



Parent-Student Handbook 2021 - 2022

Revised 9/2021

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

475 School Street
North Kingstown, RI 02852
401-884-3600
401-886-1650 (fax)
www.westbaychristianacademy.org

August 13, 2021

Dear Families of West Bay Christian Academy,

On behalf of our dedicated teachers and myself, we extend to you a warm welcome back to West Bay Christian Academy, and if you're new to our school, welcome to the WBCA community.

The 2021-2022 Parent-Student Handbook details many important items—including policies, procedures, philosophy, personnel and much more. Please read through this handbook as it provides guidance and policy for day-to-day operations at West Bay. 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 and accept the rules, policies and guidelines herein.

We embrace 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 Handbook and Student Pledge that describes our expectations for use of the Academy-issued Chromebook and appropriate digital citizenship. All students and their parents are asked to sign the Pledge affirming their understanding of these expectations.

These guidelines provide direction as we seek to partner together in providing an education for your children that is *distinctively Christian and academically excellent*.

May God bless us with a fantastic year at West Bay Christian Academy as we continually learn and grow as children created in God's image. This academic year 21/22 we'll need much grace and unity as a community as we strive to keep the new covid variants at bay at West Bay, on top of our calling to walk, talk, and live in Christ, while meeting the academic needs of your children.

At your service,

Alexis Littlefield, PhD
Head of School

"How excellent is thy lovingkindness, O God! therefore the children of men put their trust under the shadow of thy wings." Psalm 36:7 (KJV)

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Staff and Faculty
2021 - 2022

Staff

Alexis Littlefield	Head of School
Jason Keith	Director of Operations, Athletic Director
Stacia Souza	Admissions Director
Libisol Sena	HR and Business Manager
Jessica Silva	Nurse
Margo Gibson	Receptionist
Maria Tatarian	Extended Day Program

Out-sourced Services

Angelica Mey	Business Management
Jeff Barba, CPA	Chief Financial Officer
Laura Jolicoeur, RN	Nurse Consultant

Middle School Faculty

Jeannine Keith	English, Social Studies, Middle School Lead Teacher
Jessica Gluckin	Mathematics, Bible
Jason Keith	Bible
Maria Marshall	Social Studies, Student Resource Teacher
Jeff Motta	Science
Kim Worthington	Renaissance

Upper Primary School Faculty

Amy Logan	Grade 4, Upper Primary Lead Teacher
Valeria Freitas	Grade 5
Cynthia Plante	Grade 4
Rhonda Turner	Grade 3

Lower Primary School Faculty

Danielle Richards	Grade 1, Lower Primary Lead Teacher
Tara Mudrak	Grade 2
Judy Torres	Kindergarten
Renee Ashman	Kindergarten
Stephanie Linden	Teachers' Assistant

Specials Faculty

Kim Worthington	Library and Computer Education, Specials Lead Teacher
Abby DeMario	Physical Education
Melanie Dauplaise	Art
Charlene Fry	Spanish, ELP TA
Ed Mudrak	Lead Music Teacher

Linda Bogoslowski

Assistant Music Teacher

Early Learning Program (ELP) Staff

Nancy Koss

ELP Director, Lead Teacher, Pre-Kindergarten Teacher

Lisa David

Preschool Teacher

Joy Brooks

Pre-Kindergarten Teacher

Cindi LaCroix

Preschool Teacher

Sonya Gray

Pre-Kindergarten Teacher Assistant

Lorri Johnson

Preschool Teacher Assistant

Joan Scalisi

Preschool Teacher Assistant

Chaplains

Ellie Greenhalgh

Lead Chaplain

Chris Hart

Upper School Chaplain

Victor Gluckin

Lower School Chaplain

Board of Trustees
2021-22

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) fund the mission 2) hire the Head of the School and monitor his performance 3) Plan for the Future 4) Set broad policy. The Board of Trustees elects its own officers, which comprise the Board's Executive Committee.

Mr. Erik Lind

President

Mrs. Deb Armstrong

Vice President

Reverend Philip Curtis

Secretary

Mr. Matthew Fearon

Treasurer

Mr. John (Jay) Scott

Mr. Brian McCoombs

Mrs. Karen Lokey

Mr. Craig Vadnais

Mrs. Elsie Wright

West Bay Christian Academy Values

Mission Statement and Goals

The Mission of the West Bay Christian Academy, an independent, interdenominational, coeducational Christian School for pre-school through Grade 8, is to provide its students with an education 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.

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).
8. We believe that marriage is the uniting of one man and one woman in an exclusive union; that God intends sexual intimacy to occur only between a man and a woman who are married to each other; and that God wonderfully and immutably created each person as either male or female in conformity with their biological sex and that these two distinct yet complementary genders together reflect the image of God (Genesis 1:26-27; 2:18-25; 1 Corinthians 6:18; 7:2-5; Hebrews 13:4).

Academy Verse and Hymn

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

Parents are expected to

1. read through the WBCA Parent/Student Handbook and familiarize their children with its contents.
2. support the activities and programs of West Bay Christian Academy.
3. pay all financial obligations to the Academy in a timely manner. If there are challenges, parents should notify the Business officer in advance to make special arrangements.
4. ensure that the students arrive at school on time each school day.
5. help ensure that their children participate in scheduled field trips and other school-related activities.
6. ensure that their children arrive at the Academy dressed in accordance with the uniform dress code.
7. recognize that the administration has responsibility for placing a student at the appropriate grade level and/or in a particular classroom.
8. recognize 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. support the teacher for classroom management/discipline.
10. seek to resolve conflicts with the person or persons directly involved, following the Biblical principle of reconciliation set forth in the Bible (Matthew 18).
11. 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 principle 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 or she 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.

The Joy and Challenge of Partnership

West Bay invites you and encourages you to be involved in the education of your children. We affirm that you are the first and primary educators and ultimately responsible for the formative years of your children. We as teachers see ourselves as professionals who come along side you to do our part in the educational growth of your children. Communication and mutual support are essential for this partnership to work. You should expect the following from your teachers:

Clarity about curriculum – what will be taught. Parent Orientation night is a particularly important night for a broad overview, but you should expect communication when a new major unit of study is about to commence.

Advanced communication about events and activities to which you would want to attend, such as field trips, culminating unit activities, competitions, concerts, fairs, etc.

Opportunities for you to volunteer that would give you a presence in the school and awareness of the life and culture of the school, such as assisting teachers in a variety of ways such as: guest speaking, classroom parties, unit celebrations, lunchroom supervision, committee work, etc. You can always ask “How can I help?”

Partnerships are not always easy. When there are challenges the biblical standard is Matthew 18 which essentially means you talk directly with the person and not others. This takes courage and wisdom. Good partners strive to make these relationships strong and healthy.

Transactionally, parents are the customers who pay tuition, and the school is the provider of services. However, such a consumer paradigm misses a major opportunity for you to enhance the enrichment of your children’s educational experience. That opportunity is your meaningful engagement in the process. We desire to provide the very best service to our students, and we invite you to journey with us.

General Information

Academy Hours of Operation

Class hours are 8:05 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 – 5:30 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 academy employee. Students must always remain under the supervision of an adult 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 in Washington County: Charho, 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/her 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 Head of School. Should a second report be filed, the Head of School 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.

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 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 (except for 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 the Medical Information section of the Master Information Form, in Family Portal under Web Forms.
6. Students will be allowed to self-carry and self-administer inhalers and Epi-pens as deemed appropriate by the Head of School, 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, the parent must complete the Medical Information section of the Master Information Form, in Family Portal under Web Forms. 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 in the Parent/Guardian Information section of the Master Information Form, under Web Forms in the Family Portal. Should the number you have listed change, please notify the Academy office and make the appropriate change in your account.

Emergency or Winter Storm Closing

Emergency or winter storm closings are announced via text or email 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 inclement weather, then WBCA will also cancel;
2. If North Kingstown delays opening (or has early dismissal) because of weather, West Bay will follow and do the same.
 - a. If there is a two-hour delay, the ELP "Morning Only" program will be canceled; otherwise, two-hour delay for Lunch Bunch and All-Day students.
3. 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.
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.
5. If West Bay postpones or cancels school, you can receive a text message to your mobile phone and/or e-mail sent through the RI Broadcasters Association (RIBA). To sign up, go to [RIBA Text Alerts](#), click on which schools/districts you would like to be notified, and then scroll all the way to the bottom of the page and click "Continue". Please follow the next steps to complete the set-up. This system is free and effective!

Lunch Procedures

Students may bring their lunch or participate in the school hot lunch program.

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, donuts, 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

All students will have a scheduled weekly library class. Students are expected to check out books each week, to be returned at the following week's class. Books may be renewed. There are no late fees. If a book is damaged or lost, the parent will be charged a fee of \$1.00 plus the replacement cost of the book. Teachers may schedule additional class visits with the Teacher Librarian for collaborative projects and additional research skills instruction.

Directory

A directory of WBCA families can be found in the Family Portal, 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

FACTS Family Portal (formerly RenWeb)

West Bay uses FACTS Family Portal (previously known as RenWeb), a web-based student information system, as the primary communication means between home and school. Parents are expected to create an account in the Family Portal and update their personal information and their child's medical information each summer and when it changes. Student mid-trimester progress reports and end-of-trimester report cards are posted digitally and accessible through the Family Portal. At the middle school level, students and parents have access to homework assignments and a digital gradebook for each of their classes. Contact the Support Specialist at techsupport@wbca.info for assistance.

Google Workspace for Education and Google Classroom

West Bay maintains a 1:1 Chromebook program and students and teachers use Google Workspace for Education applications in the classroom and for assignments. Google Classroom is our Learning Management System (LMS), where teachers post assignments, manage due dates, and provide individual feedback to each student. Each student in grades 1-8 has a Google Workspace user account. Students in the Elementary and Middle School divisions are expected to check teacher assignments and complete work in this environment. Contact the Support Specialist at techsupport@wbca.info with questions about your child's Workspace user account.

Distance Learning

Since the advent of COVID-19, West Bay faculty is prepared to implement additional digital platforms to best meet our distance learning model and to support the student's age level. Teachers will seek to maintain the important human connection with their students while providing clear instruction to forward learning when out of the in-person classroom. The online school day will include teacher - student face-to-face time as well as offline independent work time. Individual classroom teachers are responsible to communicate a weekly/daily schedule to families should the need for distance learning occur.

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. Please be sure to keep your email and contact information up-to-date in the Parent/Guardian Information section of the Master Information Form, under Web Forms in the Family Portal.

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 duty, 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 (PVB)

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. Parents are encouraged to take an active part in supporting PVB sponsored programs and joining the PVB Committee.

New Student/Family Welcome Cookout

This special event is designed for all new students and their families at the beginning of each 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 will gain an overview of current issues and procedures for the new school year, view the curriculum and homework expectations for the class, and meet with teachers in their classrooms. This is *not* a time to discuss specific student concerns but a general orientation.

Book Fair

The Teacher Librarian, with the help from volunteers, organizes Academy book fairs. The purpose of these events is to promote a love for reading while raising funds to buy books for our library and to pay for digital resources students use for research. Students are given opportunity to preview the fair and create a wish list ahead of shopping days. The fair is open during designated shopping hours after school when family and friends are also 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.

West Bay Christian School Association

The West Bay Christian School Association, a 501©3 organization, was incorporated in 1980 and soon established West Bay Christian Academy. The Association is now officially doing business as West Bay Christian Academy, and the members of WBCA Board of Trustees are the officers and directors of the Association. All parents are invited to join the association as members who are invited to the annual meeting of the Association and any other meetings during the school year. At the annual meeting held in June, the President of the Association, the Head of School, and various board sub-committees present important end-of-year reports. Meetings may be convened at any time during the year to vote on new board members or to present any other items of business relevant to the Association. To join the Association, parents must endorse the school's statement of faith and pay the \$10.00 dues and be approved by the board. To join the Association for the 21-22 school year so you can be informed of all meetings, follow this link: <https://docs.google.com/forms/d/1yN3zxznOUGiI3XcQafKcuBRNP63stMBLguaG-b8BKdo/edit>

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

After extended absences for illness of four or more days, the student will require a doctor's note

before being 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 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 8:05 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 main 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 when school is in session. If a student misses class for vacation time, it is the student's/family's responsibility to keep up with assignments (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. A note informing the teacher of an early dismissal must be presented at the start of the school day.

Make-up Work Policy

FOR AN EXCUSED ABSENCE (such as 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 and turn in missed work without penalty.

While out of school, students may check Google Classroom or Family Portal, or contact a classmate, to get a head start on missed assignments. Please connect with teachers immediately upon the return to school.

- 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. A homework folder will not be prepared for one day's absence.

- If a Kindergarten through Grade 5 student is absent, a Missed Work Request can be forwarded to the teacher for schoolwork to be gathered in the classroom. 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.

FOR A PLANNED OR AN UNEXCUSED ABSENCE (such as a family vacation), work that is requested prior to the missed days will be given only at the teacher's discretion. Students may check Google Classroom or Family Portal to stay current with assignments. Missed work 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.

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 Smart Tuition accounts are 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 July 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 for 2022-2023 will be as follows:

1. **Annual Option** – Paid to WBCA Full payment due by July 1st
2. **Semi-Annual Option** – *Smart Tuition* Plan - 50% due on July 1st; 50% due on December 1st
3. **12 Month Payment Option** – *Smart Tuition* Plan - July 1st – June 1st

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 applying for tuition assistance 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

Mid-trimester progress reports are posted in the Family Portal for K-5 students. Families of middle school students are asked to check their child(ren)'s digital gradebook for an update. Parents who have concerns about their child's progress should schedule an appointment with the teacher following these reports.

Standardized Testing - RICAS¹

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 uses RICAS (Rhode Island Comprehensive Assessment System). Testing takes place in the spring for grades 4 and 7. 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 by 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. Parent chaperones/drivers are invited for field trips as needs arise and need to have a Background Criminal Information (BCI) on file at the school office. Chaperones are given a set of guidelines to follow based on legal safety requirements. Drivers are required to submit 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 use of electronic devices are not permitted.

Permission for a student to participate in field trips is part of the Master Information Form, in Family Portal under Web Forms.

Volunteer Drivers

¹ The state tests grades 3-8 in public schools. Private schools are not required to have RICAS testing and must pay per student to take the test. WBCA tests the 4th grade as a "middle of elementary" benchmark and the 7th grade is tested so the students may have their results in 8th grade (scores come out in the fall) to go with them to high school. If the 8th grade took the exam, scores would come out when the students are already in high school.

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.

Promotion Policy

- Kindergarten through 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

Citizenship (MS): 1 – Exemplary 2 – Average 3 – Needs to Improve
 Effort (Elem): 1 – Outstanding 2 – Above Avg 3 – Satisfactory 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 provided to families 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. Students may also be required to complete projects related to the reading assignments.

Summer Math Review

Incoming middle school students are asked to complete math review assignments using Khan Academy. This standardized summer practice helps the students start the year ready for the next level of math.

Summer Keyboarding Practice

Over the summer, incoming students to grades 1-8 are expected to practice their keyboarding skills using a web-based program that tracks their practice time and achieved skills. Students are enrolled in the online account by the Technology Teacher and should follow the instructions provided in the Summer Letter sent to parents in June. This practice time is a valuable investment as it helps maintain the students’ skills and benefits them as they return to school in September.

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 may be able to offer these services, parents can choose to seek any tutoring assistance of their choice.

Student Support Services

Our goal at West Bay Christian Academy is to help each child reach his or her highest level of academic achievement. We recognize that not all students learn in the same way and some students may require additional support. Students' academic, emotional, and behavioral needs vary. The Student Resource Tutor works with the classroom teacher, parents, and the student to address those needs through specialized instruction. We value each child who is made in God's image, and our desire is to help them reach their full potential whether through individualized instruction, additional classroom support, appropriate accommodations, and modifications by creating organized ways to help students access their learning.

The Student Resource Tutor works with local districts during the Individualized Education Plan (IEP) and 504 Plan processes. Once the student has been identified as needing support services, the local school district provides academic testing suited to identifying gaps in learning or gaps in how the student accesses information in his or her learning environment. An Educational Accommodation Plan (EAP) is then created to document services that will be provided by WBCA within our capacity. Our goal is to see each child thrive and grow in their knowledge of who God has made them to be.

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

General Curriculum

Bible, reading, math, spelling, language arts, social studies, science, penmanship, Spanish, art, computer skills, library skills, music, and physical education 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 digital report will be posted in the Family Portal 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 share comments and/or contact the teacher with any questions or concerns.

Middle School (Grades 6-8) Division

General Curriculum

Bible, English language arts, social studies, mathematics, science, Spanish, art, music, physical education and health, and research and digital skills are taught in the Middle School grades. In addition, 8th grade students complete a capstone class, the Renaissance Project.

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 independent learning to prepare your child 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 still submit assignments due that day before they leave school AND obtain the next assignments.

General Standard for Student Work

All student assignments should conform to MLA Style format guidelines for documents and research bibliographies. The classroom teacher will inform the students when this is not required.

Report Cards

A digital report card will be posted in the Family Portal 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 are asked to electronically acknowledge

receipt and review of their child's report card. Parents are also encouraged to share comments and/or contact the teacher with any questions or concerns.

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 and 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 must take the exam upon return to school.
- 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 time management, academic plan books are used to record homework in each subject area. Students should coordinate the assignments with those posted in Google Classroom and in the Family Portal on the "Student Tab." 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 may meet individually by mutual arrangement as frequently as needed. Parents may meet with any teacher by written request.

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. Citizenship – 1's and 2's with no more than one "3" (in academic and all specials' classes)
- c. Recommendation of the faculty

Honors

- a. Academic Work - Trimester Average: 85 - 92
- b. Citizenship – 1's and 2's with no more than one "3" (in 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 Head of School 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

The **Renaissance Project** is a multidimensional, interdisciplinary year-long class designed as a capstone for the 8th grade student. Course work pulls together key ideas and essential concepts as students are asked to identify their foundational values, formulate a worldview, and create a fictional country that reflects those values. Elements such as the country's geography, history, government, economy, and culture are part of the completed project. Classes incorporate research, digital skills, the arts, discussions, mentorship, and a formal presentation to prepare the student for high school.

The **Year-End Class Trip** is a much-anticipated opportunity for the class to relate with each other in a retreat setting. Held after exams and before 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 to participate.

The Chromebook Program

West Bay Christian Academy provides 1:1 Chromebooks for all students in Grades 2-8, and also utilizes Chromebooks for younger students. The decision to engage all students in the use of

Chromebooks was 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. 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 is 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 the student as (1) empowered learner, (2) digital citizen, (3) knowledge constructor, (4) innovative designer, (5) computational thinker, (6) creative communicator, and (7) global collaborator.

An additional benefit of having 1:1 devices already in place is the availability of devices to go home with the students should a need arise to teach using a distance learning model.

Students, along with their teachers and parents, have the responsibility to use these school-issued Chromebooks and Google Workspace user accounts 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 Chromebook to the student; thus WBCA will maintain ownership of the device and have complete access to all information on the device. While the Chromebook is issued to the student, the parents and student will be responsible for the appropriate care of the device, including paying an annual insurance cost or an additional repair cost if deemed necessary.

Chromebooks in the Primary and Elementary divisions stay on campus. Chromebooks at the middle school level may travel to and from home each day with the student as long as the student uses a hard-sided carrying case. When the student graduates from 8th grade, the student has the option to receive the Chromebook as a gift from the Academy.

As part of the Chromebook Program, all students are required to have an individual set of headphones to be kept at school. This allows for individualized learning when students access self-paced online lessons on their Chromebooks.

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 Head of School 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.
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.

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

According to FERPA, Family Educational Rights and Privacy Act, Section 99.4, an educational agency or institution shall give full rights to student information under the Act to either parent, unless the agency or institution has been provided with

evidence that there is a court order, State statute or legally binding document relating to such matters as divorce, separation, or custody, that specifically revokes these rights.

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 Head of School 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 always observe reasonable behavior standards. Guidelines for discipline are determined mutually by the administration and faculty. In addition, the middle school division abides by a Merit-Demerit Policy. Please refer to Appendix B for the complete policy. During the first two weeks of school, the teachers and/or the Head of School carefully review behavioral guidelines with students.

Behavioral Standards: Respect and Responsibility

Students are expected to always demonstrate respectful behavior. 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.

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 will be referred to the Head of School for 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 Head of School, 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 Head of School when a parent conference is necessary.
 - c. Detentions are served after school, at the discretion of the teacher and/or Head of School.
4. Suspension

Suspensions may be served at home or at school. This decision is at the discretion of the Head of School 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 Head of School after conferring with the teacher as needed. Once a decision has been made to suspend a student, the student will be detained in the Head of School'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 Head of School, 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 Head of School, 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 Head of School 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 Head of School 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.

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 game devices 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, researching, 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 or on school-owned Chromebooks. 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 their online communication is part of their Christian walk and as such, should always be respectful, wholesome, and reflective of Christian values.
15. WBCA 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.

Uniform Dress Code

Uniform clothing may be 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 do not need to have the WBCA logo. All non-Donnelly's items must be solid color and may not have graphic designs, brand emblems, or stripes. *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 (or shorts, see above)*
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) ** -
- 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 shirrtail 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 (no field day t-shirts), 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.

For Boys:

- Necktie or bowtie on Chapel day must be worn appropriately.
- Modest jewelry is permitted with the exception of earrings or pierced jewelry of any sort.
- Boys may not wear hats or the hoods of sweatshirts indoors.

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.
- Shoelaces must be tied.

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 collared 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 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. 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 Head of School, 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 Head of School, which then calls on the parties involved if warranted, all in a spirit of reconciliation.
4. If the issue is still not resolved, it will be 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: Procedure for Dropping Off and Picking Up Students

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 8:05 AM at the Main Entrance. 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 through the Courtyard entrance of the school, which will be unlocked electronically between 7:45 - 8:05 AM. Arrivals after 8:05 must enter through the Main Entrance.
3. Parents of **Preschool** children will drive around behind the school and park in the designated area so they can walk their preschoolers into the classroom and sign them in.
4. Parents of students in **Kindergarten - Grade 8** 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. Parents should not leave their cars to enter the building.
5. 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.
6. PLEASE REMEMBER: **Do not pass school buses**, even if they are in the driveway, **when the "STOP" arm is out and lights are flashing.**
7. 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.
8. SPEED LIMIT: 5 MPH. Please observe this at all times.
9. 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. 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.
2. All Buses will pick up bus students in front of the building from the Courtyard Entrance 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. Parents of **Kindergarten** students should be picked up students at their respective classroom door. 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 would like to enter the building, they should park in designated parking areas.
5. Parents of **Grade 1** students will be picked up in front of the school building from the doors of the Lower School hallway.
6. Parents of **Grades 2 - 4** will drive around the building and pick up their children directly from the classrooms near the main playground, always remaining with their car. Students will be dismissed through the outside classroom doors.
7. **Grade 5** students will be picked up directly from the classroom door in front of the Courtyard Entrance to the building.
8. Parents of **Middle School** students will pick up children from Rooms 112 and 114 of the MS wing.
9. Parents of **Preschool** students:
 - a. For AM pick up, parents will park front of the Main Entrance of the school and walk into the Preschool.
 - b. For PM pick up, parents will drive behind the school and park in Preschool spaces.
10. PLEASE REMEMBER: **DO NOT PASS SCHOOL BUSES**, even if they are in our driveway, **when their “STOP” arm is extended and lights are flashing.**
11. 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.
12. Please do NOT park in front of the main entrance during drop-off or pick-up times; remain with your car during these times.
13. SPEED LIMIT: 5 MPH. Please observe this at all times.
14. NO CELL PHONE USE (or texting) while driving around the school. This is for the safety of YOUR children.

Appendix B: Handbook Discipline Policy for Middle School (6-8th Grades)

Students of West Bay Christian Academy are expected to conduct themselves in a manner that is honoring and glorifying to God, as well as that which reflects positively on themselves, their parents/guardians and West Bay Christian Academy. It is expected that West Bay Christian Academy's 5 Core Values: The Bible is true, God is worthy of honor, Christian character is distinctive, Academic excellence honors God, and Relationships matter, will be the basis of interactions with faculty, staff, fellow students and visitors.

It is the intent of the Head of School and Middle School faculty to treat each student individually in determining the appropriate disciplinary action in the most effective manner. The Head of School or designee has a responsibility to protect the health and welfare of all students, employees, or visitors. Disciplinary action will take into consideration all factors present at a particular situation, including, the intent, degree of actual or potential outcomes. West Bay Christian Academy will use the following disciplinary actions:

Demerits

1. Demerits are issued for Category 1 offenses (see below) upon teacher discretion.
2. Demerit slips are issued by the supervising teacher and are to be taken home and signed by a parent/guardian and returned to the homeroom teacher on the next school day.
3. An email from the supervising teacher to the parent/guardian will also accompany the demerit. Failure to return the signed demerit on the next school day may incur one of the following consequences per the discretion of the teacher:
 - a. Silent Lunch - Students will be removed from social lunch and will eat in a separate room with a supervising teacher
 - b. Missed Recess - Students will not be allowed to participate in recess after lunch and will be asked to stay indoors and possibly assist with some cleanup work around the school
 - c. Lunch Clean Up - This may include cleanup work in the lunchrooms and/or middle school hallway.
4. Detention - When a student incurs 3 demerit slips, it will equal 1 detention
5. Detentions are issued by the Head of School. Detentions are issued one week in advance and may require tardiness or absences to an athletic practice, game or extracurricular activity.
6. Detentions - Category 2 offenses (see below) result in an immediate detention and meeting with the Head of School.
7. Parent Conference - When a student receives 2 detentions, a parent conference will be requested from the Head of School.
8. Suspensions/Expulsions- 3 or more detentions or a category 3 offense (see below) could result in an in/out-of-school suspension or expulsion per the discretion of the Head of School and the severity of the offense.

Campus misbehavior at West Bay Christian Academy is divided into three categories according to severity. The following offenses will be handled by the Head of School and Middle School faculty and may result in a combination of possible consequences. If the student has multiple offenses, the more serious offense will take precedence.

Category 1 Offenses

- Tardiness
- Gum Chewing
- Inappropriate Display of Affection
- Dress Code Violation
- Classroom Disturbance
- Excessive Noise in the hallway
- Disrespect

Consequences for Category 1 offenses grants a demerit.

Category 2 Offenses

- Repetitive Misbehavior
- Cheating/Plagiarism
- Graffiti
- Fighting
- Harassment
- Deliberate Defiance
- Profanity/Vulgarity
- Destruction of Property

Consequences for Category 2 offenses are an immediate detention.

Category 3 Offenses

- Progressive disregard for conduct at school
- Theft-Vandalism
- Extreme defiance of authority/ Insubordination
- Causing physical injury to another student or staff member
- Repetitious and/or malicious school disruption
- Malicious Harassment
- Violation of Weapons Policy

Consequences for category 3 offenses may result in/out-of-school suspension or expulsion per the discretion of the Head of School.

Merits

Students of West Bay Christian Academy are encouraged to live out what Matthew 7:12 commands us, "So in everything, do to others what you would have them do to you..." and in doing so, to conduct themselves in a manner that reflects Colossians 3:17, "Whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father." At West Bay Christian Academy, we desire to recognize those students who go above and beyond to institute these actions in their daily lives and are intentional about making these commands the basis of interactions both on and off campus.

The Head of School and the Middle School Faculty will use their discretion in recognizing students for their meritorious deeds. Recognition of meritorious behavior will take into consideration factors present at a particular situation, including academic effort, extracurricular activities both on and off campus, conduct toward classmates, teachers and staff, interactions with visitors, hospitality, expected/unexpected assistance, Honor Roll, displaying Fruits of the Spirit, sportsmanship, and actions that go above and beyond. West Bay Christian Academy will use the following merit rewards:

1. Student of the month bulletin board—Student(s) who qualify will be posted on the bulletin board in the middle school hallway for the month and recognized in chapel for their meritorious deeds.
2. Merit Star—Each time a student is recognized for a meritorious deed, they will earn a star with their name on it which will be placed on the bulletin board in the middle school hallway.
3. Off Campus Lunch—This will occur every 6 weeks for students who have earned 5 stars. Once 5 stars are achieved, they will be wiped clean, and the student will start fresh. Students may earn more than 1 off campus lunch trip in an academic year.
4. Merit Disqualification—1 detention in the 6-week period will automatically negate any 5 stars and an off-campus lunch will not be granted to that student.
5. Star Roll Over—Students who earn 1-4 stars in a 6-week period can roll their stars over to the next 6 weeks until 5 stars are earned.
6. Honor Roll—If a student makes Honor Roll, he/she will receive the following:
 - a. Honors—1 automatic star
 - b. High Honors—2 automatic stars

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
(adapted 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.