Westwood Baptist Academy

Student Handbook
2026-2027

419 Proctor Dr.
Poplar Bluff, MO 63901
(573) 785-2922
www.wbapb.com

A Ministry of Westwood Baptist Church

Parent/Student Handbook
2026-2027

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WESTWOOD BAPTIST ACADEMY

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A Message from our Administrator

We count it a great privilege to serve the Lord here at Westwood Baptist Academy and accept the serious responsibility of being a part of the education of your children. We appreciate your interest in WBA and the program of traditional learning that we offer.

WBA is the result of God's leading and the willingness of the people of Westwood Baptist Church to follow His will in providing a quality Christian education in the Poplar Bluff area.

The objective in providing a Christian school is to obey the Scriptural imperatives of Deuteronomy 6:5-7.

"love the LORD thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart; and thou shalt teach them diligently unto thy children."

and of Proverbs 22:6, "*train up a child in THE way he should go."* Teaching and Training for life have eternal value.

Attendance at this school is a privilege and not a right. The goal of WBA is not to reform, but to train youth of varying abilities in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. WBA stands without apology for the old-time Gospel and the highest standards of morality and Christian behavior.

We are convinced that a Christian education does not cost; it pays, and pays dividends for a lifetime. We take seriously the responsibility God has placed in our hands, and we look forward to partnering with you in your child's education.

In His Service
Joshua Hawley
Administrator
Westwood Baptist Academy

HISTORY

In accordance with the vision of Pastor Steve Proctor that our community needed an educational institution that instructed young people from a biblical worldview, Westwood Baptist Academy was founded as a ministry of Westwood Baptist Church under the leadership of Bro. Tom Graham on February 10, 2002. The academy opened its doors the following fall at 2445 N. Westwood Blvd. with a kindergarten class of nine students. Last year, we enrolled over 275 students in K4 – 12th grade, and we are currently entering our twenty-fifth year of operation.

STATEMENT OF FAITH

Westwood Baptist Academy holds to the Statement of Faith of Westwood Baptist Church in Poplar Bluff, Missouri. The covenant in full may be secured from the school office. A brief summary is as follows:

1. We believe in the verbal, plenary inspiration of both the Old and New Testaments, i. e., that the very words of the Original Scriptures are infallible and inerrant and that they are our final authority for faith and practice.
2. We believe in one God, eternally existing in three co-equal persons: Father, Son and Holy Spirit.
3. We believe that Jesus Christ was conceived by the Holy Spirit, born of a virgin, and that He is both undiminished deity and genuine humanity in one person forever.
4. We believe that God the Holy Spirit is a personal Being who convicts the world of sin and who regenerates, indwells, empowers, guides, bestows spiritual gifts on believers, and who seals them eternally for God.
5. We believe that man was created by a direct act of God in His image, not from previously existing life, that all men sinned in Adam (the historical father of the entire human race) and thus incurred both physical and spiritual death and that all men have inherited a sinful nature.
6. We believe that Jesus Christ died as a substitutionary sacrifice for our sins and that through faith in Him as Lord and Savior, we are declared righteous by God and are eternally secure in Christ.
7. We believe that salvation is by grace through faith in Jesus Christ, totally apart from human merit and that the experience of regeneration produces a new creature in Christ.
8. We believe that Jesus Christ rose from the dead - physically and bodily - and that He ascended in like form into heaven, where He continually ministers as our Great High Priest and Advocate.
9. We believe that this age will be consummated by the literal, visible, bodily return of Jesus Christ to this earth.
10. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and everlasting punishment of the lost.
11. We believe that all believers are under the mandate of Jesus Christ to proclaim the Gospel to all the world.
12. We believe that a visible church of Christ is a congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the ordinances of Christ; governed by His laws and exercising the gifts, rights and privileges invested in

them by His Word; that its only scriptural officers are bishops or pastors and deacons, whose qualifications, claims and duties are defined in the Epistles to Timothy and Titus.

13. We believe that Christian baptism is the immersion in water of the believer, in the name of the Father, and Son and Holy Ghost; to show forth in a solemn and beautiful emblem our faith in the crucified, buried and risen Savior. We believe in the Lord's Supper, in which the members of the church, by the sacred use of the bread and juice commemorate together the undying love of Christ, preceded always by solemn self-examination.
14. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, cross-dressing, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex.
15. We believe that the only legitimate God-ordained marriage is the joining of one man and one woman.

MISSION STATEMENT

Westwood Baptist Academy works with families to **reach** the hearts and minds of students as we **train** them to be academically equipped and spiritually **prepared** for success beyond their school years.

PHILOSOPHY

Introduction:
The foundation stone of Christian education is the infallible Word of God. Thus, the Christian unapologetically and unashamedly models the educational process after the educational imperatives and examples found in the Bible. The imitation of Christ in the intellectual, spiritual, physical and social realms is the process of a Christian education.

The Nature of Truth:
The ultimate philosophical question is "What is truth?" In response to this question for the ages, a Christian philosophy of education purports that truth is found in a person. In John 14:6, Jesus Christ said that He was the truth. Naturally, the truths of the moral realm are an expression of His divine attributes. As Christ is eternal, so is truth. Christ made it plain when He said, "my words shall not pass away" (Matthew 24:35). The psalmist declares that the Lord's truth "endureth to all generations" (Psalms 100:5). God keeps his truth forever, according to Psalms 146:6. The Lord's name, the Bible indicates, "shall endure forever" (Psalms 30:12). The Christian philosophy of education encompasses the belief that eternality is an attribute of truth. In Hebrews, the immutability of truth is illuminated. Truth cannot change with time or situations. The program and the person of Christ remains the same: "Jesus Christ the same yesterday, today and forever" (Hebrews 13:8). The Bible speaks of truth as being settled. Psalms 119:89 tells us that "For ever, O Lord, thy word is settled in heaven." While it is settled, it is also substantiated; the Bible has endured the test of time. (Psalms 12:6) Furthermore, the truth of God is sufficient to meet every need. The essence of truth is that it is unified and indivisible. Paul states this fact in Colossians 2:3 when he writes that in Christ "are hid all the treasures of wisdom and knowledge." Thus, truth is Christ-centered. The worldview of the Christian is a unified one, reflecting the reality of a unified body of truth emanating from Jesus Christ. All of the

commands and promises of God, the accounts of the mission and death of Christ and all of the representations of God's character point to God's plan and purpose – the redemption of man. The unregenerate philosopher in searching for the answer to the question "What is truth?" may rely on three commonly used tests: 1. the realist test of agreement with fact (truth is fidelity to objective reality) 2. the idealist test of consistency (truth is found in the consistency of our judgments); 3. the pragmatist test of utility (truth is that which is useful and is workable). The Christian educator recognizes the limitations of these tests for truth. Truth is not "the faithful adherence of our judgments and ideas to the facts of experience or to the world as it is." All truth emanates from God and is eternal, immutable, absolute, and unified.

The Nature of Man:
A rudimentary understanding of the nature of man is a necessary element of a philosophy of education. Comprehending man's true nature is critical in the process of education because the teacher's conception of the nature of human beings will have a major impact on how he teaches. The Christian educator rejects the humanistic images of the nature of man that dominate the landscape of contemporary educational thought. The Christian view recognizes the biblical concept that man was created for a higher purpose than to be useful to society; he was created to glorify his Creator. A biblical approach to an educational philosophy takes the position that man's basic nature is evil, as delineated in Romans 3:23. The truth of this pronouncement from Scripture is clearly evident from a cursory observance of human behavior.

The Nature of Education:
The nature of education is the process of leading the student from ignorance to knowledge. The Christian would hold that the student is developing his intellectual, emotional, physical and spiritual aspects towards the objective of Christlikeness. Thus, education is a process of moving away from the position of lesser knowledge towards a position of greater understanding. Another aspect of the nature of education from the perspective of the believer is that education is viewed as a unified whole. All truth is God's truth and all knowledge therefore comes from a single source. Finally, education is value-laden; teaching and learning do not take place in a philosophical vacuum. Secular educational thought decries the teaching of creationism as teaching "religion," yet ignores the values that humanism teaches, such as consensus morality and situational ethics. The process of education includes the inculcation of values.

Educational Objectives and Their Priorities:
The basic goal of education from a secular viewpoint is the subjective proposition of preparing students to be in compliance with societal norms. This line of thinking has led to the emergence of social engineering. The Bible gives a clarion call for Christians to be in the world, but not of the world. Thus, the believer's position on the ultimate purpose of education is diametrically opposed to secular thought. Christian education has the goal of conforming the student to like the Lord Jesus Christ. The Christian is to imitate Christ. In II Timothy 3:14, Paul writes that Christians should "be perfect, thoroughly furnished unto all good works." As one Christian educator states it, "Christian education should develop Christians whose activities in life anticipate their eventual conformity to the image of Christ." This understanding of the nature and purpose of education is derived from Paul's exhortation in Romans 8:29. An ancillary goal of producing Christlikeness in students acknowledges that education is preparation for life, not just a vocation. The goal of conformity to Christ must be interwoven into the fabric of the entire school program. For example, athletic programs with a man-centered emphasis will lead to the

glorification of man, exaltation of self, demeaning of authority (officials) and the objective of winning at any cost. The Christian school, if it is following a truly Christ-centered philosophy, will teach character, teamwork, respect for authority, temperance, and the greater goal of giving glory to God--no matter what the outcome of an athletic contest. The Christian school will recognize that the building of Christlike character is more important in the long run than a winning record.

Nature of Teaching and Learning:

Teaching is a complex endeavor which calls for competence, commitment, and compassion. Those who God has called to a teaching ministry have a holy calling (II Timothy 1:9). The multi-dimensional aspects of teaching are demanding; the process of communicating God's truth to students forces the teacher to draw upon the power of the Holy Spirit and all available resources within his reach. The nature of teaching has five separate aspects. First, teaching is an art. Some clearly have an innate ability to communicate truth. In His divine wisdom, the Lord endowed to some the gift of teaching. Ephesians 4:11-12 says "and he gave some. . . teachers; for the perfecting of the saints, for the work of the ministry." The scriptures indicate here that not all have this gift; the requirement that deacons be "apt to teach" is an admission that not all have the gift (I Timothy 3:2). Those who do not have the creative resourcefulness and skills needed for teaching do not belong in the classroom. Those who do possess the gift of teaching must nevertheless be fully prepared and trained to develop their natural talents. Secondly, teaching can be legitimately considered a science. Teaching is a science in that it contains a body of knowledge that can be researched and analyzed. The methodology of teaching attests to the validity of this claim. Education has procedures, methods, and processes. In this sense, it is a science indeed. Thirdly, teaching is a commitment. This is particularly true for the Christian educator, who may labor under less than ideal conditions, including poor classroom equipment, lack of teaching materials, or low salary. The teacher must demonstrate an unwavering commitment to the goal of educating his students in the truth. The effective teacher "knows that in order to be at his best, he must be willing to give up everything for Christ." Fourthly, teaching is a profession. The concept of professionalization includes a code of conduct, dress and manner befitting the profession. It encompasses a certain level of proficiency and intellectual achievement. A professional teacher is familiar with the techniques, methods, and process of the discipline. The Christian educator is not just a hired hand. He is obligated to do all to the glory of God, which means equipping himself to be the best teacher he can be during his career. Lastly, teaching is a ministry that calls for personal sacrifice. The teacher's motivation should emanate from a joyful heart that is tuned to serve Christ. The Saviour did not come to earth to be ministered to, but to minister. A God-called Christian educator will look at teaching as more than a job--it is a ministry of service to Christ. As to the nature of learning, Christian education takes the position that each student has been created in a unique manner for a special purpose. His capacity for a truly Christian education and the realization of his ultimate purpose depend on the student's willingness to accept Christ into his life and to be molded like the Master. This view recognizes the importance of man's free will; although environmental factors are important, ultimately the student's choices determine his life. There are five levels involved in the learning process. Exposure is the first and lowest level in which the student is exposed to the facts to be learned. Next, the activation level helps him to store the data in his mind through drills and reinforcement methods. The third level of learning is comprehension in which the student understands the material. This level is not necessarily easy to ascertain by the teacher and must be determined by teacher-student interaction. The fourth level is the area of conviction in which

the student internalizes the information. The highest level of learning involves application in which the student applies his understanding of knowledge in his daily life. A student receives a true Christian education when he incorporates all levels, including the highest level of application. The biblical admonition is to be not only hearers of the Word, but doers also.

Scriptural Educational Mandates:
The Christian philosophy of education emanates from the source of all truth--the Word of God. The word "mandate" is appropriate in two senses of the word. First, the Christian is given an authoritative command by God through the Scriptures to educate children in the truth. Secondly, he is given the authority by God to carry out the command. Deuteronomy 6:7 commands believers to teach their children the precepts of God: "and thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up." The intent of this scriptural injunction was that the Word of God should be taught to future generations. Another scriptural mandate can be seen in Luke 2:52. During the childhood education of Jesus Christ, he matured in four distinct ways: mentally – "in wisdom," physically – "in stature," spiritually – "in favor with God," and socially – "in favor with man." Although this verse refers to Jesus' maturation as a young man rather than a specific command, there is a challenge to the educator implicit in the text; that is, to educate the whole man. True education addresses man's total being and recognizes his spiritual makeup. Ignoring the spiritual nature of man in the process of education results in an incomplete education.

Conclusion:
The formulation of a Christian educational philosophy that serves as the set of guiding principles for a Christian school is an absolute necessity if a school is going to accomplish the ultimate objective of conforming its student body to Christ. The adherence to biblical principles in a philosophical construct should imbue the total program of the school, from the admissions guidelines to the fine arts program to curriculum planning. A Christian school is not a Christian school simply because it includes the name "Christian" on its school stationery and uses Christ-centered textbooks. A Christian school must have a foundational philosophy firmly rooted in the truth of the Word of God. The Christian school cannot be found guilty of Francis Schaeffer's assertion that Christians have not understood the severity of the dichotomy of the secular versus the Christian worldview. The philosophy of Christian education, in its assertion that all truth is God's truth and its call for separation from the world, including secular philosophical moorings, stands in stark contrast to the intellectually and morally bankrupt educational philosophies of the day.

GOALS FROM LUKE 2:52

Spiritual Goals

1. To lead students to a saving knowledge of Jesus Christ and encourage them to develop a relationship with Him.
2. To help the students develop their identity in Christ as a unique individual created in the image of God (Ps. 139:13-16).
3. To encourage individual spiritual growth, stability, and leadership.
4. To assist students in discovering their God-given gifts and to guide them in current application and future academic vocational choices.

5. To encourage a heart of evangelism within their world.

Academic Goals

1. To provide comprehensive and cohesive foundational academics.
2. To teach students to think critically and reason logically (I Pet. 3:15).
3. To teach and encourage students to develop life-long study skills and habits (II Tim. 2:3-7).
4. To ensure that Biblical concepts and principals are integrated through all academic disciplines.
5. To help students develop a Christian world view by integrating life, and all studies, with the Bible (II Pet. 1:3).

Social Goals

1. To teach students how to become a contributing member of society and provide opportunities for servant-leadership (Matt. 20:25-28; Gal. 5:13; Romans 2:10).
2. To teach students to treat everyone with love and respect as unique individuals created in God's image (Phil. 2:1-4; Eph. 5:21).
3. To teach students to embrace and practice justice, mercy, and purity in family and society.

Physical Goals

1. To teach students physical fitness, good health habits, and wise use of the body as the Temple of God (I Cor. 6:19-20).
2. To provide students with opportunities to train physically through sports and P.E. classes.

Staffing Goals

1. To ensure that every staff member is a born again, growing, mature Christian that models and clearly teaches God's truth.
2. To be loving, firm, and consistent disciplinarians.
3. To encourage and support continual formal and informal spiritual and professional development of teachers.

Facility Goals

1. To be functional, well equipped, orderly, safe, and stimulating.
2. To be visually pleasing in reflecting the character of a wise and orderly Creator.

KNOWLEDGE OF POLICIES AND REGULATIONS

It shall be the responsibility of the students and parents to keep informed concerning the rules, policies, and regulations at Westwood Baptist Academy. Students and parents will be notified of any changes in policies and regulations. A Statement of Cooperation must be signed and returned at the beginning of each school year.

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

ASSOCIATIONS

Westwood Baptist Academy is a ministry of Westwood Baptist Church. WBA is a member of the American Association of Christian Schools, the Missouri Association of Christian Schools, the Missouri Christian School Athletic Association, and the Metro Athletic Conference.

ACCREDITATION

Westwood Baptist Academy is an accredited member of the American Association of Christian Schools (AACS), the North American Christian School Accrediting Agency (NACSAA), the National Council for Private School Accreditation (NCPSA), the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools (MSA-CESS), and Cognia. In June of 2023, WBA was awarded full accreditation status for a seven-year period. Inquiries regarding compliance with accreditation policies and standards may be directed to the AACS. The contact information for the AACS is as follows:

Address: 3323 Jenkins Rd., Chattanooga, TN 37421
Telephone: (423)629-4280
Email: info@aacs.org

SCHOOL RECORDS

Transcripts may be requested from the school office. In the event that WBA ceases to exist, Westwood Baptist Church will hold the records of WBA.

POLICIES

ADMISSION

REQUIREMENTS
Westwood Baptist Academy admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Kindergarten students must be 4 or 5 years old respectively by the end of September. First grade students must be 6 years old by the end of September.

All preschool/kindergarten students must be potty-trained and able to care for their personal needs on a day-to-day basis.

No student will be enrolled at WBA who is, or will be, 20 years of age during enrollment; WBA does not enroll students who are married or will be married during enrollment.

PROCEDURES
1. New Students

a. K4-12th grade students seeking admission into Westwood Baptist Academy must complete the following forms:
    i. Application for Enrollment
    ii. Statement of Cooperation
    iii. Transfer of Records request (applicable if student has received grades at another school)
    iv. Permission to Pick-up List
b. K4-12th grade students seeking admission into Westwood Baptist Academy must also submit to the office a copy of the following forms:
    i. Student's Birth Certificate
    ii. Current Immunization Record
c. 7th-12th grade students seeking admission into Westwood Baptist Academy must submit a completed Pastor's Student Evaluation form.
d. All new students and their parents must meet with a member of the administration before acceptance into Westwood Baptist Academy.
e. All the required forms can be found on our website, www.wbapb.com, or can be obtained from the school office.
f. New students may be asked to take an entrance examination from TestPoint.net or ACE, which will require a $30 testing fee that must be submitted before the test is taken.
g. Submission of the required forms, payment of the appropriate registration fee, and administrative approval will reserve the student's spot in the class for the upcoming school year.

2. Returning Students
    a. K4-12th grade students seeking re-admission into Westwood Baptist Academy must complete an application for re-enrollment and a signed Statement of Cooperation.
    b. Students entering the 7th grade must complete a Pastor's Student Evaluation form.
    c. Financial accounts must be current for the current school year before students will be allowed to re-enroll for the next school year.
    d. Submission of the required forms, payment of the appropriate registration fee, and administrative approval will reserve the student's spot in the class for the upcoming school year.
3. Transfer Students
    a. K4-12th grade students seeking admission into Westwood Baptist Academy in the middle of a school year must submit the forms listed under the New Students Procedures above. The student and parents must also have an interview with a member of the administration.
    b. 7th-12th grade students must also complete a current Pastor's Student Evaluation form.
    c. Transfer students may be asked to take an entrance examination from TestPoint.net or ACE, which will require a $30 testing fee that must be submitted before the test is taken.
    d. Submission of the required forms, appropriate payment, and administrative approval will allow a student to begin classes at Westwood Baptist Academy.

4. Foreign Exchange Students
    a. Foreign exchange students seeking admission into Westwood Baptist Academy must submit the forms listed under the New Students Procedures above. The student and sponsors must also have an interview with a member of the administration.
    b. The student must be at least fifteen years old and a sophomore, but not older than nineteen.
    c. The student must enroll at the beginning of a semester.
    d. The student must be proficient in reading, speaking, and writing English.
    e. In order to graduate from Westwood Baptist Academy, the student must meet the same graduation requirements as our other students.
    f. The student must have official transcripts of all completed courses at the time of enrollment.
    g. Foreign exchange students may be asked to take an entrance examination from TestPoint.net or ACE, which will require a $30 testing fee that must be submitted before the test is taken.
    h. Submission of the required forms, appropriate payment, and administrative approval will allow a student to begin classes at Westwood Baptist Academy.

Attending Westwood Baptist Academy is a privilege, not a right. Most students, having been expelled or suspended from another school system, will not be accepted into WBA. When accepted as a student, one agrees to abide by the standards and policies as set by the school. A person wanting to do his own thing will not be happy at WBA. As long as a student is enrolled in the school, he represents this school, both on and off campus. If the testimony of the student, either on or off campus, including the use of social media, is detrimental to the school, he may forfeit the privilege of being a student.

FINANCE

FEES

Registration	$100
Tuition (yearly)	Family rates are available. Please see the office for more information.
K4-12th	Contact the office for details.
Afternoon Extended School Day (3:30-5:30 PM)	$6/day
Intramural Sports Participation	$20/sport
Elementary Activity Fee	$25/semester
Jr./Sr. High Art/Choir	$25/semester
Choir uniforms will be billed at cost	
JV/Varsity Sports Participation	$50/sport
Fine Arts Competition/Athletic Tournament Fees	Range $85-$125
New Student Testing Fee (if applicable)	$30

REGISTRATION

No student is considered to be registered until the registration fee has been paid. All registration fees are non-refundable.

TUITION
Tuition is paid on an 11-month schedule, with the initial tuition payment due on the fifteenth day of July. The following tuition payments are due on the fifteenth day of each month, August-May. Students having attended one or more days of any month will owe the full month's tuition.

ADDITIONAL FEES
Any additional fees, such as extra book charge, property damage charge, etc., will be added to your account and payable at the fifteenth of the month with your regular tuition payment.

LATE FEE
Our desire is to have NO late tuition. A late fee of **$25.00** will be charged to accounts if tuition is not received by the end of the month. All accounts must be kept current. No account will be carried over 30 days without a conference with the administrator or his designated representative. Continual non-payment of fees or tuition may constitute a child being asked to withdraw or not being allowed to enter class until payment is made.

Each grading period, all accounts must be up-to-date, or report cards will be held in the office.

RETURNED CHECKS
A **$35.00** fee will be added to accounts for each returned check marked **"**Insufficient Funds." Two returned checks will necessitate payment by money order or cash.

TEXTBOOKS
Books are usually issued on the first day of school. Textbooks will be furnished; however, each student must furnish his own school supplies. A school supply list may be obtained from the office. In the case of destroyed, damaged, or lost textbooks, students will be charged for the total price of replacement.

WITHDRAWAL PROCEDURES
Withdrawal of a student from school must go through the school office. Necessary forms will need to be completed and signed by the student's parents and teachers. An exit interview with administration will also need to be held. Students having attended one or more days of any month will owe the full month's tuition. Academic records and information will be forwarded upon a written request from another school. A student's financial account must be paid in full and all books accounted for before academic records will be released. Upon withdrawal, we do not return collated materials to the student.

INSURANCE
The Academy holds secondary student accident insurance coverage for each child.

ATTENDANCE

Westwood Baptist Academy is a school that is in progress for a minimum of 1,044 hours. It is set up to be in operation from 8:00 a.m. to 3:00 p.m. Students attending this school are expected to be in school at all times. Any time a student enters the school grounds, he is automatically required to adhere to school rules without exception.

Regular and punctual attendance is of supreme importance. The one great cause of failure or lack of interest in schoolwork is irregular attendance; thus, the intention of the compulsory attendance policy is to motivate the students to be faithful and conscientious in their daily class attendance.

ABSENCE

The following policies will apply to absences:

1. Attendance will be taken and recorded daily.
2. Each absence will be designated excused or unexcused.
3. Excused absences include: sickness, death in the immediate family, medical appointments, school-approved trips, and prearranged absences.
4. In the case of illness or unplanned absence, the parents should notify the school office by 9:00 a.m., by calling or filling out the online absence form, stating the reason for the absence. Unless notified, the school will attempt to call the parents/guardians of the absentee.
5. A special precaution is noted about head lice (pediculosis). When children gather in groups, pediculosis is a potential problem. Pediculosis is transmitted when children share clothing, combs, or come in physical contact with an infected person. If a child gets infected with pediculosis, it is not an indication that parents are not properly caring for them; however, we must aggressively combat pediculosis to control it.

   Any student found to have evidence of pediculosis infestation (lice or nits) shall be excluded from school attendance until a pediculicide has been applied and all nits have been removed. The student shall be examined upon return to school to ensure that all nits have been removed. The student shall be re-examined in ten (10) days to determine if he/she remains free of infestation.

   Attendance policy for students excluded from school for pediculosis:

   1st occurrence: Excused absence for the day the student is sent home, plus one extra day
   2nd occurrence: Excused absence for the day the student is sent home
   Subsequent occurrences: unexcused absences

   Hair checks for pediculosis will be administered periodically by a faculty member.
6. The authority for determining the legitimacy of an absence rests with the school administration. All other absences are unexcused.
7. Any voluntary absence not previously approved by the administration is unexcused. A grade of zero may be given on work missed during the unexcused absence.
8. If an emergency arises making it necessary for the student to leave during the day, please call the school office ahead of time. Any student who is to be picked up before the end of the school day must be picked up **at the reception desk**. Parents are requested to **come to the reception desk** and sign the student out. The student will then be called from the classroom to the reception desk. Parents are asked **not to go to the student's classroom.**
9. For the year, a student in 1st-8th grade may miss no more than 15 class days. Students in 1st-8th grade, who violate the attendance policy, may be required to attend summer school as determined by the following guidelines:

a. Excused or unexcused absences of 16-19 days per year = two weeks of summer school
b. Excused or unexcused absences of 20-24 days per year = four weeks of summer school
c. Excused or unexcused absences of 25 or more days per year = four weeks of summer school/possible retention in current grade.

10. Students in 9th-12th grade may miss no more than 8 days per class per semester. Students in 9th-12th grade, who violate the attendance policy, may be required to attend summer school or forfeit credit(s) as determined by the following guidelines:
    a. Excused or unexcused absences of 9-11 days per class per semester = two weeks of summer school
    b. Excused or unexcused absences of 12-13 days per class per semester = full summer school term
    c. Excused or unexcused absences of 14 or more per class per semester = loss of credit(s)

Failure to comply with the summer school attendance may cause retention in current grade or a loss of credits.

The school administration shall reserve the right to review continuous absences for medical reasons. Only professional documentation will be reviewed. Documentation for pre-existing medical conditions must be updated annually.

TARDIES

1. A student will be considered tardy in the morning if he is not in his designated location at 8:00 a.m. The office personnel will determine whether the tardy is excused or unexcused. The student will then be sent to class from the reception desk with an admission slip marked excused or unexcused.
2. Continued tardiness will necessitate a conference with the parent and administration.
3. For 1st-3rd grade students: each tardy will count as a one-fourth day absence. Therefore, four tardies to school will count as one absence. More than fifteen absences in the school year may necessitate summer school.
4. For 4th-12th grade students: five unexcused tardies to school in one quarter will result in a detention; for 7th-12th grade students, three unexcused tardies to any class in one quarter will result in a detention.

When students have been absent, it is their responsibility to make up the work missed. The student will be given a reasonable amount of time to make up the work; however, the time allowed should not exceed the number of days missed. For 6th-12th grades, assignments will be assessed a 5% deduction per class day beyond the make-up date. If the work is not made up, there will be a penalty of a zero for each assignment not completed.

PREARRANGED ABSENCE

If a student is going on a trip or knows in advance of an absence, a Prearranged Absence Form should be submitted by the parent in writing or via online form to the office **at least one day in advance of the absence.** A Prearranged Absence Form can be obtained from the office or on Sycamore. Once completed, the Prearranged Absence Form will be forwarded to the teacher for

completion. The teacher will assign the work to the student for the days to be missed. All assigned work must be completed by the student while he is gone and must be turned in to the teacher on the first day back in school. It is the student's/parent's responsibility to see the teacher about all tests and quizzes to be made up.

JR/SR HIGH CHURCH ATTENDANCE
Our desire is to help local churches by providing a Christian educational institution where young people are discipled and encouraged to use their gifts and abilities to serve the Lord through the context of their church; therefore, all junior and senior high students are expected to be faithful in their weekly church attendance.

FIELD TRIPS
All students are required to be present and to participate in all special field trips and school programs. Attendance is taken at such required events and the same policies apply to this as apply to class attendance.

BEHAVIOR

RESPECT
Respect is necessary for all successful and meaningful relationships (Luke 10:36-37; Romans 12:18).

Students shall refrain from any act of disrespect toward teachers or other students. The list below is not exhaustive but is given for reference:

1. Mimicking or mocking teachers or other students
2. Laughing at the mistakes of another student
3. Talking back to teachers
4. Facial or non-verbal expressions of disrespect, and mumbling, which indicates disrespect
5. Talking during a lesson presentation
6. Doodling or drawing during class

Disrespect includes insolence towards teachers, responsible adults, or to fellow students, and having an attitude of rebellion and propagating such an attitude to other students by action or verbal discussion.

RULES FOR STUDENTS INSIDE THE CLASSROOM

1. Be in your seat when the tardy bell finishes ringing.
2. Be prepared for class, (i.e. have paper, pencils, or books that are needed for class).
3. Sit up straight with feet under the desk.
4. Raise your hand for permission to speak.
5. Get permission from the teacher before leaving your desk or the room.
6. Do not sit on desktops or lean back in chairs or desks at any time.
7. Do not write on chalkboards unless directed to do so by the teacher.

DISCIPLINE

Discipline is only administered to help correct students when they have disobeyed or have done wrong. If our rules for discipline do not help correct a student's attitude and behavior, then it is

our belief that the student needs to be in a school system other than ours. We love children. It is not our policy to be hard on any student. We do not get pleasure out of having to administer discipline. Discipline is something that has to be done in order to have control. If we cannot control our classes, then we will not be able to properly educate our students. We are **not** a reform school. Therefore, we are not able to help every student. For those who do want help, we are proud to do our best for them. For those who do not want our help, we must ask them to go elsewhere.

The teachers are given much liberty in correcting students in their classrooms. It is only when a student exceeds the teacher's capabilities that the administration will become involved. We ask the teachers to do all they can to correct the student's behavior problems before bringing the student to our attention. Our discipline policy is very simple. The following guidelines will be followed in administering discipline in our school.

K4 – 3rd GRADE

DISRUPTIVE BEHAVIOR
First trip to the office:
When a student's behavior in class continues to be disruptive, then as a last resort, the teacher will take that child to the office where the administration will give that student a stern warning or other appropriate disciplinary measures. Parents will be notified by the teacher or administration of any disciplinary actions.

Second trip to the office:
If a student's behavior continues to be disruptive, then that child will be taken again to the office. This time the student's parents will be notified and will need to come to the school to address the situation.

Parents will be expected to come to the school on subsequent trips to the office.

Continual trips to the office may result in the student being suspended from school.

If after a student is suspended, he continues to be disruptive in the class, upon the teacher's recommendation, the discipline committee reserves the right to expel that student from Westwood Baptist Academy.

Students may be sent to the office for the following reasons:

1. Disobeying teachers
2. Talking back to teachers
3. Using profanity or abusive language
4. Lying or stealing
5. Fighting, making threats, or horse playing
6. Destruction of school property
7. Continuous disregard for assignments
8. Cheating
9. Any other violation of acceptable standards of conduct

4th GRADE – 12th GRADE

DETENTION POLICY

After-school detentions will be served from 3:00-4:00 p.m. A Detention Notice will be sent to the parents at least one day ahead of time. The only exception for not serving the detention on the assigned day will be previously scheduled medical appointments or administrative approval. Students receiving disciplinary action are expected to reciprocate in a spirit of goodwill and accept judgment with maturity and grace. Detentions may be given for any infraction of school policies, procedures, or standards of conduct.

Excessive detentions will result in a conference with the parents and possible assignment of a suspension.

DISCIPLINARY PROBATION

A student will be placed on disciplinary probation when the administration feels that his behavior pattern and record indicate that he is not conducting himself as he agreed to do in abiding by the rules of the academy. During this time, some privileges may be denied, and the student will be observed carefully to see if he is making any real effort to improve his attitudes and actions. The discipline committee reserves the right to say whether or not a student will be retained at the end of any probationary period.

SUSPENSION

A student can be suspended from WBA upon the recommendation of the teachers and administration. Suspensions can be in or out of school, depending on the severity of the offense. Students are responsible for the academic work missed while serving a suspension. During the duration of the suspension, the student will not be permitted to participate in extracurricular activities.

Students who accumulate six detentions may be suspended at the discretion of the administration. A suspension may be given for the following infractions:

1. Continuous disregard of school rules
2. Continuous disobedience or disrespect
3. Continuous disruptive behavior or attitude
4. Leaving campus without permission
5. First time or repeat offense of:
    a. Using profanity or abusive language
    b. Lying or stealing
    c. Cheating
    d. Cutting class
    e. Bullying
    f. Inappropriate use of internet/technology
    g. Destruction of school property or property of others
    h. Carrying or possessing any object construed as a possible weapon
    i. Being in any unauthorized area of the school property
    j. Any type of immoral behavior

k. For offenses, such as smoking, using smokeless tobacco, consuming alcoholic beverages, bringing weapons on campus, fighting, making threats, sexual harassment, using or distributing narcotics or drugs, or having any of the above on the school campus. Any student who makes a pretense of using, possessing or encouraging others to use illegal narcotics may also be suspended from the academy. Students who willingly withhold knowledge of other students involved in illegal incidents may be subject to disciplinary action.

The establishment of reasonable guilt in these situations is sufficient for suspension.

When it is decided that a student should be suspended, the following procedures will be followed by the administration:

1. The parents will be contacted and a conference, by phone or in person, will occur between the parents, student and administration.
2. At this conference, the administrator will inform the student of the length of his suspension.
3. Also at this conference, the administrator will inform the student of the length and requirements of the probation period.
4. At this time, it will be explained that the student may be immediately expelled if, during the suspension and probation period, he does not complete each assignment and obey every rule.

After three suspensions, a student may be expelled.

EXPULSION

Students may be expelled from WBA at any time if they are found out of harmony with the rules and policies of the school. Decisions in these matters are the full responsibility of the discipline committee. Upon expulsion, the academy assumes no responsibility or obligation in assisting the expelled student to finish academic work or in helping the student to make arrangements about getting into another school program other than normal transfer of academic records. Seniors forfeit all graduation privileges. Expelled students may not be on school property while school is in session or for extracurricular activities for a full two semester period. No tuition refunds for suspension or expulsion will be given.

A student may be expelled for the following reasons:

1. If parents will not cooperate with the school policies, or if the student's conduct, attitude or lack of effort make it inadvisable for him/her to remain a student
2. For excessive unexcused absences
3. Receiving three suspensions
4. For offenses, such as smoking, using smokeless tobacco, consuming alcoholic beverages, bringing weapons on campus, fighting, making threats, sexual harassment, bullying, inappropriate use of internet/technology, using or distributing narcotics or drugs, or having any of the above on the school campus. Any student who makes a pretense of using, possessing or encouraging others to use illegal narcotics may also be expelled from the academy. Students who willingly withhold knowledge of other students involved in illegal incidents may be subject to disciplinary action.
5. Failure to successfully complete the suspension and/or probationary period

6. Threatening a faculty or staff member
7. Intentionally damaging the property of a faculty or staff member
8. Any type of immoral behavior

The establishment of reasonable guilt in these situations is sufficient for dismissal.

WBA will hold students to the same discipline criteria for making a pretense of any of these actions.

The discipline committee will make decisions on an individual basis regarding suspensions and expulsions.

READMISSION AFTER EXPULSION
Students who have been expelled from WBA may reapply for admission after a full two-consecutive semester time period.

Westwood Baptist Academy reserves the right to deny admission, readmission, or continued enrollment to any student whose actions demonstrate that it is not in the school's best interest to allow admission, readmission, or continued enrollment.

SOCIAL BEHAVIOR
Wholesome boy-girl friendships are encouraged. Students, however, must refrain from all displays of physical affection. Holding hands, hugging, and inappropriate touching will not be permitted at school, on school grounds, or at any school function.

Westwood Baptist Academy is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of WBA is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. WBA believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. WBA expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, WBA believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook (I Cor. 6:9-11 & 18, 7:2; I Thes. 4:3-5; Lev. 18:22; Rom. 1:26-28).

Please note that discipline is primarily a parental responsibility. It is up to the parents to see to it that the students behave properly. Parents do not relinquish their responsibility to the school. Rather, the school is here to support the parents in their discipline. Parents must not have the attitude of "I can't do a thing with him; I hope you can make him mind." If the school and the home are not working together on discipline, whatever the school does will be ineffective.

While we have certain methods we use, the responsibility for student compliance finally rests with the parents, not with the school.

STANDARDS OF CONDUCT FOR WBA

Every organization must have rules to function properly. Students are expected to use good Christian character in their conduct at or away from school. In order to see that respect for authority is taught, it is important that parents cooperate with the school in administering its standards of conduct. Some general rules for students while at school are as follows:

1. Students are to maintain an attitude of reverence and have their Bible during devotions, prayer, Bible class, and chapel.
2. Students shall not engage in any type of horseplay (tripping, shoving, practical jokes, etc.) or name calling in the building or on the grounds at any time.
3. Students are not to throw objects indoors.
4. Students are not to take items that do not belong to them. Respect must be shown for other people and their property.
5. Only regular school equipment and materials are to be brought to school. No radios, tape recorders, CD players, MP3 players, toys, magazines, books, etc. may be brought unless permission has been granted by the administration as a result of a teacher's request.
6. Christian conduct on school trips will be maintained at all times.
7. Weapons of any type are not permitted at school.
8. Students are expected to help keep classrooms neat, desks in rows, no paper on the floor or desks, etc. Willful destruction of property will not be tolerated.
9. Students are to be in their seats when the bell rings, and are not to leave their seats without permission. Students may not move around the room without permission.
10. Assigned work is to be completed and turned in on time.
11. Students are to neither receive nor give out help while taking tests. No information should be visible which might be helpful to another student.
12. Talking or interrupting class without permission is not acceptable. A student may get permission by raising his hand and waiting for the teacher to call upon him.
13. Have a good attitude toward the school and its rules. Constructive suggestions are appreciated, but griping and complaining will not be tolerated.
14. Students must be respectful of the rights and property of others and of the authority of the faculty and administration and must use good manners at all times. Teachers and other adults should be addressed as "Ma'am" and "Sir". Ladies and small children are to be allowed to go first. Only language that is pleasing to God is to be used.
15. Students are not permitted to run (except in athletic activities), yell, or act in a disorderly manner. These rules apply any time our school is in session or having programs.
16. Students must always maintain Godly conduct in the area of internet and social media use.
17. Gum is not to be chewed in the school, church, on busses, or at any school function.
18. Students are expected to refrain from the use of tobacco, alcoholic beverages, and illegal drugs at all times, both on and off campus.
19. Students are expected to live a Biblical lifestyle that is pleasing to God, both on and off campus. Any student found to be engaging in alternative lifestyles or lifestyles not in harmony with the spirit of this institution may be asked to withdraw.

20. Eating is allowed only at lunchtime, snack time, or at times when special permission has been granted.
21. All school activities will be chaperoned by teachers.
22. Do not litter. All trash is to be placed in the provided receptacles.

This selection of restrictions mentioned may appear arbitrary to some; but while not condemning others who see differently, Westwood Baptist Academy believes that the stated guidelines are types of conduct which support the established objectives of this institution.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with these ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between the faculty and students there exists a fine opportunity for development of strong Christian character.

CELL PHONES/ELECTRONIC DEVICES

Students in 7th-12th grade may use their cell phones/electronic devices when not in class. Elementary students may use their phones when they have permission from the teacher. Cell phones/electronic devices are to be **turned off/silenced** and put away during class hours, unless given permission by the teacher for academic purposes. If it is found that a student cannot use these devices appropriately, he will be asked to leave them at home. Headsets/ear buds are not allowed at school.

INTERNET USE POLICY

The administration and faculty at Westwood Baptist Academy acknowledge that computer technology and the resources of the Internet play an important role in our children's education. It is our goal, therefore, to educate our students in the efficient, ethical, and appropriate use of these resources, and to use these resources to achieve the goals of our curriculum.

Students at Westwood Baptist Academy have the opportunity to enhance their learning experience through:

1. Access to a wealth of additional resource material via the Internet;
2. Researching the opinions of experts in a variety of fields;
3. The process of conducting searches, evaluating resources, and the locating of relevant material; and
4. Interaction with up-to-date primary sources.

In order to assist students in learning to properly use Internet technology, Westwood Baptist Academy will:

1. Supervise students when they are using the Internet in WBA classrooms and labs.

2. Train students in the appropriate use of the WBA computer system and the Internet.

Student access to the WBA computer system and the Internet is a privilege. Proper use of the WBA computer system and the Internet is governed by the WBA behavioral standards as well as the policies contained within this document. Students are responsible for their actions and will be held accountable for unacceptable use of the WBA computer system, the Internet, or for the intentional damage of WBA owned computer equipment.

Student access to Internet sites is monitored by the Westwood Baptist IT Department.

The following are some examples of prohibited and/or unacceptable acts:

1. The installation of, or reconfiguration of, any software on any WBA computer;
2. The intentional deletion of data from any network folder that does not belong to that student;
3. Connection to the Network or Internet from any location on school grounds where there is no faculty or adult supervisor present, or an attempt to circumvent WBA security;
4. The vandalizing of data belonging to another user or the invasion of the privacy of any individual, including reading, without permission, material belonging to another;
5. The wasteful use of finite resources such as paper, ink, and Internet bandwidth, including use of "Instant Messaging/Social Media";
6. The posting of rude, or inappropriate, messages or pictures on the Internet, or Internet "bullying" levied against any person;
7. The intentional downloading of viruses, the attempt to circumvent anti-virus protection programs, or any attempt to degrade or disrupt the WBA network; and
8. The use of a personal notebook computer, tablet, or other portable Wi-Fi device connected to the Internet on WBA property without permission during the school day.

ARRIVAL AND DEPARTURE

DROP-OFF

When stopping at the drop-off area, drop your children off as quickly as possible so others can drop their children off expeditiously. Do not leave your car unattended along the curb where students are dropped off.

PICK-UP

Students in K4 – 6th grade are required to be picked up by a parent or parent's representative from the school gym. Dismissal for K4 – 1st is at 2:45 p.m. Dismissal for 2nd – 6th grade is at 3:00 p.m. The 7th – 12th grade students will be dismissed from their classrooms at the 3:00 p.m. bell. Students should not linger in the hallways or outside after school.

RESTRICTION ON CHILD PICK-UP

If parents are divorced or separated, and one parent is not allowed to see or pick up the child, we must have, on file in the office, a certified copy of the court order of final judgment.

ELEMENTARY

When students arrive in the morning, they are to go to the gymnasium and sit at their assigned table until their teacher comes to take them to class. Parents are asked not to sit at the student

tables. During this time, a faculty member will be in the gymnasium to supervise the children. If a student arrives after 8:00 a.m., he will need to obtain a tardy slip from the reception desk. After school, students will be lined up and taken to the gym/lobby to be dismissed to their parents. Students who are staying for Extended School Day will remain in the gym/lobby at this time and be dismissed to the ESD teacher.

JR/SR HIGH
When students arrive in the morning, they are to go to the gymnasium and sit at their assigned table until the bell rings. At this time, they are dismissed from the gymnasium to go to their homeroom. If a student arrives after 8:00 a.m., he will need to obtain a tardy slip from the reception desk. After school, students are dismissed to go home. Students staying past 3:15 p.m., who are not involved in sports practice, will need to be in a chaperoned area (gymnasium with sports practice or with ESD).

PARENTAL/VISITOR ACCESS

Other than drop-off and dismissal times, all entrances to the school will be locked. If needing to enter the school other than at drop-off or dismissal, you will need to come to the main school entry and be allowed access by WBA personnel. When entering the school other than drop-off and dismissal times, you will need to check in at the reception desk.

CLASSROOM VISITS

To avoid confusion, when the parents are visiting the classroom for any reason, the teacher is still in charge of the classroom and of the discipline of the students. Some students will try to "act up" when their parents are in the room, and the classroom teacher is the one who should make the child know that he is to continue to behave as usual.

PARTIES

BIRTHDAY PARTIES
Invitations for private parties are not to be passed out in the classroom unless every student (or every boy or girl) is invited.

Children may have birthday parties in the classroom, but parents must make **advance** arrangements with the teacher at least one week prior to the date.

CLASS PARTIES
Class parties are held at Thanksgiving, Christmas, Valentine's Day, and at the end of the school year.

We do not observe Halloween, a "Santa Claus" type Christmas, nor an "Easter Bunny" type Easter. When preparing snacks or party "goodies," please refrain from using such items as Jack-o-lanterns, witches, Santa Clauses, Easter bunnies, etc.

DRIVING PRIVILEGES

Students who are licensed drivers are permitted to drive to school, but must follow these rules:

1. All vehicles brought to school by students must be registered in the office.
2. No vehicle is allowed to be removed from the property during the school day unless permission is granted from the administration.
3. No student is to drive or ride in another student's vehicle without written permission from both sets of parents.
4. No student is to go to his vehicle during school hours without permission.
5. A ten-mile per hour speed limit is to be observed on school property.
6. Upon arrival at school, students should leave the parking area and not sit in their cars.
7. Reckless driving of any kind is prohibited.
8. Any violations of the above rules may result in the loss of driving privileges on school property.

If a student proves he cannot be trusted, then his keys must be turned in to the office at the beginning of each day and picked up when the student leaves campus.

TRANSPORTATION

WBA does not provide daily bus transportation to and from school; however, transportation is provided for field trips and sports activities. The following is a list of general bus rules:

1. Students are to observe the same conduct while on the bus as they are expected to maintain in the classroom.
2. Be courteous to the bus driver, teachers and fellow students.
3. Do not eat or drink on the bus without permission.
4. Keep the bus clean.
5. Obey teachers and the bus driver at all times.
6. No headsets or earphones are allowed on the bus.
7. Stay in your seat while the bus is moving.
8. Keep your head, hands, and feet inside of the bus at all times.

FIELD TRIPS

Students will have field trips scheduled during the year. These experiences are designed primarily to enrich learning; therefore, attendance is compulsory.

Any student whose behavior does not comply with the proper conduct required at WBA may be deprived of field trips and will be assigned academic material to complete at school during the day of a scheduled field trip. Students who are not permitted on field trips due to poor conduct are not excused from school attendance.

If field trips are canceled because of rain or bad weather, the daily classroom routine will be observed.

EMERGENCY SCHOOL CLOSING

In the event of bad weather or any other emergency, WBA will consider the opinions of the U. S. Weather Bureau, the Butler County Sheriff's department, and the Butler County Civil Defense,

and will close accordingly. On occasions like this, watch or use the app for KFVS 12, or go to the school's Sycamore page or our Facebook page for instructions. WBA will also send out a text to parents through our School Messenger platform.

EMERGENCY DRILLS

Procedures for extreme weather conditions, fire drills, and other emergency drills will be practiced periodically during the school year. Students are expected to refrain from talking, pushing, or running during an emergency drill. Students are expected to conduct themselves in an orderly manner during these drills.

LOST AND FOUND ITEMS

Lost and found articles are taken to the school office. Students will have two weeks to claim these items before they are donated or discarded.

LUNCH

The Academy offers a variety of meals, milk, juice drinks, and assorted snacks for purchase. Students may also bring their own lunches and snacks from home.

Money may be deposited in the student's lunch account on Sycamore, in the office, or by sending it with the student. Money should be deposited in the student's account **before** lunches are ordered.

Students may be checked out at the reception desk to eat lunch with their parents off campus; however, parents are asked not to eat lunch with their students in the lunchroom.

KINDERGARTEN SNACK: K4-K5

These classes will have a snack time each morning. These snacks are provided by WBA.

COMMUNICABLE DISEASES

Westwood Baptist Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term communicable disease shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A staff or faculty member who reasonably suspects that a student or employee has a communicable disease shall immediately notify administration.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, WBA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. WBA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

STUDENT ACCIDENT OR ILLNESS

PROCEDURES

1. Accident involving a student
    a. When a student is injured during school hours, depending on the severity of the injury, the student is sent to the office to be evaluated by a member of the office staff. Common treatments include:
        i. Cleaning scratch, cut or scrape with antiseptic wash
        ii. Application of bandages
        iii. Application of ice pack
    b. In most cases, the student's parent/guardian is notified of the accident.
    c. If the student has injuries requiring further attention, the parent is notified, and the student is released to their care.
2. Illness of a student
    a. When a student is sent to the office for the first time feeling ill, a member of the office staff takes his temperature. If the student is running a fever over 99.5 degrees, a parent is notified.
    b. Conditions for which the student will be sent home immediately include, but are not limited to, the following:
        i. Vomiting/diarrhea
        ii. Fever over 100 degrees
        iii. Pink eye
        iv. Widespread rashes
    c. Once a parent is notified to pick-up an ill student, the student must remain at the reception desk until a parent or parent's designee signs them out.
    d. A student's temperature should be less than 100 degrees, and the student should be free from vomiting and diarrhea for 24 hours or more before returning to school.

MEDICATIONS

All Medication to be taken during school hours must be delivered to the school office. Students are not allowed to keep any medication on their person or self-administer medication while on campus or on school trips.

Ibuprofen, Tylenol, cough drops, supplements, etc. will only be administered by the WBA staff with parental consent as stated above. All remaining medication will be returned or destroyed at the end of the school year.

Medication will be administered by staff only with a permission note, which includes the following:

1. Student's name
2. Diagnosis
3. Name of medication
4. Amount of dosage
5. Exact time to be given at school

6. Physician's name and telephone number
7. Parent's signature

A form, which includes this information, may be picked up in the school office. If this form is not completed for your child's medication, our office staff will not administer the medication. Medication in the form of chewing gum is not permitted. All medication must be in the original, properly labeled pharmaceutical container with the prescribed instructions easily visible. If possible, please arrange your child's dosage schedule so no dose is necessary during school hours. OTC and prescription medications will not be dispensed in excess of the manufacturer's recommended/prescribed dosage. Any OTC medication doses that surpass the recommended dosage will only be administered with written instructions from your child's physician.

WBA has the right to refuse to administer any medication they believe is not in the best interest of the student, due to dosage, side effects, or other concerns.

SCHOOL HOURS

OFFICE HOURS

School Days:	7:30 a.m. to 4:00 p.m.
Summer School Sessions:	7:30 a.m. to 3:30 p.m.
Summer Days:	9:00 a.m. to 3:30 p.m., Monday-Thursday

STAFF HOURS

Westwood Baptist Academy staff members will be on duty each day (Monday through Friday) from 7:15 a.m. to 3:30 p.m. Westwood Baptist Academy will not be responsible for students before 7:15 a.m. or after 3:30 p.m. unless the students are enrolled in the Extended School Day program. The ESD program ends at 5:30 p.m.

STANDARDS OF DRESS

One's outward appearance is a reflection of the condition of the heart and mind. Through dress, make-up, and hairstyle, attention is drawn to the Lord or away from Him. Thus, the following policies are established by Westwood Baptist Academy for the mode of school attire for our students.

UNIFORMS

Westwood Baptist Academy has a uniform dress code. Our suppliers are Flynn & O'Hara Uniforms out of Philadelphia, PA and Guy's Uniforms in Cape Girardeau. Some frequently asked questions about the uniforms are as follows:

1) **When/How do I order the uniforms?** You may order at any time during the year by the following ways: 1) Internet Ordering: Flynn & O'Hara Uniforms: The website is www.flynnohara.com. Use school specific ordering by registering and searching for our school name and city; Guy's Uniforms: The website is www.guysuniforms.com; 2) Phone Ordering from all companies: The toll free phone number for Flynn & O'Hara Uniforms is 1-800-441-4122. The phone number for Guy's Uniforms is 573-450-8267.

2) **What if my student grows over the summer?** All garments from Flynn & O'Hara Uniforms in their original condition with size tags attached are exchangeable or returnable for a full refund. All garments from Guy's Uniforms in their original condition with size tags attached are exchangeable or returnable for a full refund within one month of the purchase. Please be sure to try them on before washing!

3) **Is there any type of guarantee?** Yes. At Flynn & O'Hara Uniforms, defective worn items will be replaced for the same size only within the same school year of the purchase. At Guy's Uniforms, defective items will be replaced for the same size only within one month of the purchase. All returns must be accompanied by the receipt.

4) **What items and how many uniforms do I need to order?** We recommend at least two uniforms per student. Your student can be outfitted with fewer uniforms; however, it will increase the number of times you would need to do laundry during the week. All 7th-12th graders, who have a P.E. class, should purchase at least one set of P.E. shorts and shirt. The accessory items are available for your convenience (belts, socks, hair bows, and headbands). They are not required to be purchased through the uniform companies as part of the uniform code; however, all accessories must match and coordinate with the uniform being worn that day. Elementary boys are allowed to purchase shorts from the uniform company. These shorts are only to be worn from the beginning of the school year to Columbus Day and from St. Patrick's Day to the end of the school year.

5) **How much should I expect to spend on uniforms?** Obviously, that depends on how many items you choose to order; however, to give you a point of reference, consider the following scenarios based upon the recommendation of at least two uniforms. The following are examples of uniforms purchased from Flynn & O'Hara Uniforms; Guy's Uniforms has similar pricing.

Elementary (K4-6th) Boys' Casual Uniform:
Khaki or navy pants $32.25-$37.00
Khaki or navy shorts $29.25-$33.50
White or green polo SS or LS $27.50-$29.75

Elementary Boys Total = $119.50 - $133.50

Elementary (K4-6th) Girls' Casual Uniform:
Khaki or navy pants $30.00-$38.25
White or green polo SS or LS $29.50-$33.25
Khaki or navy Skort $35.00-$38.00

Elementary Girls Total = $119.00 - $143.00

Junior & Senior High (7th-12th) Boys' Casual Uniform:
Khaki or navy pants $32.25-$37.00
White or green polo SS or LS $27.50-$29.75

Gym shorts with logo $22.50-$23.50
Gym shirt with logo $15.50-16.00

Junior & Senior High (7th-12th) Boys' Total = $119.50 - $173.00
Junior & Senior High (7th-12th) Girls' Casual Uniform:
Khaki or navy pants $30.00-$38.25
White or green polo SS or LS $29.50-$33.25
Khaki or navy skirt $55.00-$64.00

Gym shorts with logo $22.50-$23.50
Gym shirt with logo $15.50-$16.00

Junior & Senior High (7th-12th) Girls' Total = $119.50 - $225.00

BOYS: K4-12th Grade

APPAREL
Junior and senior high boys must keep their shirts tucked in at all times. We encourage the elementary boys to tuck in their polo shirts; however, we do not require it. Belts should be worn with pants. Shirts worn under the uniform polo need to be solid white, navy, gray, or black. Camouflage is not permitted in the classroom. Only Westwood Baptist Academy uniform jackets, sweatshirts, fleeces, hoodies and other approved jackets or pullovers, such as team jackets, will be allowed to be worn in the classroom. Other jackets may be worn to school but will not be permitted in the classroom or lunchroom. Hats, of any kind, should not be worn in the building.

HAIR
Boys must have a standard haircut. The hair is to be off the collar. It must be completely above the ears and cannot be overly bulky or bushy on the sides or in the back. The sideburns may come no longer than the bottom of the ear lobe. The hair must not cover the eyebrows at any time. Extreme designs or partially shaven designs will not be permitted. Boys should not have braided or dyed hair. Hair checks will be performed from time to time by administration and faculty. Young men should be clean-shaven.

SHOES
K4-6th: Shoes and socks must be worn at all times. Sandals and Crocs are not permitted. Due to recess periods in the gym, shoes with non-marking soles are preferred.
7th-12th: Shoes and socks must be worn at all times. Normal gym, dress, or casual shoes, or boots that are in good, clean condition may be worn. Sandals, Crocs and rain boots/rubber boots are not permitted. Pants must be worn on the outside of boots.

JEWELRY
Earrings or any body piercings are not acceptable. Body art, which can be easily covered, should be covered at all times while on school property or during school functions. Offensive or excessive visible body art is not permitted. Boys are allowed to wear one necklace underneath the shirt. Chokers or necklaces that are not long enough to go under the front of the shirt are not allowed.

GIRLS: K4-12th Grade

APPAREL
Modesty is the main principle, and we trust that you will partner with us to maintain the modesty of our students. Uniform skirts and culottes must come to the knee. Shorts may be worn under skirts for recreation. Solid white, navy, nude, black, gray, or dark green tights, nylons, or full-length leggings may be worn under skirts. Shirts worn under the uniform polo need to be solid white, navy, gray, or black. Scarves and vests should not be worn over the uniform. Camouflage is not permitted in the classroom. Only Westwood Baptist Academy uniform jackets, sweatshirts, fleeces, hoodies and other approved jackets or pullovers, such as team jackets, will be allowed to be worn in the classroom. Other jackets may be worn to school but will not be permitted in the classroom or lunchroom. Hats, of any kind, should not be worn in the building.

HAIR
Girls' hair must be neat and clean. Fad hairdos, cuts, or colors are not permitted. Highlights should be a natural hair color and should complement the student's natural hair color. Bangs must be cut above the eyebrows. Extreme designs or partially shaven designs are not acceptable. Hair accessories need to match the uniform in color.

SHOES
Ugg-style shoes: For safety reasons, Ugg-style shoes must have a firm sole and at least a half-back.
K4-6th: Socks or hose should be worn with shoes that are not sandals. Crocs are not permitted. Sandals are permissible, provided they are not between-the-toe strap style or shoes without backs, and may be worn without socks. Due to recess periods in the gym, shoes with non-marking soles are preferred.
7th-12th: Normal gym, dress, casual shoes, or boots that are in good, clean condition and clean may be worn. Sandals are permissible, provided they are not between-the-toe strap style or shoes without backs, and may be worn without socks. Socks should be worn with shoes that are not sandals. If socks longer than ankle socks are worn with a skirt or dress, they need to match the uniform (white, navy, nude, black, gray, or dark green). Rain boots/rubber boots, slipper-like footwear, and Crocs are not permitted. Pants must be worn on the outside of boots.

JEWELRY
Girls should wear jewelry in moderation. Body piercing, other than pierced ears, is not acceptable. Earrings should match each other. Body art, which can be easily covered, should be covered at all times while on school property or during school functions. Offensive or excessive visible body art is not permitted.

Elementary girls should not wear makeup. Make-up for 7th-12th grade students should be conservative.

The following actions will be taken for uniform violations:

Upon a uniform violation, the parents may be asked to bring a change of clothing, and the student will remain in the school office until an appropriate change of clothing has been made. While the student is absent from class, he/she is still held responsible for all class work missed.

Any absenteeism relating to the hair or uniform violations will be considered an unexcused absence. Continued uniform violations could result in a detention or a suspension from school.
Also, upon a uniform violation, a uniform violation notice will be sent home to the parents.
Any questions on school attire should be directed to the administration. The administration has the final word on all cases.

PARENTS
We would also appreciate parents dressing appropriately while on campus. Modesty is the main principle in this area. There is **no smoking** on campus.

DRESS FOR EXTRACURRICULAR ACTIVITIES
At Westwood Baptist Academy, we believe that students need to look godly at all times. Modesty is the main principle. While it is not necessary for students to follow the uniform guidelines for most extracurricular activities, the following rules should be observed by each student. Any student who is deemed to be inappropriately dressed may be asked to leave the event.

1. Jeans may be worn, but they must be in good shape with no holes; no skinny jeans and no leggings.
2. Shorts may be worn but need to be no more than five inches from the kneecap.
3. Shirts need to be modest and should not have inappropriate sayings on them.
4. Ladies: skirts and dresses must come to the knee.

ACADEMICS

CURRICULUM

The curriculum stresses the core subjects of mathematics, English, reading, history, and science. We also feel that it is important to develop the whole person in areas such as physical education, music, and art. A systematic Bible study is a planned part of the daily curriculum in each classroom. The King James Version of the Bible is used as the text for Bible study and for Scripture memorization. Each student is required to memorize assigned Bible verses for recitation in class or during assembled programs.

REPORT CARDS

Grades can be checked anytime on Sycamore. Report cards will be sent home four (4) times a year. Report cards will not be issued to students whose tuition payments are not current during the last grading period.

HOMEWORK

We believe homework is an integral part of the school program, and each teacher is at liberty to give homework to aid each student to advance his studies and work skills. Therefore, each student is required to complete his work assignments on time. We do request parents'

cooperation in seeing that assignments are completed. In an effort to facilitate mid-week church attendance, there will be no written homework assignments on Wednesdays; however, students may be required to fulfill a reading assignment or prepare for a test or a quiz.

JR/SR HIGH SCHOOL HOMEWORK POLICY

Each teacher will keep a homework record for each student within each subject. When a homework assignment is missing or incomplete, one of the following actions will be taken depending upon which offense the student has violated. The teachers are allowed leeway in instances where the student has gone several weeks without a violation.

1st offense:	Verbal Warning
2nd offense:	Extra homework assignment and/or verbal warning
3rd offense:	Extra homework assignment & a phone call to parent
4th offense:	Detention
5th offense:	Detention
6th & following offenses:	Sent to the office

The method of calculating the final grade is typically as follows:

1/3 of the final grade will be the quiz average
1/3 of the final grade will be the test average (not including the nine-weeks exam)
1/3 of the final grade will be the nine-weeks exam

Homework will be checked daily and treated as a quiz grade at the teacher's discretion.

GRADING SCALE

A+	100	C+	79-77	E	Excellent
A	99-96	C	76-73	S	Satisfactory
A-	95-90	C-	72-70	IM	Improving
B+	89-87	D+	69-67	N	Needs Improvement
B	86-83	D	66-63	U	Unsatisfactory
B-	82-80	D-	62-60	WF	Withdrew Failing
W	Withdrew	F	59-0	MD	Medically Excused

A+ SCHOLARSHIP PROGRAM

On March 9, 2021, WBA became a Missouri A+ designated school. The A+ Scholarship Program provides scholarship funds to eligible graduates of A+ designated high schools who attend a participating public community college or vocational/technical school, or certain private two-year vocational/technical schools. For more information, see the school office.

GRADUATION REQUIREMENTS

Two diplomas are offered at WBA. The General Education diploma requires 24 credits. The College Prep diploma requires 25 credits. Each student will enter his freshman year in the College Prep track. Administration, parents, and the student will decide if changes need to be

made after the student's sophomore year. More specific information is given below. Classes taken for high school credit are weighted on a four-point scale. Physics, Chemistry, Pre-Calculus, Spanish 2, and some dual-credit courses are weighted on a 5-point scale. A "credit" represents a course that meets for 7,830 minutes for a full year. One-half credit is given for a course that meets for 3,915 minutes per semester/year.

Courses required for the General Education diploma:

Language Arts	4 credits
Mathematics	3 credits
Science	3 credits (must include 1 credit of Biology)
Social Studies	3 credits (must include 1 credit each of American History and World History and ½ credit of American Government)
Fine Arts	1 credit
Practical Arts	1 credit
Physical Education	1 credit
Health	.5 credit
Personal Finance	.5 credit
Electives	7 credits (must include 1 credit of Bible for each year enrolled at WBA)
Total Required	**24 credits**

Courses required for the College Prep diploma:

Language Arts	4 credits
Mathematics	4 credits (must be Algebra I or higher)
Science	3 credits (must include Physical Science and Biology and either Chemistry or Physics)
Social Studies	3 credits (must include U.S. History, World History, Government)
Fine Arts	1 credit
Practical Arts	1 credit
Physical Education	1 credit
Health	.5 credit
Personal Finance	.5 credit
Specified Electives	2 credits (must include Spanish I)
Electives	5 credits (must include 1 credit of Bible for each year enrolled at WBA)
Total Required	**25 credits**

All students are required to take the ACT prior to graduation. High School Diplomas will not be awarded until ACT scores are on file in the WBA office.

A student who is lacking only one credit for graduation may march at graduation provided the student has made prior arrangements to make up the credit. The diploma will not be awarded until the credit work has been completed. A student lacking more than one credit will not be allowed to march.

Only students who have taken and passed subjects required for college entrance will have a chance at college acceptance. Admission policies vary among colleges. Each student and his family should be aware of these and other factors that may affect college admission.

VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

Only students who meet the following requirements will be considered for valedictorian or salutatorian:

1. The student must be eligible for the college prep diploma
2. The student must have a high school GPA of 3.5 or higher
3. The student must have an ACT score of 21 or higher
4. The student must have been enrolled at WBA for his last four semesters leading up to graduation

COLLEGE COURSES AND DUAL ENROLLMENT

Students who wish to take courses at a college may do so as long as it does not interfere with their schedule at WBA.

WBA does offer our Juniors and Seniors dual enrollment opportunities through Maranatha Baptist University in several areas of study. The cost for college classes is in addition to the regular WBA tuition. Keep in mind that three college credits equal half of a high school credit, and five college credits equal one high school credit. Certain restrictions apply, and WBA only allows dual enrollment opportunities for specific classes. Please see administration for more details.

VOCATIONAL-TECHNICAL PROGRAM

WBA has an agreement with the Poplar Bluff Technical Career Center to allow our juniors and seniors to apply to participate in their vocational-technical programs. See the office for more information.

EARLY DISMISSAL

When a student becomes a senior at Westwood Baptist Academy, he may be eligible for early dismissal if certain requirements are met.

1. The student must be enrolled in the classes that he needs to fulfill the requirements of the College Prep Diploma.
2. The student must have a cumulative high school grade point average of 3.0 or higher.
3. The student must have scored a 21 or higher on the ACT Test before his senior year begins.
4. The student must meet with the administration and have his schedule approved.

A senior will not be allowed to leave under this policy until 1:15 p.m.

EXTENDED SCHOOL DAY – K4 THROUGH 6TH GRADE

Extended school day is available for K3 through 6th grade students. Afternoon ESD is from 3:15 p.m.-5:30 p.m. for $6.00 per day. The program fee is billed after it is used and will be charged to the student's account during the next billing cycle. The students may purchase or bring a snack to be eaten during this time. There will be a time for homework, if needed, as well as free time for the students to unwind after a long day of class time. ESD is available only on days that school is in session. ESD is not available when there is a half-day dismissal. ESD dismisses promptly at 5:30 p.m. Any student picked up after 5:30 p.m. will have $1.00 per minute, per student, with a minimum charge of $6.00 per day, assessed to his account.

Jr. and Sr. High students are allowed to stay at the school until 5:30 p.m. as well. Although not charged for ESD, any Jr./Sr. High student that is picked up after 5:30 p.m. will have $1.00 per minute, per student, with a minimum of $6.00 per day, assessed to his account. Unless otherwise instructed, these students will need to stay in school uniform. Also, in order to have proper supervision, these students need to be in the same room with the ESD teacher unless special permission is granted. If it is proven that a student cannot abide by these guidelines, arrangements will need to be made for this student to be picked up when school is dismissed.

OPEN HOUSE

Since very important classroom information, school procedures, and plans for the year will be given during open house, it is imperative that all parents/students attend open house at the beginning of the year.

PARENT-TEACHER CONFERENCES

Please feel free to consult with the office about any problem or question that concerns the welfare of the student. It is the desire of the administration and faculty to be of service to all parents and students.

Parent-Teacher conferences will be scheduled at the end of the first and third quarters, and an open house will be scheduled in January. The work habits and achievements of the student will be discussed during these scheduled conferences. **No** conferences will be scheduled **before** school hours.

Parents are encouraged to discuss problems with our teachers, but it is our policy to set up appointments. Please send the teacher a Pass-a-Note on Sycamore requesting an appointment or call the office and leave a message. The teacher will return your note or call after school. This will be very helpful because our teachers are not allowed to carry on long conversations with parents during school hours.

SUPPORT ORGANIZATIONS

Alumni Organization

At WBA, we are greatly interested in our graduates continued success. We have several ways for our alumni to stay connected, including our website, the alumni Facebook and Twitter pages, the annual alumni athletic competitions, and the annual Alumni Banquet.

Booster Club

The purpose of the Booster Club is to help promote Westwood Baptist Academy throughout the community, through fundraisers which go towards funding the extracurricular activities of the academy. If you would like more information about becoming a member of the Booster Club, please contact the school office.

STUDENT ACTIVITIES AND ORGANIZATIONS

Several opportunities exist for students to become involved in Westwood Baptist Academy:

1. Athletics
    a. Elementary: basketball, cheerleading, and soccer
    b. Junior varsity boys: basketball
    c. Junior varsity girls: volleyball
    d. Varsity girls: volleyball, basketball, soccer, and track
    e. Varsity boys: soccer, basketball, baseball, and track

Athletes must maintain a "C" average with no "F's" to be eligible to participate in junior varsity/varsity sports. If, at the end of a quarter, a student does not maintain a "C" average with no "F's," that student will not be able to participate in athletics during the next quarter.

2. Fine Arts/Academics
    a. Students are able to display their talents in the areas of academics, music, art, drama, and speech in competitions and other performances.
    b. Every year, our students compete in the MAACS Bible, Academics, and Fine Arts competition, where they are given a chance to compete against other schools in the Midwest region.