesus Christ as their Savior and Lord.

Core Values

- The Bible is True
- God is Worthy of Honor
- Christian Character is Distinctive
- Academic Excellence Honors God
- Relationships Matter

Philosophy and Purpose

West Bay Christian Academy offers an education guided by the principles and values revealed in the Bible, God's written Word, and consistent with the WBCA Statement of Faith. It is committed to the historic Christian perspective of life as set forth in the Bible, recognizing God as the Creator of all things, and Jesus Christ as the Son of God and the Savior of all who acknowledge Him as Lord. It holds that the knowledge of God is the beginning of wisdom, that fellowship with God is the basis of true community, and that each student is uniquely created by God as a physical, intellectual, social and spiritual being, and is endowed with particular talents. West Bay Christian Academy opens its doors to all qualified students, regardless of race, sex, national origin, or religious affiliation.

The Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Cor 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of *God* (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

Academy Verse

"How priceless is your unfailing love! Both high and low among men find refuge *in the shadow of your wings.*" --Psalm 36:7 NIV

Academy Hymn

Praise to the Lord, the Almighty
Joachim Neander 1650-1680

Praise to the Lord, the Almighty, the King of creation!
O my soul praise Him, for He is thy health and salvation!
Come ye who hear, now to His great throne draw near;
Join me in glad adoration!

Praise to the Lord, who o'er all things so wondrously reigneth,
Shelters thee under His wings yea so gently sustaineth!
Hast thou not seen all that is needful hath been
Granted in what He ordaineth?

Praise to the Lord, who doth prosper thy work and defend thee;
Surely His goodness and mercy here daily attend thee.
Ponder anew what the Almighty can do,
He who with love doth befriend thee.

Praise to the Lord, O let all that is in me adore Him!
All that hath life and breath, come now with praises before Him.
Let the Amen sound from His people again,
Gladly for aye we adore Him.

General Guidelines for Parents

Guidelines

1. Parents should read through the WBCA Parent/Student Handbook and familiarize their children with its contents.
2. Parents are asked to support the activities and programs of West Bay Christian Academy.
3. Parents will pay all financial obligations to the Academy on or before the due date(s). If this is not possible, parents will notify the Business Office in advance to make special arrangements.
4. Parents are responsible to ensure that the students arrive at school on time each school day.
5. Parents should help ensure that their children participate in scheduled field trips and other school-related activities.
6. Parents are responsible to see that the students arrive at the Academy dressed in accordance with the uniform dress code.
7. Parents understand that the Administration has full responsibility for placing a student at the proper grade level and/or in a particular classroom.
8. Parents understand that the Academy reserves the right to dismiss any student who does not respect its spiritual standards or cooperate in the educational or disciplinary process of the Academy.
9. Parents will support the teacher who has full responsibility for classroom management/discipline in accordance with the discipline policy of the Academy.
10. Parents who have concerns or disagreements with the how West Bay functions should seek to resolve the matter with the person or persons directly involved, following the Biblical principle of reconciliation set forth in the Bible (Matthew 18).
11. Parents are expected to fully support the Academy's mission and philosophy. The Academy reserves the right to dismiss any family found to cause divisiveness or disharmony among the school community.

The Christian School Experience

The Christian School experience is a unique opportunity for children and their families -- it is distinctively different from that which is offered by public schools. It is the desire of the entire West Bay Christian Academy Community (administration, faculty, and Board of Trustees) that each child receives an excellent and rewarding educational experience in a safe, nurturing environment that addresses the academic, physical, emotional, and spiritual needs of each child. The following guidelines are designed toward this end:

1. All staff members are seeking the best for each child. This perspective helps to put teachers and parents into a healthy, positive partnership when dealing with difficult issues.
2. Early communication about a problem is critical so that small problems do not become large problems.
3. The Academy endorses the Biblical principal of reconciliation (problem solving) as described in Matthew 18 in the Bible.
4. Policies and procedures, such as the uniform dress code, help children become aware of structure and rules. These are meant to help train the child. A child who feels he is allowed to break these smaller rules will develop a similar attitude toward larger rules. Thus, parents and teachers work cooperatively in enforcing school policy.
5. Parents and teachers should work together to solve problems that arise. When children observe this type of partnership, they benefit greatly from the process and the outcome.
6. Parents are encouraged to help their child(ren) with homework, checking nightly to see that work is being completed thoroughly.
7. Please pray daily for your child's teacher, that he or she will have God's wisdom in all classroom situations. Modeling this attitude will encourage your child to honor and pray for those in authority.

General Information

Academy Hours of Operation

Class hours are 8:15 AM to 3:00 PM. Faculty members assume supervisory responsibilities at 7:45 AM each school day. Parents should NOT drop off children before 7:45 AM, as there is no designated supervision until 7:45 AM. Children will be dismissed promptly at 3:00 PM. Parents should not expect early dismissal, unless prior arrangements have been made for special reasons.

During the school year, the Academy office is open and phones are answered from 7:45 AM –5:00 PM, Monday through Friday, except during school holidays. During school vacations and the summer, phones are answered between 9 AM and 2 PM.

Dismissal Procedures

Parents should follow the drop-off/pick-up procedures as outlined in Appendix A. Those students riding a school bus or attending Extended Day will be dismissed under the supervision of an Academy employee. Students must remain under the supervision of an adult at all times and be accompanied by their parents or other supervisory adult when leaving the property and/or in the parking areas.

Students who are not picked up by 3:15 PM will be sent to Extended Day, and the parents will be charged for the first hour of Extended Day use.

Extended Day

The Extended Day program is provided for students whose parents have made arrangements with the Academy in advance. Extended Day is held from 3:15 until 5:30 PM Monday through Friday. Please contact the office in advance if you will need this service. Parents will be assessed an additional fee when children are picked up after 5:30 PM.

Transportation

Arranging bus transportation to and from the Academy is the responsibility of the parent. Families residing in the following communities can receive free transportation to and from West Bay, either through their town or the statewide transportation system: Chariho, Exeter/West Greenwich, Jamestown, Narragansett, North Kingstown and South Kingstown. Please contact your school department if you live in one of these communities and would like bus transportation. Once the student's transportation arrangements are established, it is extremely important that the parent notify the office early in the day if a temporary change is necessary.

It is important for each child to understand that riding the school bus is a privilege and that each child is directly responsible to the driver for his/her behavior on the bus. When there is a behavioral issue, the driver may issue a warning to the pupil, reminding him that continual difficulties may result in loss of the privilege of riding the bus for a period of time. The driver reports continued behavior difficulty to the parents and the Headmaster. Should a second report be filed, the Headmaster may inform the parents that the child cannot ride the bus for a specified period of time. Such action would be effective on the day after the parents are notified. No child shall be put off the bus for disciplinary reasons without notification of the parents. If a child misses the bus at the end of the school day, the school will notify the parent immediately.

Books and Supplies

The faculty and administration carefully choose books considering content, cost, graphics, clarity, and relationship to curriculum overview. Some non-consumable books are owned by the Academy and borrowed by the students. Other non-consumable books may be obtained from the local school districts. Parents will be billed for any damaged or lost books. Hardbound textbooks must be covered.

Teachers will notify parents the first week in August and throughout the year about supplies that may be needed in the classroom. These may include composition notebooks, pens, pencils, loose-leaf paper, etc. The Academy provides special notebooks and paper for Kindergarten and First Grade, homework pads for Second and Third Grades, and academic planners for students in all other grades.

Students in Grades 2 - 5 are required to have a **New International Version of the Bible** for classroom use. Middle School students are required to use a hard-copy Zondervan NIV Study Bible. A standard version for all students is a tremendous help during group reading and study.

Appointments

If you wish to speak with your child's teacher or an administrator, please make an appointment in advance. Casual discussions with teachers sometimes become more specific, confidential, and extended so advanced appointments are extremely helpful.

Illness and Medication

If the student is not well enough to attend classes, it is the parent's responsibility to call the Academy between 8:00 and 8:30 AM the day of the absence in order to inform the Nurse. For the well-being of the entire school community, if your child has been vomiting, has a temperature over 100 degrees or has just begun prescription medication for a contagious illness, please keep him/her home for a minimum of 24 hours. If the student becomes ill after arriving at school, the teacher will send the student to the Nurse's office. The parent will be contacted if necessary and appropriate action taken.

State regulations regarding Health & Safety items are on file in the Academy office. The following basic rules apply for use of medication in school:

1. The Academy Nurse shall administer all medications to students within the school setting (with the exception of Epi-pen administration and self-carry provisions). No one else may administer medications to a student during the school day other than the student's parents.
2. An order form from a provider licensed to prescribe medications in RI, granting permission for the student to receive a specific medication, must be on file in the school. This document must identify the drug, dosage, route of administration and when it is to be given to the student. This document must be renewed annually or when requested to do so by the Academy's Nurse. Medication should be brought to the office by the parent in its original container.
3. Directions must be plainly marked on the container by a pharmacist.
4. The name of the drug must be on the container.
5. The parent authorizing administration of the medication to the child must complete a Medical Policy form on RenWeb.
6. Students will be allowed to self-carry and self-administer inhalers and Epi-pens as deemed appropriate by the Headmaster, Nurse, and parent or guardian.
7. Students may carry non-prescription medicines to school and give to the Academy's Nurse upon arrival. These medications will be administered by the Academy's Nurse on an as needed basis, according to the package dosage instructions.

8. In the event a parent anticipates a need for Tylenol to be administered, a Medical Policy form must be completed on RenWeb. The student will be given school-supplied Tylenol by the Academy's Nurse, according to dosage instruction on the package.
9. Non-prescription cough drops may be carried to school by a student but must be given to the student's teacher upon arrival at school. Parents should send a note requesting that the cough drops be given to his/her child upon request.

Emergency Procedures

It is critical that all families have an emergency number on file on RenWeb. Should the number you have listed change, please notify the Academy office and make the appropriate change on RenWeb.

Emergency or Winter Storm Closing

Emergency or winter storm closings will be announced via an email through Renweb and on local radio and television stations. The following guidelines are used to determine weather-related school closings:

1. If North Kingstown School Department cancels school prior to the start of the school day due to incimate weather, then WBCA will also cancel;
2. If a severe storm warning comes into effect after the school day has begun, parents may pick up their children at any point during the day. It is not necessary to call the Academy for early pick up permission during severe weather conditions.
3. WBCA will remain open once the school day has begun under all weather conditions, until all children have been picked up.
4. If North Kingstown closes for other reasons (which may or may not be related to weather such as flooding, gas leak, no heat, etc.), it is likely that West Bay will remain open. Be sure that you have proper notification in these kinds of situations.

NOTE: West Bay NEVER delays the start of the school day even if North Kingstown has a delay.

Lunch Procedures

Students may bring their lunch or participate in the school lunch program. Details regarding the school hot lunch program will be made available on RenWeb.

When a student brings lunch from home, it is expected that the lunches will include healthy choices. Healthful snacks (fruit, juice, cheeses, etc.) are expected for the morning snack break. Please DO NOT SEND cookies, cakes, doughnuts or chips to school with your children for morning snack time. Students are not to bring soda, caffeinated beverages such as coffee, tea, or hot chocolate, gum, or candy. Glass containers are not permitted.

Lunches are eaten in the classroom under teacher or volunteer supervision. Proper eating manners are expected and will be reinforced by each teacher or parent volunteer. There is NO SHARING of food among students due to the presence of food allergies. If a child does not have a lunch, the teacher will send that student to the Front Desk where an appropriate accommodation will be made.

Lost and Found

Articles found within the Academy or on the playground should be turned in to the Academy office. Unmarked items that are found by teachers at the end of the school day will be placed in Lost and Found. Unclaimed articles will be disposed of at the end of each trimester. Please help keep track of your child's clothing by labelling all clothing worn to school by the students.

Library

The Information Technology Specialist (Librarian) is available during scheduled hours. Teachers will coordinate use of the library with the Librarian. Each student is expected to check out one book per week, to be returned at next week's library period. Books may be renewed. A fee of \$10.00 plus the replacement cost of the book will be charged for any book not returned by the third week overdue. In addition, students may use the library at those times mutually agreed upon between the Librarian and the teacher. These times will be a coordinated effort to assist students with research and projects. The library maintains a list of approved videos for classroom use according to the Media Use Policy. Parents may preview this list or view a video, and concerns will be handled according to the Challenge Policy on file in the Library.

Directory

A directory of WBCA families can be found on RenWeb under the "School Info" tab, and can be searched by parent, student, or class. This information is not to be used for the purpose of solicitation, but is solely for the benefit of the families, staff and faculty of West Bay Christian Academy.

Recess and Physical Education

All children need a time to expend some of their energy and to develop physical skills. Therefore, they are expected to participate in physical education classes and recess. Recess will be held outdoors except during rainy or extremely cold weather. During cold weather, please send your child to school dressed appropriately (coat, mittens, hat, etc.). A doctor's note is required for a student to be exempt from participation in gym classes or recess.

Parent-Teacher Communication and Events

RenWeb

West Bay uses RenWeb, a web-based school management system, as the primary communication means between home and school. Parents are expected to register with RenWeb and update their information each summer and when it changes. Please check RenWeb regularly for important announcements and calendar changes. Contact the RenWeb Administrator at jwalden@wbca.info for assistance.

WBCA/Parent Communication

WBCA will keep parents informed of ongoing activities at the Academy throughout the school year. This information will be available through email, RenWeb, and our website.

Parent-Teacher Meetings

Teachers meet with parents at scheduled times during the school year to discuss student progress. Additional conferences are available upon request. Parents and teachers should avoid holding unscheduled "mini-conferences" when children are present or when teachers have supervisory responsibilities, including bus, recess and dismissal times.

Parent-Teacher Goal Setting Conferences

In the month of October a conference is arranged for parents to meet with the homeroom teacher and to mutually set spiritual, academic and social goals for each child. Information regarding these conferences is sent home prior to conference day. An assigned time is given to each family for conferences which are scheduled to last twenty minutes. Please inform your child's teacher if you need to request a change in the conference time.

Mid-year Parent-Teacher Conferences and Classroom Visits

Soon after the midpoint of the school year, conferences are scheduled for parents and teachers to meet to discuss the student's progress and evaluate goals. This represents the important partnership that the Academy desires to have with each family as it provides an opportunity to discuss the student's strengths and weaknesses and analyze progress. In addition, parents or teachers may initiate other conferences throughout the year when special attention is needed. Parents are welcome to visit classrooms and are asked to notify the teacher to arrange a time to visit.

Parent Volunteer Body

Every parent, teacher and staff member is a member of the West Bay Christian Academy Parent Volunteer Body (PVB). The PVB is responsible for promoting good communication between home and school and for encouraging support for both the Academy and Christian education. Fundraising events, which support the school's budget, are coordinated throughout the year by the PVB. It also coordinates all Volunteers-In-Partnership (VIP) activities within the Academy. Parents are encouraged to take an active part in supporting PVB sponsored programs.

Volunteers in Partnership

Parent involvement is a particular distinction of West Bay Christian Academy. Volunteers help bridge the gap between home and school, keep tuition costs affordable and add quality to school life. There are projects and volunteer opportunities regularly listed in the month newsletter.

Each family is encouraged to volunteer 20 hours annually.

New Student/Family Welcome Cookout

This special event is designed for all new students and their families at the beginning of the new school year. It provides an opportunity to meet informally with faculty, staff, and Board members while enjoying a time with other new students and families.

Parent Orientation Night

At the beginning of each school year an orientation night provides an opportunity for parents to meet faculty, administration, and staff. Parents also receive an overview of current issues and procedures for the new school year, and view the curriculum and homework expectations, and meet with teachers in their classrooms. This is *not* a time to discuss specific student concerns but a general orientation.

Book Fair

The Librarian and library volunteers organize book fairs. The purpose of these events is to promote a love for reading while raising funds for the library and our literacy programs. Students are given opportunity to view and purchase books during the school day. Family and friends are welcome.

Fine Arts Events

The celebration of the fine arts at West Bay Christian Academy occurs at various events throughout the year. Parents, friends and families are invited to enjoy an evening of art, drama and/or music, showcasing the talents of our students.

WBCA Annual School Association Meeting

This annual Association meeting, which is held at the end of the school year, is open to any individuals interested in the annual business conducted by the Board of Trustees and the School Association. The President of the Board, Headmaster, and various board sub-committees present important end-of-year reports. Members of the Association are asked to vote on various school business items, including the approval of new members to the Board of Trustees. All employees are voting members of the Association. Parents are strongly encouraged to join the Association. An application form can be obtained from the school office.

Attendance Policy

Providing a quality education depends on regular class attendance, thus the Board of Trustees and Administration expect compliance with the policies and procedures described herein.

Attendance

Attendance is required in all classes. If your child is absent, please call the Academy. Upon return, a note should accompany the child on his or her first day back to the classroom, signed by the parent or guardian, stating the reason for the absence and listing restrictions the child must observe.

Length of Absences

Extended absences for illness of 4 or more days require a doctor's note before the student will be admitted to class. Student absences should not exceed 10% of the total number of school days. If absences do exceed this number, consideration will be given to retaining the student in the current grade. The Administration and Education Committee upon review of the student's academic record will make this decision. Parents may be required to provide out-of-school tutoring for their children to make-up any missing work. Parents are financially responsible for this cost.

Tardiness

Tardiness can be extremely disruptive and is not a good way for students to begin their day. Students are considered tardy if they are not in the school building by the 8:15 AM bell. If a student is tardy five (5) times, it will be counted as an absence on the trimester report card.

Tardy students should enter through the front door and report to the Front Desk. Please note that during inclement weather, safety is always a priority and tardiness will not be counted.

Family Vacations

The Academy discourages taking vacation days any time school is in session. If students miss class for vacation time, the faculty will save and store missed class work and homework assignments in a folder for the students to complete in an agreed amount of time after they return (see Make-Up Work Policy below). If the student needs individual help beyond what the teacher has time to supply, the parents may need to hire a tutor. Work will only be given in advance at the teacher's discretion.

Appointments

Appointments for students with medical, dental or other professionals should be made after school hours. Should this be impossible, consideration for the student to miss non-academic time is preferred. Then a note informing the teacher of an early dismissal must be presented at the start of the school day.

Make-up Work

FOR AN EXCUSED ABSENCE (for an illness, with a doctor's note), the student may have one school day for every day absent, to a maximum of five, to complete make-up work without penalty.

Therefore, students may:

- obtain missed assignments from their teachers or RenWeb upon return to school; or
- contact classmates for partial assignment information during absence that extends more than one day to help expedite the process.

FOR A PLANNED ABSENCE (family vacation) OR AN UNEXCUSED ABSENCE, work can be requested prior to the missed days to be given at the teacher's discretion. It will be due on the day the student returns to school. Tests and quizzes announced prior to the absence may be taken early with teacher permission or must be made up immediately upon return.

If a Middle School student is absent two or more days, a homework folder will be available upon request at the end of the SECOND day's absence AFTER 3 PM for the parent to pick up from the front desk. Homework will not be collected at the end of the FIRST day's absence. Students should contact a classmate for missed work. Please do not call the Academy for student assignments.

Upon request to the Academy office, a Missed Work Request can be forwarded to a Kindergarten through Grade 5 teacher for schoolwork to be gathered for an absent student. The work can then be held until the student returns to school, sent to the Front Desk to be picked up by the parent, or be given to the student's sibling.

Financial Information

General Information

The Re-registration packet is mailed home each February, with the Re-registration Agreement, tuition rates, *Smart Tuition* enrollment form, financial assistance procedures and Financial Policies.

The Board of Trustees considers that all unpaid tuition accounts are still due to West Bay Christian Academy. The Board will not cancel overdue accounts. Accurate records are kept and any parent may determine the status of his or her account by inquiry to the Business Manager.

West Bay Christian Academy will not accept registration or re-registration of students unless all financial obligations are met in full. No children of parents owing overdue tuition will be re-admitted to the Academy the following trimester unless the parents make suitable arrangement with the Treasurer of the Board of Trustees concerning the payment of the overdue amount. These arrangements may be made by first contacting the Business Manager.

Re-Registration

Completion of the Re-registration Agreement enrolls your child for the coming school year. Withdrawal of the student between May 1st and September 1st will incur a withdrawal fee of 10% of tuition, regardless of whether the required May 1st payment has been submitted. After September 1st, tuition and fees will be prorated, as to the date of withdrawal. Request for appeal of the policy must be addressed to the Board of Trustees.

Tuition

Tuition rates are established annually by the Board of Trustees. Tuition payment options are as follows:

1. **Annual Option** – payable directly to WBCA - Full payment due on May 1st
2. **Semi-Annual Option** – *Smart Tuition* Plan - 50% due on May 1st; 50% due on December 1st
3. **12 Month Payment Option** – *Smart Tuition* Plan - May 1st – April 1st

Resource Fee

This fee is used to meet expenses for books, student accident insurance, technology and science materials, and membership in ACSI (Association of Christian Schools International), some classroom supplies, furnishings and some field trip expenses.

Financial Assistance

Tuition assistance awards may be made for those families needing financial assistance. A completed financial assistance analysis form must be submitted to Confidential Financial Services for evaluation. CFS takes into account income, expenses, tithing, and cost of living to determine a reasonable monthly family contribution. This determination, in conjunction with a copy of your prior year IRS Form 1040, is then used by the Financial Assistance Committee to determine the rate of tuition adjustment. A letter explaining any unusual financial circumstances may also be included. All returning families need to file by March 20th. Please contact the Business Office if you need additional assistance with this process.

Other

1. If a student is voluntarily withdrawn from the Academy at any point in time once the school year has begun, tuition must be paid in full for each calendar month or fraction thereof that the student was in attendance.
2. If a student is withdrawn at the recommendation of the Academy, tuition will be due on the basis of total days enrolled.
3. In the case of any delinquent financial obligations, student records, report cards, and transcripts are withheld, and the student is not permitted to return for the following trimester – either at the start of a new academic year (first trimester) or at the start of the second or third trimester.

Academic Information

Progress Reports

Progress reports are posted on RenWeb for all students in the middle of the first trimester. They are posted in the middle of the second and third trimesters for students who teachers wish to inform parents of improvement or concern. Parents who have concerns about their child's progress should schedule an appointment with the teacher following these reports.

Standardized Testing

Standardized results are used to measure the effectiveness of our overall instructional program, as well as assist in guiding strategic educational planning for future years. Presently, RIDE is in transition from the Partnership for Assessment of Readiness for College and Careers (PARCC), to another assessment tool yet to be determined. A copy of the student's results will be sent to each family and a copy will remain in the student's permanent record.

Field Trips

Field trips are off-campus experiences related to the classroom curriculum. Most field trip costs are covered in the Resource Fee. A letter explaining the objectives of each trip is sent to the parents by the teacher. Any additional money required for the trip must be submitted to the teacher according to the field trip notice. The dress code/attire for the trip will also be announced in the notice. If Casual Day attire is suggested for a field trip, parents must ensure that students dress according to the Casual Day dress code in the Handbook. Chaperones/drivers are invited for field trips as needs arise. Chaperones are given a set of guidelines to follow based on legal safety requirements. Drivers are required to submit to the Front Desk a copy of a current driver's license and proof of current insurance. Parents are not allowed to make special stops for food or snacks, unless arranged by the teacher in advance. **Siblings are not permitted to accompany official parent chaperones on field trips.** Chewing gum and electronic devices are not permitted.

Permission for a student to participate in field trips is given when a parent indicates such on RenWeb.

Volunteer Drivers

WBCA greatly depends on and appreciates the support of volunteer drivers for school related events such as field trips and athletics events. Because our first concern is the safety of our students,

- All volunteer drivers will have a Background Criminal Information (BCI) on file at the school office;
- All volunteer drivers will have a copy of their driver's license on file at the school office;
- All volunteer drivers will have a copy of their current insurance verification on file at the school office;
- Volunteer drivers will transport students per the State of Rhode Island Child Restraint and Seatbelt Laws and the United States Department of Transportation Federal Standards 208 and 213 as follows:
 - Children under age eight (8) years old, less than fifty-seven (57) inches (4 feet, 9 inches) tall and weighing less than 80 lbs *must* be transported in any rear seating position of a motor vehicle *and* properly restrained in a child restraint system (booster seat);

- If the child is under eight (8) years old but at least fifty-seven (57) inches in height, or at least eighty (80) pounds the child shall be properly wearing a safety belt and/or shoulder;
- Children between the ages of 8 through 12 as a passenger in any seating position shall be properly wearing a safety belt;
- Any passenger thirteen (13) years of age or older, in any seating position, shall be transported properly wearing a safety belt and/or shoulder harness system;
- A motor vehicle operator shall be properly wearing a safety belt and/or shoulder harness system;

If a child meets the criteria to *not* require a child restraint system (booster seat) *but the parent wants the child to be transported using such device*, the parent should make that request known and provide the appropriate booster seat, and it will be used for transporting the child.

Promotional Policy

- Kindergarten - Fifth Grade: Students must pass work for the year (cumulative) for promotion to the next grade as follows: Reading/Writing (Kindergarten - Grade 2); Bible & English (Grades 3 - 5), mathematics, and one other major subject area (either Science or Social Studies). In some cases, teachers may have concerns regarding the student’s developmental readiness. Following consultation with parents, additional assessment may be necessary to determine programmatic recommendations.
- Middle School students are required to complete passing work in English, Mathematics, Bible and two other major subjects (either Science, Social Studies, or Spanish) for promotion to the next grade. Students who fail a required subject and wish to be considered for promotion must make that work up in one of two ways (parents are responsible for the cost):
 - a. Pass a comparable course in a local state-approved summer school
 - b. Be tutored for 20 hours in the subject by an approved tutor and pass a re-examination.

Grading Scale

The following is the approved grading scale for Grades 3 – 8:

93 - 100	A	80 - 82	B-	68 - 69	D+
90 - 92	A-	78 - 79	C+	63 - 67	D
88 - 89	B+	73 - 77	C	60 - 62	D-
83 - 87	B	70 - 72	C-	Below 60	= Fail

Effort (MS): 1 – Above Average 2 – Average 3 – Needs to Improve

Effort (Elem): 1 – Excellent 2 – Above Avg 3 – Avg 4 – Needs improvement 5 – Unsatisfactory

Summer Reading Program

The school has a summer reading program that is designed to maintain and improve the reading skills of each student. Requirements for the summer reading program are sent home with the final report card packet in June. To encourage the maintenance of good reading habits and to expand the student’s scope of literature, students in Grades 3 - 8 are required to read two or more books during the summer from a prescribed list issued by the Academy at the end of the school year. Students may also be required to complete projects related to the reading assignments.

Tutoring Policy

At times students may need academic help beyond the classroom setting, or the typical 'after school' help offered by faculty members. After consultation with the administration, faculty members may recommend individual or group tutoring, and put areas of specific need in a formal plan. Though West Bay Christian Academy's faculty is able to offer these services, parents may choose to seek any tutoring assistance of their choice.

Primary (K – Grade 2) and Elementary (Grades 3-5) Divisions

General Curriculum

Bible, reading, math, spelling, language arts, social studies, science, penmanship, library skills, music, physical education, computers, art and Spanish are taught in the Primary and Elementary grades.

Homework

The homework assignments for each teacher's program are given to reinforce concepts or to enrich the academic program. Average homework assignments take approximately:

Grades 1 & 2	10 - 20 minutes
Grades 3 & 4	20 - 40 minutes
Grade 5	40 - 60 minutes

Times will vary if the child does not make efficient use of time or as the curriculum necessitates. Parents are encouraged to send a note to the teacher if their child is habitually taking longer time than recommended to complete the homework assignments. Teachers will make every effort to coordinate projects and long-term assignments so that students are not over-extended with additional work. Projects count toward allotted homework 'time' in the specific subject area(s). For any project during school vacation time, excluding summers, the student will be given a deadline that includes either the week before or after vacation week, in addition to the actual vacation time.

Report Cards

An individualized report will be posted on RenWeb at the end of each trimester describing the student's social and personal growth, academic strengths and weaknesses, conduct and effort, and suggestions, if any, of how parents can reinforce teaching efforts. Parents are asked to electronically acknowledge receipt and review of their child's report card. Parents are also encouraged to write comments and/or contact the teacher with any questions or concerns.

Middle School (Grades 6-8) Division

General Curriculum

Bible, English, literature, social studies, mathematics, science, Spanish, library skills, physical education, health, art, music and computer literacy are taught in the Middle School grades.

Homework

Students have homework in all of their classes on a regular basis. The assignments given as homework are designed to develop initiative, responsibility and self-learning, in order to prepare your student for success in high school. Homework provides an opportunity to practice and apply concepts learned within the classroom. For the average student, homework assignments take approximately:

Grade 6	60 – 80 minutes
Grades 7 & 8	60 – 90 minutes

Times may vary if the student does not make efficient use of time, or as the curriculum necessitates. Parents are encouraged to inform the teacher if their child is habitually taking longer time than recommended to complete the homework assignments. Teachers will make every effort to coordinate projects and long-term assignments so that students are not over-extended with additional work. Projects count toward allotted homework 'time' in the specific subject area(s). Projects assigned during the school year are carefully timed to coordinate with other middle school activities. For any project during school vacation time, excluding summers, the student will be given a deadline that includes either the week before or after vacation week, in addition to the actual vacation time.

Parents should encourage students to utilize the entire block of homework time wisely by supplementing written assignment time with study and review time in preparation for upcoming quizzes and tests. Students who are excused early from school for sports or other activities must submit assignments due that day to their teachers before they leave school AND obtain the assignment for the next class.

General Standards for Written Work

All written assignment should conform to MLA guidelines. The classroom teacher will inform the students when this is not required.

Report Cards

A report card will be posted on RenWeb at the end of each trimester advising parents of academic strengths and weaknesses, conduct and effort indications, and suggestions for reinforcing study skills and teaching efforts. Parents should indicate receipt and review of the report card electronically. Written response comments on the report cards from parents are also welcomed and encouraged.

Tests and Examinations

- Tests - In each class, the teachers give oral and written tests on a routine basis. All tests are announced in advance to give students sufficient time to prepare. Oral and written quizzes are also given frequently as a useful tool in assisting and measuring the learning process. No more than two (2) tests may be given on any school day. For an unexcused absence, the test must be made up the day the student returns. For an excused absence, due to illness, with a doctor's note, the test will be made up according to the teacher's availability.
- Midterm and Final Exams are given in academic classes and count for a major percentage of the trimester grade. They are important experiences and careful preparation is always needed. Any student absent during a final trimester exam must take the exam upon return to school. This may result in the student forfeiting participation in special on or off campus activities on that day.
- Students who cheat in any form during an examination, test or quiz will receive a zero.

Academic Plan Books

In order to train students to be accountable for their work and schedule, academic plan books are used to record homework in each subject area and to help the student coordinate the assignments that are also posted on RenWeb. Each student will be given a planner on the first day of school. If a plan book is lost, a new one will be issued at the student's expense. Parents and teachers should work together to help the students gain independence with their organizational skills.

Advisor-advisee program

Each Middle School student has a homeroom teacher who serves as an advisor. Students are encouraged to seek counsel from their advisors. The advisor is responsible for the general well-being of the student in the whole school community and acts as the advisee's advocate, faculty representative and counselor. The advisor acts as a link of communication between a student's parents and the Academy. Advisors and advisees meet individually by mutual arrangement as frequently as needed. Parents may meet with any teacher by writing a note requesting an appointment.

Honor Roll

The Honor Roll is determined at the end of each marking period. To receive recognition for honor work, the students must meet the following criteria:

High Honors

- a. Academic Work – Trimester Average: 93 and above
- b. Effort – 1's & 2's with no more than one "3" (including all specials' classes)
- c. Recommendation of the faculty

Honors

- a. Academic Work - Trimester Average: 85 - 92
- b. Effort - 1's & 2's with no more than one "3" for effort (academic and all specials' classes)
- c. Recommendation of the faculty

Academic Probation

A student who is failing any academic subject as determined at the end of each trimester may be ineligible for sports, extra-curricular activities and clubs for the following trimester. This decision is made after a conference with the teachers and the administration. The administration will inform the parents of the decision. In addition, students with an overall average of 69 or below at the end of a marking period may also be placed on academic probation until progress reports are issued the following trimester. In addition to being ineligible for sports, extra-curricular activities and clubs, a student on academic probation must have a daily homework plan established by the teacher in conjunction with the parent. The teacher will provide the Headmaster or Principal with a copy of the written homework plan. This may include but is not limited to:

- a. completion of unfinished classroom assignments
- b. rewriting and reviewing notes
- c. reading ahead in the text
- d. reading a subject-related library book
- e. attendance in after-school study program (as determined by teacher)

Eighth Grade Special Programs

During their 8th grade year students participate in a year-long, interdisciplinary seminar, the Renaissance Project, that helps them investigate and refine their worldview. They begin by viewing a exploring a Biblical foundation for “truth”, and then are given the opportunity to establish their own fictitious country where they determine the essential elements of the government, economy, and culture. The seminar incorporates literature, technology, the arts, small-group discussions and mentorship to help prepare them to leave West Bay.

The class trip is held at the end of the school year in culmination of the students’ time at West Bay Christian Academy and in anticipation of Eighth Grade graduation. The class trip is an important part of the educational experience ~ it is considered a privilege to participate. Although attendance is expected, students must be in good standing, relative to their academics and conduct, as of the third trimester progress report, in order to participate.

Chromebooks

West Bay Christian Academy provides 1:1 mobile devices to all students in the middle school. This decision is driven by a desire to continue to improve the teaching and learning process, which includes the growing use of technology as a set of educational tools and not an end. We believe that the wide-scale use of mobile devices and educational applications will help classrooms to be engaging, personalized learning environments that are designed to keep students motivated and on task. The immediate and constant availability of this limitless wealth of information and learning activities enables learning, collaboration, and creativity to go far beyond what was previously limited by the classroom’s walls. This provides an important step in helping West Bay students achieve academic excellence through state-of-the-art preparation to meet the ISTE’s (International Society for Technology in Education) standards for students, which emphasize (1) creativity and innovation, (2) communication and collaboration, (3) research and information fluency, (4) critical thinking, (5) digital citizenship, and (6) technology operations and concepts.

Students, along with their teachers and parents, have the responsibility to use these tools in an appropriate, respectful, and positive manner at all times – whether on or off campus.

During the student’s time at West Bay, the Academy will loan the device to the student; thus WBCA will maintain ownership of the device and have complete access to all information on the device. While using the device at West Bay, the parents and students will be responsible for appropriate care, including insurance and use of a protective accessory. When the student graduates from the 8th grade, the Chromebook will be given to the student.

Student Records

Guidelines

1. Parents are entitled to an explanation of their student's permanent school record.
2. Appointments can be made by the parent to discuss a record, which shall be convened within five (5) school days from the time of the request.
3. If a parent asks to personally examine some part of the school record, the examination must take place in the presence of the teacher or Headmaster so that an explanation may be provided.
4. Inquiries about reports from community agencies and professional practitioners outside the Academy should be directed to the sender of the report.
5. Parents who wish to question some entry in the school record may do so by submitting to the Administrator a written statement citing the part of the record in question and what change is being suggested. If the parent, the Administrator and the teacher cannot reach agreement on the request, the matter may be appealed in writing to the Education Committee of the Board of Trustees, with a copy of the letter submitted by the parents to the Head.
6. Information contained in the permanent record of a student shall be available to any member of the professional staff who is working with the student.
7. Student records may never be removed from the Academy office.

Release of Student Information

1. Written parental consent must be obtained for releasing information to community agencies or professional personnel outside the school.
2. In situations involving immediate danger to the student (e.g. abuse, neglect, threatened suicide,) information may be shared with an appropriate agency.
3. Non-confidential school records such as grade level, academic progress, grades, attendance, health data, group test scores, and extra-curricular activities will be forwarded to the school to which the student transfers upon receipt of written consent of the parents.
4. If psychological reports and other material deemed confidential are requested, specific written consent of the parents is required.
5. The parent's consent to release a school record should be in writing, signed and dated by the person giving consent, and should include a specification of the records to be released and the name of the person to whom the records will be sent.
6. A copy of the consent to release should be included in the student's file.
7. No information shall be given in response to a telephone call without prior permission of a parent identifying the person calling as one who has a right to such information.
8. Report cards will only be released if the student's financial obligations have been met. Health records will be forwarded as requested by the parent.

Separated or Divorced Parents

1. Information regarding the student will be disclosed only to the parent who has legal custody, unless that parent grants permission to share the information with the other parent. The Academy must have release of information requests in writing.
2. If legal custody is not established, the parent who enrolls the child in school and with whom the child resides is considered the person in official parental relation to the child for school purposes.

Discipline Policy

Philosophy

Discipline and its application at West Bay Christian Academy are grounded in the Biblical principles described in Proverbs 12:1; 13:18; Ephesians 6:1-4; and Hebrews 12. WBCA holds that God has given parents the responsibility for the discipline of their children, and WBCA parents have conferred this authority on teachers and the Headmaster during the school day and school activities.

Objectives

1. To develop and maintain a positive, safe, and respectful learning environment;
2. To foster student behavior patterns that will be helpful to the individual and to the school community in supporting and achieving the commonly held goals of spiritual, intellectual, physical and social development under the Lordship of Jesus Christ;
3. To correct any behavior that is determined by the administration and faculty to be disruptive or destructive to this community.

Policy Limits

Discipline “in loco parentis” (in place of parents) applies to students while they are on campus, when riding in Academy operated vehicles or attending Academy functions off campus. While other behaviors at other times or places are individual and parental responsibility, behavior that impairs the testimony of the Academy cannot be ignored. The limits that are established in this policy might also be extended if student behavior impacts the Academy’s reputation.

Discipline Model

All students are expected to observe reasonable behavior guidelines at all times. These guidelines are determined mutually by the administration, faculty and Board of Trustees, with specific direction from the Education Committee, which includes parents, faculty, board members and others. During the first two weeks of each school year, the teachers and/or the Headmaster will carefully review these guidelines with the students.

Behavioral Standards: Respect and Responsibility

Students are expected to demonstrate respectful behavior at all times. Faculty members may set specific guidelines within their individual classrooms, as it is the responsibility of each teacher to maintain a positive, safe, and respectful environment in the classroom. These guidelines reflect the encouragement of Christian values and associated attitudes and behaviors. All students are expected to:

1. Show reverence for those things considered sacred (e.g., the names of God, the Bible, prayer, etc.);
2. Show respect for the rights of others to study and learn;
3. Show respect for self, peers and adults in every situation, including substitute teachers, recess supervisors, and any adult who is supervising an Academy activity;
4. Refrain from using physical or verbal intimidation, aggression, and bullying behavior;
5. Obey those in authority, including all faculty, staff, and parent volunteers;
6. Avoid the use of vulgarity, obscenity and swearing;
7. Care for the property of the Academy and the property of others;
8. Demonstrate and accept full responsibility for personal behavior.

Regulations for Health, Safety and Welfare

1. Students should behave in a manner that is safe and respectful to others and the building/property.
2. Students are not to run indoors or in the parking lots.
3. Students are responsible to ensure that all litter be placed in appropriate receptacles.
4. Skateboards, roller blades and hardballs are not permitted on Academy property.
5. Playground equipment is to be used for its intended purpose and in a manner that is safe both to the students using the equipment and those around them.
6. Physical contact is not permitted as part of boy-girl relationships.
7. Students are not to throw sticks, rocks, snowballs, or any other potentially dangerous objects.
8. Students are not to leave the Academy property without permission.
9. The possession or use of tobacco, alcohol, or any controlled substances is not permitted.
10. The possession or use of weapons, or any such replicas, is not permitted.
11. The use of any electronic games or video players is not permitted on Academy property, school buses, parent vehicles that are used to transport students on field trips, athletic events, etc., or during Extended Day – unless the student has permission from a faculty member for an approved school project.
12. Student cell phones may only be used following after-school activities for the purpose of arranging for transportation. Student cell phones may not be turned on or used during school hours for any reason (i.e., texting, photographing, etc.) This includes drop-off or pick-up times, during an after-school activity or during Extended Day.
13. Social networking accounts (i.e., Facebook, Twitter, etc.) are blocked by the WBCA server and are not permitted within the WBCA network. West Bay strongly encourages parents to be involved in the decision for their student to have an account and to monitor it consistently.
14. Students should not post pictures or other identifying information associated with WBCA or photos of WBCA students or faculty in the Academy environment, including field trips and all school activities. Students should be aware that all of their on-line communication is part of their Christian walk and as such, should always be respectful, wholesome and reflective of Christian values.
15. While WBCA's has historically emphasized positive Christian values and associated respect for all as essential to our mission and behavioral expectations. More specifically, we are opposed to any type of bullying behavior. Therefore, WBCA fully embraces the RIDE Safe School Act: Statewide Bullying Policy, which is included in Appendix B. In addition to raising awareness among all constituents, the policy describes reporting and accountability procedures, which WBCA fully embraces.

Disciplinary Interventions

Teachers use many means to encourage and recognize positive classroom behavior. Teachers work hard to establish a positive, safe and stimulating environment for learning and may use various, age-appropriate techniques to maintain classroom decorum. Should student behavior require additional attention, the following actions may be taken, in accordance with 1 Corinthians 10:31, Matthew 7:3-5, Matthew 18:15, and Matthew 5:23-24. Serious or chronic behaviors may be referred by the Headmaster to the Disciplinary Council, which is appointed by the Education Committee of the Board of Trustees and will be involved in hearing, evaluating and recommending consequences for certain cases.

1. Loss of part or all recess time or other “personal” time
2. Parent Notification
 - a. Either verbal or written communication may be sent to parents when a child has been disciplined in the classroom setting. Notification is at the discretion of the teacher or as agreed upon with the parent; or it may be part of a classroom discipline program.
 - b. When a student is sent to the Headmaster, the parent may be contacted to inform the parent of the situation surrounding the discipline issue.
 - c. In response to persistent behavior problems, an Action Plan will be developed by the school staff, student, and parents. It may include a communication tool which will be signed by student and parent on a regular basis. If there is inadequate improvement in behavior, revisions to the Action Plan will be made to assist the student to behave in a manner that conforms to the WBCA standards.
3. Detention

Detention is given in response to inappropriate behavior, defined as behavior that is contrary to that explained in the Parent-Student Handbook.

 - a. Two detentions for behavior will necessitate a parent conference.
 - b. Homeroom teachers are responsible to track detentions and inform the Headmaster when a parent conference is necessary.
 - c. Detentions are served after school, at the discretion of the teacher and/or Headmaster.
4. Suspension

Suspensions may be served at home or at school. This decision is at the discretion of the Headmaster and the teacher(s) involved. The lead teacher may be consulted if necessary. The following guidelines will apply:

 - a. More than 2 detentions for serious behavior problems will result in suspension.
 - b. Suspensions may also be given for other inappropriate behavior at the discretion of the Headmaster after conferring with the teacher as needed. Once a decision has been made to suspend a student, the student will be detained in the Headmaster’s office and the parent will be contacted. It will then be mutually determined at what time the student will be picked up and transported home by the parent.
 - c. Immediate suspensions may be given for serious/inappropriate behavior (i.e., fighting) at the discretion of the Headmaster, after conferring with the teacher(s).
 - d. In the case of a student being in possession of an illegal substance, the matter will be referred immediately to the local police and the student will be suspended for no fewer than five (5) school days. Serious offenses may be referred to a Disciplinary Council, which will be convened at the discretion of the Headmaster, which will meet with the student and parents to determine the course of action. Consequences may include probation, exclusion, or expulsion.
 - e. Once suspended, a student may not participate in any after-school activities for the entire period of suspension. Reinstatement and participation in after-school activities will be determined by the Headmaster and Lead Teacher(s).
5. Probation

Probation may be imposed for up to one trimester in response to a serious behavior problem, persistent attitude problem or academic difficulties. Students on probation may be restricted from participation in extra-curricular activities, off-campus field trips, and/or class office. Individualized probationary interventions may be implemented by the Headmaster in keeping with the severity of the infraction or upon recommendation of the disciplinary council. This may include various in-school restrictions and/or responsibilities that are designed to help the student demonstrate an understanding of the need to re-establish trust and responsible behavior. Exclusion or expulsion

may be recommended for students who are unresponsive to school interventions. The decision to exclude a student does not necessarily precipitate the decision to recommend a student to the Education Committee for expulsion.

6. Exclusion

Exclusion is removal for the Academy for a period of time, not to exceed ten school days. It may be imposed for serious and/or chronic behavior problems after a hearing with the parents, the administration and the Disciplinary Council of the Education Committee.

7. Expulsion

Expulsion is the permanent removal of a student from the Academy. It may be imposed for a single very serious behavior problem, or chronic behavior problems, after a formal hearing before the Education Committee of the Board of Trustees.

Uniform Dress Code

Uniform clothing is ordered through Donnelly's School Apparel, which is the Academy's official uniform supplier. Imitation uniform clothing should be an exact copy of Donnelly's items in color and style, although polo shirts and sweaters will not need to have the WBCA logo. All non-Donnelly's items must be solid color and may not have designs, emblems, stripes or hoods. Donnelly's style khaki or navy shorts are the only permissible shorts to be worn during the months of September, October, April, May and June.

Chapel Uniform

Boys

- Pants – NAVY
- Oxford shirt – WHITE (tucked in)
- Socks – NAVY or WHITE
- Tie – any coordinating tie (except K & ELP)
- Belt – black or brown (except ELP-Grade 1)
- Casual/Dress Shoes – Non-marking soles, no sandals, no open-toed, no UGG style slippers, no sneakers

Girls

- Jumper (K-5) or Pleated Skirt (MS) * - NAVY
- Round collar (K-5) - WHITE
- Oxford blouse (MS) ** - WHITE
- Socks – WHITE OR NAVY

Tights-Navy Blue or Flesh-tone Nylons

* Jumpers and skirts must be no more than 2" above knee. Navy pants may be worn as an alternative in November – March.

** Straight-hemmed blouses do not need to be tucked in; those with a shirt-tail must be tucked.

Daily Uniform Code

- Jumper (K-5) or Pleated Skirt (MS) – NAVY
- Round collar blouse (K-5) or Oxford shirt (MS) – WHITE
- Pants or Donnelly's style shorts – NAVY or KHAKI (no more than 2" above knee)
- Polo shirt or turtleneck – NAVY or WHITE
- Knit Sweater – NAVY OR WHITE
- Fleece jacket or vest – NAVY
- WBCA sweatshirt or athletic jacket can be worn at any time; except during Chapel
- Socks, tights, or leggings worn with skirt or jumper, but must be solid BLUE or WHITE—no lace
- White or navy socks must be worn at all times
- Belt is required when pants or shorts are worn (except K & Grade 1)
- Sneakers in good condition may be worn. No sandals, Crocs, clogs, UGG style slippers, open back, open toe, or higher heels for girls are allowed.

Gym Attire

- WBCA logo gym shorts, t-shirt, sweatpants, sweatshirt – any combination – worn all day; these may be from Donnelly's, WBCA School Store, or items purchased through WBCA.

For Girls:

- Modest jewelry is permitted with the exception of pierced jewelry in any part of the body other than the ear. For safety during gym classes, only post earrings are allowed.
- Make-up for girls, including eye make-up and lipstick, is allowed but should always be natural in appearance. Face and eye glitter and harsh, dark lipstick and nail colors are not permitted.
- No neckties allowed. No fashion scarves allowed indoors.

For Boys:

- Necktie on Chapel day must be worn appropriately.
- Hair must be styled so it is above the top of a traditional collar and a part of the ear is showing.
- Extreme styles such as tails, spiked hair, man-buns, shaved designs, etc. are not allowed. (Special note: Boys in need of haircuts will be given five days to comply.)
- Modest jewelry is permitted with the exception of earrings or pierced jewelry of any sort.

For all Students:

- A student can layer a long-sleeved item under a short-sleeved piece, as long as the color is navy blue or white.
- Any jewelry or accessory deemed a distraction by the administration will not be allowed to be worn by students.
- No unnatural color hair dye is allowed.
- Shoe laces must be tied.
- Hoods of sweatshirts may not be pulled up during the school day.
- No outdoors clothing may be worn indoors, for example – gloves, scarves, or earmuffs.

Casual Day Attire

On specific days of the year, Casual Days are observed. On these days, students have the option of wearing clothing other than their school uniform. Clothing should always be clean and in good repair. Examples of acceptable clothing are: casual slacks, jeans, knee length shorts (worn during appropriate months), T-shirts that do not promote anything contrary to the Academy's Mission (athletic & team logos are acceptable), and polo shirts. Examples of unacceptable clothing are: sleeveless tops or tank-tops worn without a cover up, short or tight-fitting shorts or pants (i.e., jeggings/leggings), torn items, or flip flops. Students who do not comply with this code will lose a "casual day" opportunity or receive another penalty for non-compliance.

Dress-Up Day Attire

On a few special days during the school year, a Dress-Up Day is allowed. This means girls must wear modest length dresses or skirts/jumpers and blouses (no sleeveless tops without a cover up) and boys must wear dress slacks (no exterior pockets) and collared sport/dress shirts with coordinating ties. Students who do not comply with this code will lose a Casual Day opportunity or receive some other equitable penalty for non-compliance. Dress-up Days are optional. Students may choose to dress in regular school uniforms instead.

Enforcement

Considering the clear communication regarding the uniform code and in fairness to the students who adhere to it, those students in violation will be given a **written reminder noting the offense**. The student is expected to:

- 1) **Have the note signed by a parent and return it the next school day, and**
- 2) **Return on the next school day dressed in compliance with the uniform code.**

Students who are found to be in violation of the uniform code may receive further disciplinary action as determined by the Divisional Lead Teacher. Parents will be informed of this decision by the Homeroom Teacher.

Biblical Principles for Reconciliation

The following selection of Scripture in Matthew 18 provides the basis by which Christians should solve relational problems that arise between them.

“If your brother does something wrong to you, go to him. Talk alone to him and tell him what he has done. If he listens to you, you have kept your brother as a friend. But if he does not listen to you, take one or two others with you to talk to him. Then two or three people will hear every word and can prove what was said. If he does not listen to them, tell the church (higher authority)...” Matthew 18:15-17

Procedures for Handling Disputed Issues

The most helpful set of principles to follow within a Christian school when handling disagreements is found in the Bible in Matthew, Chapter 18. This should be the guiding principle for all members of the WBCA community--board members, administration, faculty, staff and parents--to maintain harmony and unity. Following these principles, individuals may bring their issues before the Personnel or Education Committee for resolution. Questions or concerns should always be handled courteously, politely, and promptly by communicating directly with the person(s) involved.

The following outlines the procedure should be followed when a parent has a concern with a teacher, other staff member, or other parent:

1. The individual meets privately with the other person to seek a resolution in a spirit of reconciliation.
2. If the conflict involves a parent and a teacher, the parent should *then* meet with the teacher and the Divisional Lead Teacher to seek a resolution in a spirit of reconciliation. If the concern persists, the parent may contact the Headmaster, who will schedule a meeting with the Lead Teacher and the classroom teacher.
3. If the issue is not resolved, the problem may be presented to the Education Committee by the Headmaster, which then calls on the parties involved if warranted, all in a spirit of reconciliation.
4. If the issue is still not resolved, it is presented to the Board of Trustees, which then calls upon the private parties involved as seems warranted, all in a spirit of reconciliation.

The following step is taken when a situation remains unresolved:

5. The person(s) unwilling to reconcile is (are) asked to voluntarily withdraw from the school community.

If a problem is brought to a Board member (higher level) before first going to the administration (lower level), OR to the administration (higher level) before first going to the teacher or parent involved (lower level), the complainant will be referred to the appropriate individual(s).

Appendix A

NOTE: The instructions below are as of the publishing of this document. From time to time, more efficient procedures are implemented; if this happens, these instructions will be distributed to each family and made available on the website.

Procedure for Dropping Off Students in the Morning

1. Students are to be dropped off between 7:45 AM and 8:15 AM. The doors are electronically set to be locked prior to that time. *Even if* there are staff members in the building, please do not drop off your children prior to 7:45 AM as there is no assigned supervision until that time.
2. All buses will drop off students in the front of the building. Bus students will enter school through the OLD main entrance, which will be unlocked electronically between 7:45 - 8:15 AM. Late arrivals must enter through the NEW main entrance.
3. Parents should drop off all siblings at the youngest child's drop-off area.
4. Parents of **Preschool** children will drive around behind the school (keeping to the right) and park in the designated area so they can walk their preschoolers into the classroom and sign them in.
5. Parents of students in **Kindergarten - Grade 2** will drop off children in front of the main entrance. They should pull forward as far as possible along the sidewalk and move on quickly after disembarking. They should not leave their cars to enter the building.
6. Parents of students in **Grades 3 – 8** will drop off children in the front of the OLD main entrance. Students will then enter through the OLD main entrance. Old Entrance will be locked after 8:15 AM. Late arrivals must enter through the main lobby and report to the front desk. Parents with children in both age groups may drop children at the main entrance.
7. Parents wishing to come into the building during drop-off or pick up time should park in the parking lots in front of or behind the school--*but not* in the drop-off area in front of the main entrance.
8. PLEASE REMEMBER: Do not pass school buses, even if they are in the driveway, when their "STOP" arm is out and lights are flashing.
9. When driving around the building, drop-off and pick-up are to be done in the LEFT lane only. The outside (RIGHT) lane is for traffic continuing around the building.
10. SPEED LIMIT: 5 MPH. Please observe this at all times.
11. NO CELL PHONE USE (or texting) while driving around the school. This is for the safety of YOUR children.

Procedure for Picking Up Children in the Afternoon (between 3:00 and 3:15 PM)

1. Children will be dismissed at 3:00 PM. Please do not expect your children before that time.
2. All Buses will pick up bus students in front of the building from the Elementary wing door.
3. At the beginning of each school year, each family will receive two (2) laminated “pick-up” cards with your child(ren) name(s) on them. These cards must be visible on your car’s dashboard in order to retrieve your children. Without the pick-up card, families must retrieve children from the front desk with positive identification shown.
4. **Kindergarten through** Parents of Kindergarteners should drive around the wing and pick up students behind the school. Parents should stop along the left curb, going **as far forward as possible**. Teachers will dismiss children through outside classroom doors when the parent’s car is stopped. If parents want to enter the building, they should park in designated parking areas.
5. Parents of **Grades 2 – 5** will drive around the building and pick up their children directly from the classrooms near the main playground, remaining with their car at all times. Students will be dismissed through the outside classroom doors.
6. Parents of **Middle School** students **with no younger siblings** will pick up children at end of MS wing (behind the busses).
7. **Middle School** students **with younger siblings** will dismiss from the youngest sibling’s location.
5. Parents of **Preschool** students
 - a. For AM pick up, parents will park front of the school and walk into the Preschool.
 - b. For PM pick up, parents will drive behind the school and park in Preschool spaces.
7. Students will be dismissed at 3:00 pm. If you are waiting in the pick-up line, please do not leave your cars. Parents needing to come into the building should park in the parking area in front of the building.
8. PLEASE REMEMBER: **Do not pass** school buses, even if they are in our driveway, when their “STOP” arm is extended and lights are flashing.
9. When driving around the building, drop-off and pick-up is to be done in the LEFT lane only. The outside (RIGHT) lane is for traffic continuing around the building.
10. Please do NOT park in front of the main entrance during drop-off or pick-up times; remain with your car during these times.
11. SPEED LIMIT: 5 MPH. Please observe this at all times.
12. NO CELL PHONE USE (or texting) while driving around the school. This is for the safety of YOUR children.

Appendix B

STATE OF RHODE ISLAND

Department of Elementary and Secondary Education

SAFE SCHOOL ACT

STATEWIDE BULLYING POLICY



Effective: June 30, 2012

Visit the RIDE Website for complete document:

<http://www.ride.ri.gov/Portals/0/Uploads/Documents/Inside-RIDE/Legal/Bullying%20Guidance%202015.pdf>

Appendix C

Statement on Marriage, Gender, and Sexuality

(from the Association of Christian Schools International handbook)

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10; 1 Timothy 1:10)

We believe that in order to preserve the function and integrity of West Bay Christian Academy as the local Body of Christ, and to provide a biblical role model to the West Bay Christian Academy members and the community, it is imperative that all persons employed by West Bay Christian Academy agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of West Bay Christian Academy.