



Parent - Student Handbook

2021-22

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

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2021-22

Dear Families of West Bay Christian Academy:

Welcome back to school, with a special welcome to those families who are new to the West Bay Christian Academy community.

This Parent-Student Handbook, details many important items including policies and procedures that are important to the operation of the school. Please read through. It is also a good reference tool for any questions you may have throughout the year. Please note that as a parent of a West Bay student, you are required to sign off on the registration forms indicating that you have reviewed this document; your awareness of the content and acceptance of these procedures is essential to our partnership.

The information contained in this handbook is updated each year. I encourage you to discuss this "Handbook" with your children, so they understand that we work together in helping our students grow and mature.

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

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

David C. Greenhalgh Ed.D
Head of School

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

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Administration, Staff, and Faculty 2021 - 2022

Administrative Staff

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|------------------|---|
| David Greenhalgh | Head of School |
| Jason Keith | Director of Operations, Athletic Director |
| Stacia Souza | Admissions Director |
| Libisol Sena | HR and Business Manager |
| Jessica Silva | Health and Safety Administrator |
| Margo Gibson | Receptionist |
| Stefanie Alpaio | Extended Day Program |
| Maria Tatarian | Extended Day Program |

Out-sourced Services

| | |
|-----------------|-------------------------|
| Jeff Barba, CPA | Chief Financial Officer |
|-----------------|-------------------------|

Middle School Faculty

| | |
|-----------------|---|
| Jeannine Keith | English, Social Studies, Middle School Lead Teacher |
| Jessica Gluckin | Mathematics, Bible |
| Jason Keith | Bible |
| Maria Marshall | Social Studies, Student Resources Teacher |
| Jeffery Motta | Science, Mathematics |
| Kim Worthington | Renaissance |

Elementary School Faculty

| | |
|-----------------|----------------------------------|
| Amy Logan | Grade 4, Elementary Lead Teacher |
| Valeria Freitas | Grade 5 |
| Cynthia Plante | Grade 4 |
| Rhonda Turner | Grade 3 |

Primary School Faculty

| | |
|-------------------|-------------------------------|
| Danielle Richards | Grade 1, Primary Lead Teacher |
| Renee Ashman | Kindergarten |
| Tara Mudrak | Grade 2 |
| Judy Torres | Kindergarten |
| Stephanie Linden | Teacher's Assistant |
| Joan Scalisi | Teacher's Assistant |

Specials Faculty

| | |
|-------------------|---|
| Kim Worthington | Library and Computer Education, Specials Lead Teacher |
| Linda Bogoslowski | Music |
| Melanie Dauplaise | Art |
| Abby DeMario | Physical Education |
| Charlene Fry | Spanish, ELP Teacher's Assistant |

Early Learning Program (ELP) Staff

| | |
|------------------|--|
| Nancy Davis | Pre-Kindergarten Teacher, ELP Director, Lead Teacher |
| Marilee Sierleja | Preschool Teacher |
| Joy Brooks | Pre-Kindergarten Teacher |
| Cindi LaCroix | Preschool Teacher |
| Sonya Gray | Pre-Kindergarten Teacher's Assistant |
| Lorri Johnson | Preschool Teacher's Assistant |

Chaplains

| | |
|------------------|--|
| Ellie Greenhalgh | Lead Chaplain |
| Chris Hart | Middle School School Chaplain |
| Victor Gluckin | Elementary and Primary School Chaplain |

Board of Trustees 2021 - 2022

The Board of Trustees is a policy-governance board, voted into office by the West Bay Christian School Association, Inc. The Board is charged with trusteeship of the Academy and is authorized by the Association as a whole to conduct its business. The main responsibilities are to: 1) ensure that the mission is funded, 2) hire the Head of School and monitor his/her performance, 3) plan for the future, and 4) set broad policy. The Board of Trustees elects its own officers, which comprise the Board's Executive Committee.

| | |
|------------------------|-----------------------|
| Mr. Erik Lind | <i>President</i> |
| Mrs. Deb Armstrong | <i>Vice President</i> |
| Reverend Philip Curtis | <i>Secretary</i> |
| Mr. Matthew Fearon | <i>Treasurer</i> |
| Mr. John (Jay) Scott | |
| Mr. Brian McCoombs | |
| Mrs. Karen Lokey | |
| Mr. Craig Vadnais | |
| Mrs. Elsie Wright | |

West Bay Christian Academy Foundational Statements

Mission Statement and Goals

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

The Statement of Faith

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

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

A Covenant for Excellence

As colleagues in Christian schooling, we hereby solemnly declare and affirm this Covenant for Excellence in our calling as Christian educators at West Bay Christian Academy:

Whereas, we acknowledge that we are sinners redeemed by the grace of God through faith in Jesus Christ; and

Whereas, we have submitted ourselves to the Lordship of Jesus Christ and to the authority of Holy Scripture as God's Word; and

Whereas, God's Word declares that the fear of the Lord is the beginning of godly wisdom, knowledge, and understanding; and

Whereas, God's Word commands us to make disciples of all persons everywhere, especially our own children, by the training and instruction of the Lord;

Therefore, we affirm that

- godly wisdom comes only by special revelation through the person of Christ, Holy Scripture, and the whole counsel of God given by the Holy Spirit through the Church;
- godly knowledge comes by general revelation through formal and informal study and contemplation of nature and human nature, in pursuit of an academic curriculum, and in work and play;
- godly understanding comes only when the whole of life's experiences passes through the lens of a biblical world-view, meaning that all truth is framed by biblical reality and everything that is ultimately of God is true.

We further affirm that

- God who is perfect and holy commands of us service that aspires to be both perfect and holy, therefore excellent;

- lacking in ourselves the capacity to fulfill this command, we are nonetheless summoned to know and strive after the highest attainment of our gifts, while humbly ascribing only to God all glory for our lowly efforts;
- to keep back anything that would honor God is sin; to endeavor to achieve less than our best is sin; to commend ourselves for doing what is only our duty is sin; to judge others whose achievement is either more or less than our own is sin;
- for these our sins of omission and commission, we most earnestly repent.

We further affirm that

- the goal of achieving excellence in any sphere of human service to God is essential to the good stewardship of our gifts and calling;
- both the example of Holy Scripture and the work of God in history commend the founding and sustaining of schools honoring to the Lord Jesus Christ by the excellence of their stewardship;
- both objective and subjective standards of excellence exist for measuring the quality of our schools and our work in them;
- these standards of excellence reflect both biblical virtues and cultural values compatible with Scripture;
- among the biblical virtues are the objective spiritual qualities of Christian living enumerated by St. Paul as exemplary of the life transformed and the mind renewed (Romans 12:1-15:3): humility, sobriety, proportion, love, honor for one another, zeal, joy, hope, patience, faithfulness in prayer, generosity, hospitality, forgiveness, sympathy, harmony, peaceable behavior, absence of vengefulness, submission to authority, justice, good citizenship, fiscal responsibility, non-judgmental spirit, absence of legalism and license, mutual acceptance – all evidences of the powerful work of the Holy Spirit;
- among those cultural values acknowledged by our society and compatible with Scripture are these subjective temporal qualities, exemplary of academic, artistic, athletic, and social attainment, such as personal or communal recognition for scholastic honors, artistic originality, athletic skill and sportsmanship, social maturity and responsibility, and altruistic deeds;
- among other cultural values acknowledged by our society and compatible with Scripture are excellence of professional skills in teaching and administering, business practice and financial management, maintenance of resources, and valid recognition by one's peers of work worthy of commendation.

Therefore, be it resolved by all those undersigned that the schools we found or sustain be institutions where

- governing boards, administrators, teachers, staff, and supporters recognize the holistic and interdependent nature of our work together, as set forth in St. Paul's analogy of the Body of Christ;
- governing boards, administrators, teachers, staff, and supporters all recognize and act upon their distinct and separate roles and responsibilities in our schools;
- as those called to hone the intellect and shape the will of our students to imitate "the mind of Christ," our calling may be recognized and respected for its own unique contribution to the Body of Christ.
- Be it further resolved by all those undersigned that our students be stimulated, challenged, and encouraged to make the best possible use of the intellectual, aesthetic, physical, social, and spiritual gifts given to them;
- be offered every opportunity to excel in academic studies, athletic competition, artistic performance, and social growth, while keeping before them their need for spiritual maturity in proportion to their age and experience in faith;
- be provided with examples of excellence worthy of emulation, not only by their teachers and by their own participation in learning, testing, exhibition, competition at the highest appropriate

levels, but also by the finest quality of human endeavor by guests invited to our schools or by visits to lectures, concerts, exhibits at museums or galleries, theatrical productions, and sporting events;

- become inculcated by biblical virtues leading to excellence, taught by example and precept in the living and teaching of those who govern, administer, teach, serve, and support;
- be taught only those cultural values leading to excellence that are compatible with Scripture, such as intellectual integrity or athletic courage, and fostered as corollaries to biblical virtues;
- be urged to recognize the grace of God apparent through the whole human race and in every nation and culture;
- be pointed toward every possible adult field of service worthy of God’s call and their gifts, fully assured that God is no respecter of the hierarchy, favor, nationality, or gender of persons.

Finally, let it be our covenant together to examine our work daily against the highest standard of our Lord’s excellent example of teaching; let us also follow the injunction of St. Paul, who urges, “...whatever is true, noble, right, pure, lovely, admirable – if anything is excellent or praiseworthy – think about such things” (Philippians 4:8)

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 West Bay Christian Academy Parent-Student Handbook and familiarize their students with its contents.
2. support the activities and programs of West Bay Christian Academy.
3. pay all financial obligations to the Academy on or before the due date(s). If this is not possible, parents should notify the Business Office in advance to make special arrangements.
4. ensure that their students arrive at school on time each school day.
5. support their students' participation in field trips and other school-related activities.
6. see that their students arrive at the Academy dressed in accordance with the uniform dress code.
7. understand that the Administration has responsibility for placing a student at the appropriate grade level and/or in a particular classroom.
8. understand that the Academy reserves the right to dismiss any student who does not respect its spiritual standards or cooperate in the educational or disciplinary process of the Academy.
9. support the teacher who has responsibility for classroom management/discipline in accordance with the discipline policy of the Academy.
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 students 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, staff, faculty, and Board of Trustees) that each student receives an excellent and rewarding educational experience in a safe, nurturing environment that addresses the academic, physical, emotional, and spiritual needs of each student. The following guidelines are designed toward this end.

1. All staff members are seeking the best for each student. 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 students become aware of structure and rules. These are meant to help train the student. A student 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 students observe this type of partnership, they benefit greatly from the process and the outcome.
6. Parents are encouraged to help their student(s) with homework, checking nightly to see that work is being completed thoroughly.
7. Please pray daily for your student's teachers, that they will have God's wisdom in all classroom situations. Modeling this attitude will encourage your student to honor and pray for those in authority.

The Joy and Challenge of Partnership

West Bay Christian Academy 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 alongside 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 with 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 Academy is the provider of services. However, such a consumer paradigm misses a major opportunity for you to enhance the enrichment of your student'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

West Bay Christian Academy daily school 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 to 3:30 PM, Monday through Friday, except during school holidays. During school vacations and the summer, regular office hours will be communicated.

Dismissal Procedures

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

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

Extended Day

Extended Day is offered from 3:15 to 5:30 PM Monday through Friday. Please note, parents will be assessed an additional fee when children are picked up after 5:30 PM. The Extended Day program is provided for students whose parents have made arrangements with the Academy in advance. Please contact the Business Office at accounting@wbca.info if you will need this service. Families utilizing Extended Day will be required to have a debit/ credit card on file. Invoices will be emailed to parents at the end of each month and payments will be charged to the card on file on the last Monday of the month.

Transportation

Arranging transportation to and from the Academy is the responsibility of the parent. Please contact your local public school department to determine if your community will provide bussing to West Bay Christian Academy. Once the student's transportation arrangements are established, it is extremely important that the parent notify the office early in the day if a temporary change is necessary.

It is important for each child to understand that riding the school bus is a privilege and that each child is directly responsible to the driver for his/her behavior on the bus. When there is a behavioral issue, the driver may issue a warning to the pupil, reminding him that continual difficulties may result in loss of the privilege of riding the bus for a period of time. The driver reports continued behavior difficulty to the parents and the 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 early in the summer and throughout the year about supplies that may be needed in the classroom. These may include composition notebooks, pens, pencils, binders, loose-leaf paper, etc. The Academy provides special notebooks and paper for Kindergarten and First Grade, homework pads for Second and Third Grades, and academic planners for students in all other grades.

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

Appointments

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

Illness and Medication

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

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

1. The Academy Nurse shall administer all medications to students within the school setting (with the exception of Epi-pen administration and self-carry provisions). No one else may administer medications to a student during the school day other than the student's parents.
2. An order form from a provider licensed to prescribe medications in RI, granting permission for the student to receive a specific medication, must be on file in the school. This document must identify the drug, dosage, route of administration and when it is to be given to the student. This document must be renewed annually or when requested to do so by the Academy's Nurse. Medication should be brought to the office by the parent in its original container.
3. Directions must be plainly marked on the container by a pharmacist.
4. The name of the drug must be on the container.
5. The parent authorizing administration of the medication to the child must complete 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 Academy 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 will be 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 the Academy will typically also cancel.
2. If North Kingstown delays opening (or has early dismissal) because of weather, the Academy will typically follow and do the same.
 - a. If there is a two-hour delay, the ELP "Morning Only" program will be canceled; otherwise, a two-hour delay for "All Day" ELP 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 the Academy will remain open. Be sure that you have provided the Academy with your emergency contact information to ensure proper notification in these kinds of situations.
5. If the Academy 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!
6. If there is a winter storm closing, it is possible that the Academy will use the day for online learning. Please refer to the paragraph on Distance Learning in the Technology and Learning section below.

Lunch Procedures

Students may bring their lunch or participate in the school hot lunch program. The Parent Volunteer Board (PVB) runs the hot lunch program which benefits Field Day. Hot lunch is provided by a number of rotating vendors and is available in multiple sessions throughout the school year.

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

Please label your child's uniform clothing, outer layers, and personal belongings. Lost and Found containers are placed around the campus to collect articles found within the Academy or on the playground. If your student is missing items, please visit campus to check those bins. Unclaimed and unlabeled uniform clothing will be added to the Uniform Closet at the end of the year.

The Library

All students will have a scheduled weekly library class. Students are expected to check out books each week and return them following class. 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 instruction.

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. A doctor's note is required for a student to be exempt from participation in gym classes or recess.

Recess will be held outdoors except during rainy or extremely cold weather. During colder seasons, please send your child to school dressed appropriately (coat, mittens, hat, etc.). In addition, snow pants and snow boots are required for elementary and primary recess when snow is on the ground.

Directory

A directory of Academy 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.

Volunteer Drivers

West Bay Christian Academy 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 Seat Belt 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.

Technology and Learning

The Chromebook Program

West Bay Christian Academy provides 1:1 Chromebooks to all students in grades 1 through 8. Students in Kindergarten participate in a weekly beginner computer class. The decision to support 1:1 devices is driven by a desire to make access to technology more equitable and to provide training and experience in preparation for high school and beyond. The use of Chromebooks in the classroom is another tool to expand the experience of the learning process, allowing classrooms to be engaging, personalized learning environments that are designed to keep students motivated and on task.

The immediate and constant availability of a wealth of information and learning activities enables learning, collaboration, and creativity to go far beyond what was previously limited by the classroom’s walls. This provides an important step in helping West Bay Christian Academy 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.

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 device to the student; thus the Academy will maintain ownership of the device and have complete access to all information on the

device. While using the device, the parents and students will be responsible for appropriate care, including purchasing a hard-sided carrying case (middle school only) and paying an annual insurance cost or an additional repair cost if necessary.

Chromebooks in the Primary and Elementary divisions stay on campus in classroom sets. 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. Students are expected to charge the device overnight to be prepared for school each day.

After 3:00 PM, Chromebook use on campus is limited to middle school students and is at the discretion of the supervising adult.

To support the individualized, self-paced learning that can take place with the Chromebooks, all students K-8 are required to have a personal set of headphones/earbuds that are kept at school.

Google Workspace for Education and Google Classroom

Teachers and students use Google Workspace for Education applications as the primary means for managing teacher assignments and student work. Google Classroom is our Learning Management System (LMS), where teachers post assignments, manage due dates, and provide individual feedback to students. Each student in grades 1-8 has an individual 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 account.

The Distance Learning Model

West Bay Christian Academy faculty are prepared to implement additional digital platforms to best meet a distance learning model should the need arise. Teachers seek to maintain the important human connection with their students while providing clear instruction to forward learning appropriate for the students' age level when out of the in-person classroom. The online school day may include live teacher-student face-to-face time as well as offline independent work time. Individual classroom teachers are responsible to communicate a daily/weekly schedule as well as student assignments to the families.

Cell Phone and Smart Watch Policy

West Bay Christian Academy recognizes that parents may provide their children with a cell phone and/or smart watch for a variety of reasons, including for communication regarding transportation. The Academy seeks to promote a positive learning environment free from the temptation a personal cell phone and smart watch can introduce. We strongly recommend that these devices be left at home. However, if the parent decides the student should have the item(s) on campus, please be aware of and abide by the following policy.

1. During the school day, between 7:45 AM and 3:00 PM, cell phones must remain out of sight in the locker or backpack and powered off. Notifications on smart watches should be set to "Do not disturb" during these hours.
2. Students are not to call, text, or message family members or peers during the school day, nor should they be checking for incoming calls or messages during the school day.
3. **Family members can help the Academy enforce this policy by not calling or texting the student and not answering their calls during the hours of the school day.**

4. During any test or quiz, smart watches must be turned over to the classroom teacher for the period of the assessment.
5. Cell phones and smart watches that are being used to make calls, text, message, take images, or play games during the school day will be confiscated and returned to the student at the end of the day.
6. If a parent needs to reach a student, or a student needs to reach a parent, all communication may be made through the Front Desk. Parents can call and leave a message that will be delivered to the student. Students may use the phone to make an emergency call to parents.
7. Students may be subject to disciplinary action if their use of a cell phone or smart watch disrupts the safety of the Academy's educational environment. Examples of this include but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, repeated unauthorized cell phone or smart watch use during school hours, and violating any other school rules.
8. It is expected that families have parental controls and/or safeguards on the student's personal device and are aware of usage habits, including student - student communications.
9. Student cell phone and smart watch use on campus after 3:00 PM is also limited. Cell phones and smart watches must remain off/ on "do not disturb" while the student is in Extended Day or participating in sports, on or off campus. The exception is the need to communicate with a family member regarding transportation. If this is the case, the student is asked to let the adult in charge know they need to use the device to communicate regarding a ride. Once the communication is complete, the device must be returned to power off/ on "do not disturb."

Teacher-Parent Communications and Events

FACTS Family Portal (formerly RenWeb)

West Bay Christian Academy uses FACTS Family Portal, a web-based school management 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.

Teacher-Parent Communication

The Academy will keep parents informed of events and activities 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, recess, and dismissal times.

Parent-Teacher Goal Setting Conferences

Goal Setting Day in October is set aside for parents to meet individually with the homeroom teacher and to mutually set spiritual, academic, and social goals for their child. Information regarding these conferences is sent home prior to conference day. Parents are asked to sign up for a 20-minute time slot that best fits their schedule. Please communicate with your child's teacher directly 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, Parent Conference Day provides an opportunity for parents and teachers to meet and discuss the student's progress and to evaluate goals. This reinforces 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 Board (PVB)

Every parent, teacher and staff member is a member of the West Bay Christian Academy Parent Volunteer Board (PVB). The PVB is responsible for promoting good communication between home and school and for encouraging support for the Academy and Christian education. Fundraising events, which support the school's budget, and community building activities are coordinated throughout the year by the PVB. Parents are encouraged to take an active part in supporting PVB sponsored programs.

Welcome Back Family Cookout

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

Parent Orientation Night

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

Book Fair

The Librarian and volunteers organize book fairs. The purpose of these events is to promote a love for reading while raising funds to buy books for the library and to pay for subscriptions for digital resources. Students are given the opportunity to preview the fair and create a wish list for the family. The fair is open for shopping during designated hours after school. Family and friends are welcome.

Fine Arts Events

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

West Bay Christian School Association - Annual Meeting

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

https://docs.google.com/forms/d/1vGBhtySeYsTXtQl6bzMI8OYY_zJW3HqP3pgfgWcuNWk/edit?chromeless=1

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 to campus, a note should accompany the child on his or her first day back, signed by the parent or guardian, stating the reason for the absence and listing restrictions the child must observe.

Length of Absences

Extended absences for illness of four or more days require a doctor's note before the student will be admitted to class. Student absences should not exceed 10% of the total number of school days. If absences do exceed this number, consideration will be given to retaining the student in the current grade. The Administration will review the student's academic record to make this decision. Parents may be required to provide out-of-school tutoring for their child to make up for 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 front door and report to the Front Desk. Please note that during inclement weather, safety is always a priority and tardiness will not be counted.

Family Vacations

The Academy discourages taking vacation days any time school is in session. If students miss class for vacation time, 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 teachers of an early dismissal must be presented at the start of the school day.

Make-Up Work Policy

FOR AN EXCUSED ABSENCE (an illness, with a doctor's note), the student may have one school day for every day absent, to a maximum of five days, to complete and turn in make-up 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 to bring home.

FOR A PLANNED ABSENCE OR AN UNEXCUSED ABSENCE (such as a family vacation), work can be requested prior to the missed days and will be given only at the teacher's discretion. Students may check Google Classroom and/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, including the Re-registration Agreement, tuition rates, Blackbaud Tuition Management enrollment form, financial assistance procedures, and Financial Policies.

The Board of Trustees considers that all unpaid tuition accounts are still due to West Bay Christian

Academy. The Board will not cancel overdue accounts. Accurate records are kept and any parent may determine the status of his or her account by inquiry to the Business Manager.

West Bay Christian Academy will not accept re-registration of students unless all financial obligations are met in full. No children of parents owing overdue tuition will be readmitted to the Academy the following trimester unless the parents make suitable arrangements with 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 Payment Plans

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

1. **Annual Option** – Blackbaud Tuition Management Plan (may be paid by check payable directly to WBCA) - Full payment due on July 1st
2. **Semi-Annual Option** – Blackbaud Tuition Management Plan - 50% due on July 1st; 50% due on December 1st
3. **11 Month Payment Option** – Blackbaud Tuition Management Plan - payments July 1st through May 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 BeneFAQ for evaluation when re-registration or new registration is submitted. BeneFAQ takes into account income, expenses, tithing, and cost of living to determine a reasonable monthly family contribution. The BeneFAQ report is used by the Academy's Financial Assistance Committee to determine the rate of tuition adjustment. A letter explaining any unusual financial circumstances may also be included. Please contact the Business Office if you need additional assistance with this process.

Other

1. If a student is voluntarily withdrawn from the Academy before the end of the third week of a trimester, 50% of the tuition for the term is due. For voluntary withdrawals after the end of the third week of a trimester, tuition for the entire trimester is due.
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

West Bay Christian Academy has followed the Rhode Island Department of Education's (RIDE) lead in choice of standardized testing programs in recent years. However, we are currently investigating other options, seeking one that will give quick results for the classroom teacher to analyze and use to support student learning. An ideal choice will give results which the Academy can use to focus on individual growth in the student, measure the effectiveness of our overall instructional program, and assist in guiding strategic educational planning for future years.

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 Teacher 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 Teacher works with local school 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 West Bay Christian Academy within our capacity. Our goal is to see each child thrive and grow in their knowledge of who God has made them to be.

Tutoring Policy

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

Field Trips

Field trips are off-campus experiences related to the classroom curriculum. A letter explaining the

objectives of each trip is sent to the parents by the teacher. Any additional fees required for the trip must be submitted to the teacher according to the field trip notice. Parents grant permission for their student to participate in field trips as part of the Master Information Form, in Family Portal under Web Forms.

The dress code/attire and other guidelines for the trip will also be announced in the teacher communication. 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 Parent-Student Handbook. Field trips are an extension of the school day. Students are expected to behave in a respectful manner and follow on-campus expectations. Chewing gum and use of cell phones, smart watches, and other electronic devices are not permitted.

Parent chaperones and/or drivers are invited for field trips as needed and must have a Background Criminal Information (BCI) check on file at the Academy office. Teachers will provide a reminder of Academy expectations and field trip guidelines based on legal safety requirement to all parent helpers. Drivers are required to submit a copy of a current driver's license and proof of current insurance to the Academy office. Parents are not allowed to make special stops for food or snacks, unless approved by the teacher in advance. **Siblings are not permitted to accompany official parent chaperones on field trips.**

Summer Reading Program

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 and complete a project over the summer. Requirements for the summer reading program vary by grade level. Specific book titles and project instructions are sent home in the Summer Letter in June. Completed summer work is due the first week of school in September.

Summer Math Review

In coming 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 class 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.

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

General Curriculum

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

Homework

The homework assignments for academic and specials classes are given to reinforce concepts or to enrich the learning experience. 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 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 encouraged to contact the teacher directly to share comments, questions, or concerns.

Grading Scale - Kindergarten

Major Areas and Specials

- E - Exceeds Standards
- M - Meets Standards
- N - Needs More Time/ Experience
- U - Unsatisfactory

Grading Scale - Grades 1 - 2

Major Areas

- O - Outstanding
- S+ - Exceeds Standards
- S - Meets Standards
- S- - Nearly Meets Standards
- N - Needs More Time/Experience
- U - Unsatisfactory

Specials

- O - Outstanding
- S - Satisfactory
- N - Needs Improvement

Effort System

- 1 - Outstanding
- 2 - Above Average
- 3 - Satisfactory
- 4 - Needs Improvement
- 5 - Unsatisfactory

Grading Scale - Grades 3 - 5

Major Areas

- A - Outstanding
- B - Above Average
- C - Average
- D - Below Average
- F - Failing

Specials

- O - Outstanding
- S - Satisfactory
- N - Needs Improvement

Effort System

- 1 - Outstanding
- 2 - Above Average
- 3 - Satisfactory
- 4 - Needs Improvement
- 5 - Unsatisfactory

Promotional Policy - Kindergarten - Grade 5

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.

Academics - Middle School (Grades 6 - 8) Division

General Curriculum

Bible, English, literature, social studies, mathematics, science, Spanish, library skills, physical education, health, art, music, and computer literacy are taught in the Middle School grades. In addition, 8th grade students complete a year-long capstone class, the Renaissance Project.

Academic Plan Books

In order to train students to be accountable for their work and schedule, academic plan books are used to record homework in each subject area. Students should coordinate the assignments with those posted in Google Classroom and in the Homework page of the Student Tab of Family Portal. 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.

Homework

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

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

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

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

General Standards for Written Work

All written assignment should conform to MLA guidelines for document formatting and bibliographic citations. The classroom teacher will inform the students when this is *not* required.

Tests and Examinations

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 percentage of the trimester grade. They are important experiences and careful preparation is always needed. Any student absent during a midterm or final exam must take the exam upon return to school. This may result in the student forfeiting participation in special on or off campus activities on that day.

Students who cheat in any form during an examination, test, or quiz will receive a zero.

Report Cards

A digital report card will be posted in the Family Portal at the end of each trimester advising parents of class grades and cumulative grade average, academic strengths and weaknesses, conduct and effort indications, and suggestions for reinforcing study skills and teaching efforts. Parents are encouraged to contact the teacher directly to share comments, questions, or concerns.

Grading Scale - Grades 6 - 8

| <u>Major Areas and Specials</u> | | <u>Citizenship</u> |
|---------------------------------|----------|-----------------------|
| 93 - 100 | A | 1 - Exemplary |
| 90 - 92 | A- | 2 - Average |
| 88 - 89 | B+ | 3 - Needs Improvement |
| 83 - 87 | B | |
| 80 - 82 | B- | |
| 78 - 79 | C+ | |
| | 73 - 77 | C |
| | 70 - 72 | C- |
| | 68 - 69 | D+ |
| | 63 - 67 | D |
| | 60 - 62 | D- |
| | Below 60 | Fail |

Honor Roll

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

High Honors

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

Honors

1. Academic Work - Trimester Average: 85 - 92
2. Citizenship - 1's & 2's with no more than one 3 (including all specials classes)

3. Recommendation of the faculty

Promotional Policy - Grades 6 - 8

Middle School students are required to complete passing work in English, Mathematics, Bible, Science, and Social Studies 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.

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 Academic Dean 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)

Advisor - Advisee program

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

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 final 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.

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 Head of School 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 Academy.
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. The Academy holds that God has given parents the responsibility for the discipline of their children, and Academy parents have conferred this authority on teachers and the Head of School during the school day and school activities.

Objectives

- To develop and maintain a positive, safe, and respectful learning environment;
- 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;
- To correct any behavior that is determined by the administration and faculty to be disruptive or destructive to this community.

Discipline Model

All students are expected to observe reasonable behavior guidelines at all times. These guidelines 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 each school year, the teachers and/or the Academic Dean/Head of School will carefully review these guidelines with the students.

Behavioral Standards: Respect and Responsibility

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

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

Regulations for Health, Safety, and Welfare

1. Students should behave in a manner that is safe and respectful to others and the building/property.
2. Students are not to run indoors or in the parking lots.
3. Students are responsible to ensure that all litter be placed in appropriate receptacles.
4. Skateboards, roller blades and hardballs are not permitted on Academy property.
5. Playground equipment is to be used for its intended purpose and in a manner that is safe both to the students using the equipment and those around them.
6. Physical contact is not permitted as part of boy - girl relationships.
7. Students are not to throw sticks, rocks, snowballs, or any other potentially dangerous objects.
8. Students are not to leave the Academy property without permission.
9. The possession or use of tobacco, alcohol, or any controlled substances is not permitted.
10. The possession or use of weapons, or any such replicas, is not permitted.
11. After 3:00 PM, Chromebook use on campus is limited to middle school students and is at the discretion of the supervising adult.
12. Students should not play video games on Chromebooks during school hours, for example, during class, study hall, or recess. The use of hand-held electronic games is not permitted on Academy property, buses, or parent vehicles that are used to transport students off campus during the school day.
13. Student cell phones and smart watches may not be turned on or used during school hours for any reason (i.e., texting, photographing, etc.). Student cell phones and smart watches may be used on campus or at an Academy-related event after 3:00 PM only for the use of coordinating transportation with a family member. Complete details may be found in the Cell Phone and Smart Watch Policy in the Technology and Learning section of this document.
14. Social networking accounts (i.e., Facebook, Twitter, etc.) are blocked by the West Bay Christian Academy server and are not permitted within the Academy network. The Academy strongly encourages parents to have parental controls and/or safeguards in place and to be involved in the decision for their student to have a personal account and to monitor it consistently.
15. Students should not post pictures or other identifying information associated with West Bay Christian Academy or photos of Academy students or faculty in the Academy environment, including field trips and all school activities. Students should be aware that all of their online communication is part of their Christian walk and as such, should always be respectful, wholesome and reflective of Christian values.
16. While West Bay Christian Academy 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, West Bay Christian Academy fully embraces the RIDE Safe School Act: Statewide Bullying Policy, which is included in Appendix C. In addition to raising awareness among all constituents, the policy describes reporting and accountability procedures, which the Academy fully embraces.

Disciplinary Interventions

Teachers use many means to encourage and recognize positive classroom behavior. Teachers work hard to establish a positive, safe and stimulating environment for learning and may use various, age-appropriate techniques to maintain classroom decorum. Should student behavior require additional attention, the following actions may be taken, in accordance with 1 Corinthians 10:31, Matthew 7:3-5, Matthew 18:15, and Matthew 5:23-24. Serious or chronic behaviors may be referred to the Academic Dean/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 Academic Dean/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 Academy 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 Academic Dean/Head of School when a parent conference is necessary.
- c. Detentions are served after school, at the discretion of the teacher and/or Academic Dean/Head of School.

4. Suspension

Suspensions may be served at home or at school. This decision is at the discretion of the Academic Dean/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 Academic Dean/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 Academic Dean/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 Academic Dean/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 Academic Dean/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 Academic Dean/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 extracurricular activities, off-campus field trips, and/or class office. Individualized probationary interventions may be implemented by the Academic Dean/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.

6. Exclusion

Exclusion is removal from 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 designated members of the Board of Trustees.

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 designated members of the Board of Trustees.

Uniform Dress Code

West Bay Christian Academy adheres to the belief that Christian young people are to be neatly dressed, positively reflecting their Christian testimony. Uniforms help to cultivate self-discipline which results in self-respect, which is characterized by modesty and in personal grooming. Well-dressed students not only perform better academically, but also display greater courtesy towards others. Uniforms help to eliminate competition due to outward appearance and affluence while emphasizing the importance of inner beauty (1 Peter 3:3).

To this end, the Academy has developed and maintains a uniform policy. All families are expected to comply with the uniform policy and standards in effect each school year. This will include the uniform standards and the guidelines for personal grooming and appearance. All visitors are also expected to maintain a modest appearance.

Donnelly's Clothing and West Bay Christian Academy's School Store

Donnelly's Clothing School Uniforms is the Academy's official uniform supplier. Please refer to Donnelly's uniform specifications for color, cut, and style before purchasing non-Donnelly's clothing. Please access Donnelly's website with this link: <https://www.donnellysclothing.com/Shop/school-uniforms/>

Uniform clothing with the Academy logo may also be purchased through the Academy's School Store, which offers primarily athletic wear and the PE uniform. Online purchasing is available 3-4 times a year.

Alternative uniform clothing without the Academy's logo must follow the specifications of Donnelly's Clothing and be solid color without designs, large brand-name emblems, or stripes; very small brand-name emblems are permissible.

The Academy maintains a Uniform Closet on campus, containing gently used uniform clothing at no cost to our families. Donations of washed, gently used West Bay uniform clothing is also accepted.

Standard Daily Uniform - Boys and Girls

- All items must have the Academy logo or be plain and in solid uniform colors
- Long- or Short-sleeved polo shirt - Navy or White
- Button-down collared "dress" shirt - White
- (Girls) Jumper or skirt - Navy
 - Must be no more than 2" above knee
 - Navy leggings may be worn underneath
- Dockers-style pants (cotton or cotton/poly blend) - Navy or Khaki
 - No cargo-style pockets
- Dockers-style shorts (cotton or cotton/poly blend, no more than 2 inches above the knee) - Navy or Khaki
 - No cargo-style pockets
 - Worn during the months of September, October, November, March, April, May, June
- Fleece jacket or vest, knit sweater - with Academy logo - Navy
- Sweatshirt or athletic jacket - with Academy logo - Navy, Gray, or White
- (Boys) Belt - required with pants or shorts (except for ELP - Grade 1)
- Socks - Must be worn - Navy, White or other muted solid color
- Casual shoes, sneakers, athletic shoes - in good condition, non-marking soles

- No sandals, Crocs clogs, shearling-style slippers, open-back or open-toe shoes, higher heels for girls
- Winter weather - ELP through grade 5 are expected to bring snow boots and other winter clothing for colder temperatures and when it has snowed. Boots will be worn only at recess and students must bring shoes to wear inside during the day.

Chapel Day Uniform

Boys

- Dockers-style pants (cotton or cotton/poly blend) - Navy
- Oxford shirt – White (tucked in except ELP - Grade 1)
- Belt – black or brown (no belt necessary ELP-Grade 1)
- Tie – any coordinating tie (except ELP & K)
- Socks - Must be worn - Navy, White or other muted solid color
- Dress or casual shoes - non-marking soles. Sneaker-style shoes may be worn if the shoes are a solid color with no contrasting color brand-emblems or patterns.
 - No open-toed styles, no shearling-type slippers, no athletic/PE shoes

Girls

- Jumper or Skirt (all grades) - Navy
 - Jumpers and skirts must be no more than 2" above knee.
 - Navy pants may be worn as an alternative in December – February.
 - No pants worn under a skirt.
- Collared blouse - White
 - Straight hem does not have to be tucked into skirt.
- Leggings, tights or nylons are permissible under jumper or skirt
 - Leggings or tights must be Navy or White
 - Nylons may be flesh tone
- Socks - Must be worn - Navy, White or other muted solid color
- Dress or casual shoes - non-marking soles. Sneaker-style shoes may be worn if the shoes are a solid color with no contrasting color brand-emblems or patterns.
 - No sandals or open-toed styles, no shearling-type slippers, no athletic/PE shoes

PE Class Uniform - Boys and Girls

- All items must have the Academy logo or non-Academy items must be solid Navy, Gray, or White without designs, brand-name emblems, or stripes
- Gym t-shirt (short- or long-sleeved) must have Academy logo or be solid Navy, Gray, or White
 - Field Day t-shirts (any color) may be worn if they do not have writing/signatures on them.
- Gym shorts - Navy
 - Shorts must be no more than 2 inches above the knee
- Sweatpants must have school logo or be solid Navy or Gray
 - Sweatpants are not be too tight fitting nor too baggy
- Sweatshirt/hoodie must have school logo or be solid Navy, Gray, or White
- Socks - Must be worn - solid color
- Athletic shoes - non-marking soles
- *Purchase PE Uniform through Donnelly's or the Academy's School Store.*

Additional Guidelines

Boys

- Hair must be styled so it is above the top of a traditional collar and a part of the ear is showing.
- Extreme hair styles such as tails, spiked hair, man buns, shaved designs, etc. are not allowed.
- Modest jewelry is permitted with the exception of earrings or pierced jewelry of any sort.

Girls

- Modest jewelry is permitted with the exception of pierced jewelry in any part of the body other than the ear.
- Make-up, including eye make-up and lipstick, is allowed but should always be natural in appearance.

All Students

- No unnatural color hair dye is allowed.
- A student can layer a long-sleeved shirt - navy or white - under a short-sleeved top
- Academy logo or plain navy jackets, sweatshirts, hoodies, sweaters, fleeces may be worn during school hours.
- The hood of a sweatshirt may not be worn pulled over the head indoors during the school day. Caps and hats may not be worn indoors during the school day, except when part of designated themed-dress up days.

Casual Day Attire

On specific days of the year, Casual Days are observed in which students have the option of wearing clothing other than the Standard Uniform.

- Clothing should always be clean and in good repair.
- 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.
- No 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.

- Girls must wear modest length dresses or skirts/jumpers and blouses.
 - No sleeveless tops without a cover up
- Boys must wear dress pants (no cargo pockets) and collared sport/dress shirts with coordinating ties.
- Students who do not comply with this code will lose a Casual Day opportunity or receive some other equitable penalty for non-compliance.
- Dress-up Days are optional. Students may choose to dress in Standard Uniform instead.

Enforcement

Questions regarding dress code should be directed to the Department Lead Teacher. It is impossible to list all forms of apparel that would be considered inappropriate; therefore, the Lead Teachers reserve the right to make decisions on items not specifically listed in this policy. The Lead Teachers in consultation with the Homeroom Teacher will make the final decision on all issues regarding student dress code and modesty. This includes judgment of issues not specifically addressed in the dress code.

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:

- **May be asked to change into school-appropriate clothing, if available in Uniform Closet,**
- **Must have the note signed by a parent and return it the next school day, and**
- **Is expected to 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 Department 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 West Bay Christian Academy 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 Department 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 still not resolved, it is presented to the Board of Trustees, which then calls upon the private parties involved as seems warranted, all in a spirit of reconciliation.

The following step is taken when a situation remains unresolved:

1. 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: Drop-off and Pick-up Procedures

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.

Overview Map Showing Driving Routes on the Academy's Campus

 [Drop Off & Pick Up Map.pdf](#)

Procedure for Dropping Off Students in the Morning

1. Students are to be dropped off between 7:45 AM and 8:05 AM. The doors are electronically set to be locked prior to that time. *Even if* there are staff members in the building, please do not drop off your children prior to 7:45 AM as there is no assigned supervision until that time.
2. All buses will drop off students in the front of the building. Bus students will enter school through the Main Entrance, which will be unlocked electronically between 7:45 - 8:05 AM.
3. Parents of **Preschool** children will drive around behind the school to park in the designated area. Parents are required to walk their preschoolers to 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. They 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 their "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. Kindergarten students should be picked up 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. Grade 1 & 5 students will be picked up in front of the school building from the doors of the Lower School hallway. Parents of **Grades 2 – 4** will drive around the building and pick up their

children directly from the classrooms near the main playground, remaining with their car at all times. Students will be dismissed through the outside classroom doors.

6. Parents of **Middle School** students will pick up children from Rooms 112 and 114 of the MS wing.
7. Parents of **Preschool** students
 - a. For AM pick up, parents will park in front of the Main Entrance.
 - b. For PM pick up, parents will drive behind the school and park in Preschool spaces.
8. K-8 Students will be dismissed at 3:00 pm. If you are waiting in the pick-up line, please do not leave your cars. Parents needing to come into the building should park in the parking area in front of the building.
9. PLEASE REMEMBER: **Do not pass** school buses, even if they are in our driveway, when their "STOP" arm is extended and lights are flashing.
10. 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.
11. Please do NOT park in front of the main entrance during drop-off or pick-up times; remain with your car during these times.
12. SPEED LIMIT: 5 MPH. Please observe this at all times.
13. 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 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, Academic Dean, 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 and 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 Academic Dean/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 Academic Dean/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 Academic Dean/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 Academic Dean 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 Merit bulletin board.

3. Off-Campus Lunch - This will occur once per trimester 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

Appendix C: Rhode Island Bullying Policy

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>

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