



WEST FLORIDA BAPTIST ACADEMY
STUDENT HANDBOOK

www.wfbacademy.org



“ACADEMICALLY EXCELLENT,
DISTINCTIVELY CHRISTIAN.”
revised 2010

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STATEMENT OF FAITH

Without apology West Florida Baptist Academy holds to the statement of faith of the West Florida Baptist Church of Milton, Florida. A listing of what we believe follows:

1. The divine inspiration of the Scriptures (1611 King James Version).
2. The triune God (Father, Son, Holy Spirit).
3. The fallen nature of man and his just condemnation because of sin.
4. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter ones gender by surgery or appearance.
5. We believe that the only legitimate marriage is the joining of one man and one woman.
6. Salvation by grace through faith, as a free gift of God, through Jesus Christ our Savior.
7. The progressive work of sanctification.
8. The eternal security of the believer.
9. The harmony of the law and the Gospel.
10. The prominence of the local, visible New Testament Church.
11. The baptism by immersion for believers.
12. The ordinance of the Lord's Supper.
13. The honoring of the home, church, and civil government.
14. The Incarnation, the Virgin Birth, and the Deity of our Lord and Savior Jesus Christ.
15. The death, burial, and bodily resurrection of Jesus Christ on the third day.

16. The vicarious and substitutional atonement for the sins of mankind by the shedding of His Blood on the cross.
17. The resurrection of the righteous to life and the wicked to damnation.
18. The personal imminent return of our Lord and Savior Jesus Christ.
19. That creation, not evolution, describes the beginning of man; that man was created by a direct act of God and in the Image of God.

HISTORY

In May of 1979, Pastor Jerry Walker presented to the men of Stewart Street Baptist Church the desire to provide an education for the children of the church families based on the Biblical principles and emphasizing spiritual training, character building and high academic standards. Therefore, on September 4, 1979, the Stewart Street Baptist Christian School opened its doors for students from our church and other churches in the area who were interested in the same goals. There were 76 students enrolled that year. The A.C.E. program was used in the beginning and was gradually changed to the traditional classroom format.

In the fall of 1987 we opened classes in our new building with our new school name, West Florida Baptist Academy; and a new principal, Alan Stewart. He later became the pastor of the church and administrator of the school . He has since continued the vision begun by Jerry Walker. Since the beginning of our school we have seen the staff and faculty more than double in size and we currently have over 300 students.

WELCOME TO WEST FLORIDA BAPTIST ACADEMY

Our purpose at West Florida Baptist Academy is to teach Christian character, spiritual responsiveness to God, hard work, and high academic achievement. We are striving to teach our students how to

live, not just how to make a living. We endeavor to be Academically excellent, but distinctively Christian. We believe that teaching is a God-given calling and ministry, not just a vocation. We want to produce well-balanced Christians. We are striving to instill into our students the idea of measuring every action and attitude against the principles in the Word of God. As the student grows spiritually, mentally, socially, and physically; the Word of God will ensure that the student becomes “thoroughly furnished unto all good works.”

As a Christian school, our purpose is to assist the parents to “train up a child in the way he should go.” For the school to be effective, the home must be in order. We must learn to control the inputs which lead to error: television, music, movies, books, and magazines. Those inputs which promote fornication, hatred, covetousness, drunkenness, rebellion, or blasphemy should be eliminated and replaced by purity of morals, love toward others, and obedience to God.

Every time a group of people come together they must establish rules to govern themselves. Rules are established to benefit all of the members of the group. It is for this reason that rules should be looked upon as a good thing.

At West Florida Baptist Academy we have four types of rules:

1. Rules that prohibit known sins.
2. Rules that help to establish self discipline in the heart and mind of the student.
3. Rules that promote high standards of excellence in mental, spiritual, and physical activities.
4. Rules that are for the protection and general well-being of the student or student body as a whole.

Rules are meant to serve the student’s best interest. The administration constantly scrutinizes the rules to see if they are serving their purpose. If a parent or student has a sincere question about a rule, he is urged to contact the school office.

God expects loyalty from His children. In order to be loyal to the Lord, we must obey and support those He puts in authority over us. We must be loyal to our parents, our local church, and our school. For this reason, we cannot allow any derogatory remarks concerning anyone in a position of authority or responsibility. Do not pass on any derogatory remarks to other students or parents.

If a student or parent has a complaint, it should be taken directly and privately to an individual in that area. We welcome the opportunity to straighten out problems as soon as possible if they are brought to us in the proper manner. We cannot correct problems if they are not brought to our attention.

We ask that parents and students do not share their problems with other parents, students, or faculty members that are not involved in the solution of the problem. Passing on negative feelings about the school causes the entire ministry to be hurt. The Lord admonishes us to build up and encourage one another.

We reserve the right to make such changes as we deem necessary throughout the school year. Students will be informed of these changes in chapel services. We are looking forward to serving you. Please pray that God will bless our combined efforts to make this a great year.

ACCREDITATION

State accreditation is an administrative mechanism designed to attain a uniform education for all children in public schools. It was established as a means for the government to insure that all public school districts meet what the state has established to be minimum academic and facility standards. These standards are arbitrary and are established by individuals who may not be saved nor in sympathy with the philosophy of a Christian school that stands on Biblical principles.

Accreditation of a private Christian school is not necessary for a graduate of that school to be ac-

cepted in any college or university. Entrance to such institutions is based on the attainment of a high school diploma and the academic merits of the individual which are determined by their scores on nationally standardized tests. We do issue a state recognized diploma. Therefore, we do not seek state approval or accreditation but do endeavor to provide the highest possible academic program, so that our students can enter any institution of higher learning to which the Lord may direct them. Presently, we are associated with Florida Association of Christian Colleges and Schools, Inc.

ADMISSIONS

West Florida Baptist Academy is open to students of any race, color, or ethnic group so long as they meet the following qualifications:

1. At least one parent must be a born-again Christian. We would prefer that both parents be saved and that the student has made a profession of faith.
2. All prospective students must have an interview with the principal and be approved by the administrative committee.
3. Application packets must be filled out in their entirety. This includes the registration form, and Statement of Cooperation and Waiver of Liability which must be signed by both parents or legal guardian without any changes. Copies of papers verifying legal guardianship or custody papers must be provided and kept on file. This must be done before students are admitted to classes. We will also need a health exam form, immunization form, and a copy of the birth certificate.
4. A placement test is required of those students transferring from other schools in grades 1st-12th .
5. Transfer students are admitted on a conditional basis until all transcripts and records from the previous school verify their academic status and records as well as disciplinary actions are reviewed.
6. Parents must sign a statement of cooperation. (See #3 above.) Students in grades 7-12 must sign a standard of conduct form.
7. Students must live at home with their parents or legal guardians. Any student moving away from home without parental permission must drop out of school until the situation has been resolved.
8. If the student's primary parent or legal guardian changes during the year, the new legal parent or guardian must re-apply to the school for the student to remain enrolled.
9. Students who have withdrawn at the end of a year and re-enroll will be considered as a new enrollment. All fees, forms and admission policies apply. Students who withdraw and re-enroll in the same school year will be charged a \$30 re-enrollment fee plus any other applicable charges.
10. Attending West Florida Baptist Academy is a privilege and not a right. The school reserves the right to deny admission or re-enrollment to any student that, in the opinion of the administration, does not fit into the spirit and purpose of West Florida Baptist Academy.
11. Students entering any pre-school (K3 or K4) or kindergarten (K5) class must be the appropriate age by November 1. All pre-school and kindergarten students must be potty-trained. Students starting K3 must be 3 years of age before school begins.
12. Re-enrollment is not guaranteed. Each year students must re-apply for admission and, after the previous year has ended, the admissions committee will evaluate each student for re-enrollment.

FINANCIAL INFORMATION

Registration Fee: A registration fee reserves a place for your child in his grade and pays for administrative and secretarial work related to pupil's files and records. Since this fee is for services rendered at the time of registration, the fee is not refundable. Reservations will not be held for your child until this fee is paid. We offer a discounted rate if the reservation fee is paid by June 15.

Book/Course Fees: This fee provides for the rental of textbooks, purchase of workbooks, testing materials, and other consumable supplies in the classroom. The fee varies according to the grade the student is in and according to the classes that the student selects. A complete list of course fees can be obtained through the office. Course fees are due by July 15. This fee is not refundable. Students should take proper care of books and supplies. Neglect, abuse or excessive wear on books or replacement costs will be paid for by the student's parent or legal guardian. If a parent chooses to purchase their child's books from an outside source, they must obtain ALL the books (even the books used in the classroom that are considered the Arental@ books) being sure to get the edition that we are currently using in the classroom. A \$40 testing fee will be charged in lieu of the book fee.

Course Change Fee: Students in grades 9-12 sign up for courses for the following year in the late spring. Those who change courses after July 15th will owe a course change fee.

Matriculation Fee: Provides for paper supplies, classroom supplies, and general school needs. The matriculation fee is due at the beginning of each semester (*August 1 and February 1*).

Student Accident Insurance: All students are required to purchase accidental/catastrophic insurance. This is a group insurance that covers your child if they are injured on school property during regular school hours or at a school-sponsored activity. This is not a health insurance policy.

Locker Fee: Students in 7-12 grades are provided with a lock and locker in which to keep their school supplies. Only school provided locks may be used. There is a fee charged at the beginning of the year for the use of the locker. This fee is non-refundable. If a student loses his or her assigned lock or key, he/she will need to pay a replacement fee, or if the student damages the lock or locker, he/she will be charged accordingly. We reserve the right to periodically check lockers. Lockers should be kept locked at all times. We are not responsible for items stolen or lost whether inside or outside the lockers. Items left outside the lockers at the end of the day will be taken to lost and found and a fee will be charged to reclaim them. All items left after 30 days will be taken to a benevolence facility. The privilege of renting a locker may be taken away if the student does not maintain them properly.

P.E. Uniforms: Students enrolled in a P.E. class are required to purchase a P.E. uniform through the school office. Failure to wear a proper P.E. uniform will affect grades and could cause loss of credit for the P.E. class.

Lunch Cards: Lunch cards should be purchased through the office and paid with a separate check. The card is kept in the lunchroom and you will be notified when the card is low. Any restrictions you want put on the card must be written on a note when the cards are purchased.

Extended care: Extended care is provided for our students at an hourly fee. Further information can be found under general information or by contacting the office. Extended care begins on the hour after school is dismissed each day. Bills for this service are sent out at the end of each month except for the month of May when we collect at the end of each week. Extended care will not be provided if you are past due on your account.

Graduation Fee: There is a fee charged to students enrolled in K-5 and 12th grade which covers the cost of the caps and gowns, programs, and materials which are used in the graduation ceremonies.

These fees must be paid as well as any other school fees before the student may graduate.

Placement Fee: Students transferring into West Florida Baptist Academy will be asked to take a placement test. A small fee is charged for this service.

Tuition: West Florida Baptist Academy neither solicits nor accepts government funds of any type; therefore, it is necessary that fees and tuition be paid when due. All payments are due in advance, and students will not be permitted to attend class unless accounts are current.

1. Current tuition rates may be obtained by calling the school office at (850)-623-9306 or going online at www.wfbacademy.org.
2. Registration, matriculation, book fees, and the first month's tuition must be paid before students begin classes each year.
3. Each month's tuition is due on the first of the month, beginning August 1 and ending May 1. Requests for copies of bills require a 24 hour notice.
4. Tuition payments received after the eleventh of the month will have a \$20 late fee applied.
5. If tuition remains unpaid by the end of the month, the student will not be allowed to attend classes on the first of the next month.
6. No student will be allowed to take final exams if tuition payments are not current.
7. Classes missed because of non-payment of tuition are considered excused absences and any class work missed must be made up.
8. Any returned checks will be charged a \$20 service charge and two returned checks will cause an account to be placed on a cash only basis.
9. No discount is given for accounts paid in full at the beginning of the year.
10. If a student withdraws or is expelled

for any reason, no tuition will be re-funded for the monthly period in which the withdrawal or expulsion occurs.

GENERAL INFORMATION

Chapel: Our chapel program is geared to reaching the heart of the student. All the knowledge and wisdom that a young person can gain in the classroom is in vain if he does not have a heart to use it properly. Chapel services are held one day a week for grades K5-12. All students are required to attend Chapel and to bring a complete, readable King James Bible. No substitute is allowed.

Closed Campus Policy: Students may not leave the school grounds during school hours without permission from the Administration. Parents picking up students early need to check them out in the office. Any visitors to the school must come through the school office and get a visitor's pass. This includes former students, volunteers, friends, relatives, and parents. All visiting students must be approved in advance by the administration. Only prospective students will be allowed to visit with current students.

Emergency Information: It is important that the school be kept informed of the parent's current address, phone number, place of employment, and employer phone number. If there is any change during the year, please let the office know immediately. Unlisted phone numbers will be kept confidential.

Expelled Students: An expelled student loses credit for the current semester and is able to return to West Florida Baptist Academy only after requesting and receiving the permission of the administrative committee. An expelled student, regardless of the reason for expulsion, is not allowed on campus. He may not attend any school-sponsored activity or athletic event.

Extended Care: West Florida Baptist Academy provides extended care services for enrolled children in grades K-3 through sixth only before and/

or after school hours. Parents may bring their children to school as early as 7:00 A.M., and any student still on the campus after 3:00 (1:00 on Wednesdays)—except for organized activities—will be expected to check in at extended care and will be charged for services. This includes siblings of students involved in after school activities such as sports, drama, or music. Please contact the school office for a listing of the fees and hours available.

Field Trips: Students will be allowed the opportunity of participating in one or two field trips a year. The school rules apply to behavior and dress code on the field trips unless otherwise notified. These field trips are arranged for the class and cannot include friends, parents or siblings. Parents may be asked to help chaperone and will be expected to uphold the policies and dress code of the school. Any parent who does not abide by these policies will be asked not to go on the field trip. Parents will assume all responsibility for their children. A permission slip will be sent home to be signed before the field trip. Any student without a signed permission slip will not be allowed to go on the field trip. Field trip days are considered mandatory attendance days. Any student not attending a scheduled field trip, senior trip, or any school sponsored trip is required to attend school during that time unless otherwise directed by the administration. Students not on the trip or attending classes will receive zeros in all classes for that day.

Fund raisers: West Florida Baptist Academy will run fund raisers throughout the course of the school year. We require students and parents to get involved and help with our fund raisers so that we can raise the money needed to provide the extras for our school. A donation can be made in lieu of participation.

Library: Library facilities are available at West Florida Baptist Academy. All books are due on the date stamped in the book. Fines will be placed on late books. Appropriate fines will be assessed on lost books. A student who does not pay a fine will not receive his report card.

Lost & Found: Articles are taken to Lost and Found and may be redeemed for 25 cents. This is a policy we have established in order to teach students the responsibility for their personal possessions. We cannot be responsible for items left for long periods of time. Lost and Found articles not claimed will be sold at a student Lost and Found sale or discarded after thirty days. This includes items not claimed within one week after school ends in May or June.

Lunches: Hot sandwiches and an array of snacks and drinks are available for lunch at a nominal cost. Students may bring their lunch, but no student will be allowed to leave campus for lunch unless he is accompanied by his parent or guardian and has made the arrangements in advance through the office. Food and drinks are not to leave the lunchroom.

Ownership of School: The building and property of West Florida Baptist Academy are solely owned by West Florida Baptist Church and Academy, Inc., of Milton, Florida. If any student causes damage to school property, the replacement cost will be the responsibility of the parent or guardian.

Parties and Special Events: Any party at school must be approved in advance through the office. No parties will be permitted unless a responsible adult approved by the administration is in charge. We do not hand out invitations for students= personal parties.

School Closing: Announcements concerning school closing due to inclement weather or other calamity will be made on television channel 3. Parents wishing for students to be dismissed early because of inclement weather must call the office and request the early dismissal. You may call the office during school closings for updates on the school answering machine.

School Clinic: We have a school clinic with personnel on duty during school hours to take care of students who are ill or have accidents at school. The following policies are to be adhered to regarding visiting the school clinic and receiving medications:

1. MEDICATIONS:

- A. Any student requiring medication (including aspirin and vitamins) during the day may take the medicine ONLY after seeing the clinic personnel and producing written permission from his parent or guardian.
- B. Prescription medications must be sent in the original bottle with the student's name and dosage on the label. These need to be brought in to the school office by the parent. A Prescription Medicine form must be filled out and on file in the clinic.
- C. Students are not to bring or keep any medications in their possession. Medications, even over the counter types, must be brought to the school office or clinic by the parent. Medicines will be counted at that time and signed for. (Inhalers may be kept by the student after proper papers and authorization have been filled out by the parent.)
- D. Under no circumstances is a student to give another student any medicine, vitamin, or food or herbal supplement.

2. ILLNESS AT SCHOOL:

- A. Students who become ill at school should tell their teacher they are sick, and they will be allowed to go to the clinic.
- B. The clinic personnel will determine the extent of a student's illness and the required treatment. The office will call home for the student if a call is necessary.
- C. Students must have a hall pass from a teacher or the office to visit the clinic.
- D. Please be reminded that all accidents on school property or during school-sponsored activities should be reported to the office or clinic immediately and injuries should be reported no later than 24 hours after occurrence.

3. CONTAGIOUS DISEASES:

- A. Students are considered contagious if they have a persistent cough, rash, fever over 100 or any communicable

disease. If students have had any of these symptoms, or if they have been diagnosed with a communicable disease, they need to be symptom free for 24 hours before coming back to school or have a doctor's note that they are no longer contagious.

- B. Students who show signs of a contagious disease here at school will be sent home.
- C. Students who show signs of any contagious disease or have been diagnosed with a communicable disease will not be allowed to attend school until they are symptom free or a doctor's note states that they can no longer transfer this disease to another person.

OFFICE PROCEDURES

DISMISSAL FROM SCHOOL:

Regular Dismissal

	<i>Half Day Program</i>	
K3	11:30	
K4	11:40	
	<i>Full Day</i> <i>Wed.</i>	
K3-K5	2:15	12:15
Grades 1-4	2:30	12:30
Grades 5-12	2:40	12:40

On Wednesdays all students must be picked up by 12:55 p.m.

Please do not pick up children from the office at these dismissal times. To alleviate the congestion in the parking lot, Please wait for the dismissal time of your OLDEST child before getting into the pick up line.

For the safety of our students, drivers license or ID cards may need to be produced. If our personnel in charge of pick-up procedures is not familiar with the person picking up a child, they may be asked to produce identification. All those picking up a student must be listed on the registration sheet

under a list the names of persons your students may leave campus with. If identification cards are lost or if persons to pick up your child change, you will need to contact the office.

Parents or anyone designated by the parents coming within fifteen minutes of normal pick up time need to remain in the pick up line and can not check out their child through the office.

Early Dismissal: Early dismissal should be used only in cases of emergency or for appointments which cannot be scheduled after school. Students who are leaving the campus before regular dismissal time must sign out on the appropriate sheet in the office. Permission for leaving must have been given in writing by a parent or guardian of the student and approved by the office. If the student does not drive, either a parent or someone designated by the parent or guardian in writing, must pick up the student in the office and sign them out. For students to be dismissed early because of inclement weather, a parent must call the office and request the early dismissal.

Family Envelopes: Periodically, a family envelope will be sent home with students containing important information. This is the office's way to keep you informed of important events at school. Parents need to watch for these envelopes on a monthly basis. We will send most information home by e-mail. When an envelope is sent home, the parent is to remove all the materials, read the information, sign the envelope and send it back to school with the student on the following day. There will be a \$5 replacement fee for envelopes that have not been returned to school each month.

Telephone Calls: The telephones at school are for business purposes only. Telephone messages from parents will be given to the student. Emergency calls will be handled immediately upon determining the emergency. Students may not be called from class to the telephone except in emergencies. Students will not be permitted to call home for forgotten articles and the office will not call

for them. Cell phones may not be used during school hours. (See complete information under articles prohibited.) Only 7-12 grades may bring cell phones to school, but they must be turned in to the designated person before the first period of the day.

Withdrawal Policy: A student who is officially withdrawing from West Florida Baptist Academy must be released through the school office by the parents or guardians who initially enrolled the student filling out a withdrawal slip. Return of books and all other obligations will be handled at that time. If a student has attended school even one day of a given month, he is responsible for payment of the entire month's tuition. Any records or transcripts will be sent upon request from the new school if all financial obligations have been met and books returned or full retail value paid. If a withdrawn student chooses to re-enroll, a fee of \$20.00 will be charged to offset reinstatement costs.

ATTENDANCE POLICIES

Absences: Regular attendance is essential to successful class work. A student who is absent must bring an excuse, written by his parent or guardian, to the office within twenty-four hours of his return. If a student fails to bring in a written note within the allotted time, the absence will be considered unexcused. Even if you call to let us know that your child is absent, we still must have a written note for our records. No work can be made up for an unexcused absence, and students will be given a zero as a daily grade for each subject for the unexcused absence.

Work missed during excused absences may be made up for credit if done so within the assigned time. It is the student's responsibility to check with the teacher concerning makeup work. One day per excused absence is allowed for make-up work unless the student has more than three (3) tests to make up. If this happens, students must contact the office for a makeup schedule. Parents may call

for makeup work if the student has missed more than two consecutive days. Please allow 24-hour notice to pick up work.

Students must be present at least three hours to be considered present at school. No student will be allowed to take part in athletic competition or other extra curricular activities if he or she is absent from classes that day unless previously excused by the administration. Students unable to attend school on the day following an athletic competition, or they are late without a doctor=s excuse will be suspended from participating in the next game. If this practice becomes habitual, they will be removed from the team.

Students can only have five excused absences per each nine-week period. After the fifth absence, they must have a doctor=s excuse or the absence will be considered unexcused (see above explanation of unexcused absence).

More than twenty (20) absences accrued in one year will result in grades being dropped a step on the final grade in each subject. The only exception in this would be in the case of an extended illness, in which case he may not miss more than forty (40) days total per year. Excessive absences may result in loss of credit for that year.

Tardiness: Students are considered late to school if they are not in homeroom by 8:05 a.m. Tardiness is extremely disruptive to the operation of school. Chronic tardiness is unacceptable. Being prompt is a matter of habit. Students are expected to make every effort to be at school and to class on time. Students will be allowed four excused tardies in a nine week period. After the fourth one, all tardies will be unexcused no matter what the reason. Students with tardies above the allotted four will report for a 45 minute detention on the assigned day. We realize that sometimes parent=s problems may be the cause of the tardiness; however, if there are more than four tardies, the child is learning bad habits. For this reason, all procedures regarding tardiness will apply, regardless of who is at fault. At ten tardies during a nine-week period, we

consider this excessive and any tardies from 10 or more will be treated as an unexcused absence in addition to detention.

No student will be admitted to class after the tardy bell has rung without a slip from the office or designated staff member. Students who do not get a late pass will be considered absent.

Truancy: The penalty for truancy (intentional absence from school without permission) is an automatic three (3) day suspension. No work missed during such an absence may be made up. A second instance of truancy may result in the expulsion of the student. Unauthorized early departure from school or skipping classes is considered a type of truancy and the same policies apply.

Mandatory Attendance Days: During the school year, there will be certain days that we require students to be in attendance. We will bring these days to your attention by the school calendar, by e-mail, or we will make an announcement during chapel. A zero will be given on all work missed for any students absent on these days without administrative approval.

HOME AND SCHOOL COMMUNICATION

Parent-Teacher Communication: The success of the school will be due largely to the dedicated efforts of the teachers and parents. The school desires that teachers and parents communicate on a regular basis. Conferences may be requested by either the parent or the teacher. Their purpose may be either to solve a problem or simply to let the parent become acquainted with classroom procedures and to receive an update on the student=s progress. If you desire a conference, please contact the teacher or the office. Parents can also communicate with teachers through the child=s homework pad. Teachers often write notes to the parents in the homework pad, so it is important that parents check the homework pad each night. Parents may feel free to write notes in the pad back to the teacher.

Parent-Teacher Meetings are scheduled each nine weeks at the end of each grade report period. The school requests that parents be faithful to attend these meeting. Report cards will be given to the parents in the classrooms after PTM.

Orientation: At the beginning of each school year we have an orientation in order to acquaint parents and students with our policies and activities for the school year. Attendance at orientation is required since there is a large amount of information that needs to be communicated at the start of the school year.

Channels of Communication: When problems arise, the student and teacher should try to solve them. If they cannot, then the parent may call the office for an appointment with the teacher. If the problem still exists, the teacher or parent should present the situation to the principal. If the problem persists, then the principal will discuss the problem with the administrator. The channel of communication would always be (1) student-teacher, (2) student-teacher-parent, (3) teacher-parent-principal, and (4) principal-parent-administrator. All classroom problems should be directed to the teacher. All meetings need to take place on school property. The administration reserves the right to be present at any student-teacher or teacher-parent meeting.

Phone Calls and Contacts: We ask that students and parents be considerate and limit calls to teachers to between 7:00 a.m. and 9:00 p.m. or at a designated time. Parents are never to interrupt classes or call teachers away from their duties. Teachers will return a call after school hours. Teachers and students who attend the same church should refrain from discussing school business during church.

Report Slips: Report slips are sent home with students periodically in order for parents to be aware of how the student is doing academically. It is important that parents look at these, sign them, and send them back to school with the student the following day. Lost report slips are replaced at a fee of \$3.00.

Report Cards: Report cards for the 9 week grading periods are handed out at each Parent-Teacher Meeting. If a parent cannot attend the meeting, they need to come by the office and sign for it as soon as they can. It is important parents look at the report card. Your signature is our only way to verify that you have received it. Lost report cards are replaced at a fee of \$3.00.

Requests for transcripts, report card or report slip copies must be made 48 hours before needed.

Parent Volunteers: The school has parent volunteers who assist the school with fund raisers, special events, class trips, and other extra-curricular activities. The school also assigns a homeroom mother for each grade. If you are interested in being one of the parent volunteers or if you would like to be a homeroom mother, please fill out the volunteer form or contact the office. We ask that all volunteers abide by our dress code for high school students as listed on page 24 whenever working here at school or on school sponsored activities.

Please note no grades are released at any time if financial obligations are not up to date.

TRANSPORTATION

General Information: West Florida Baptist Academy does not provide transportation to or from school for any student.

All students are to be dropped off in the mornings between 7:30 and 7:55 a.m. and to be picked up by 2:55 p.m. (12:55 p.m. on Wednesdays). Parents are to drop the students off at the assigned drop off location, and when picking the students up they are to wait in the appropriate line until their student comes to the car. No parent is to park their car and come in the building to pick up their student within the fifteen minutes prior to or during regular pick up times. If you need to come in to get your child, come early, park and go directly to the office, not the classroom. Students not picked up in the pickup line must be signed out in the office or the extended care room. Parents are not to park

in the area marked NO PARKING nor are they to park in the handicapped parking spaces unless authorized to do so. For the safety of our students no one will be allowed to drive between buildings during pick up hours.

The office needs to be informed of any changes in transportation arrangements.

Student Drivers: It is a privilege, not a right, to drive on campus. Students who drive to school must first secure permission from the office in advance and show a valid driver's license and proof of insurance. They will be given a registration card and instructions concerning driving on campus when they register. Failure to abide by these instructions may result in the loss of the privilege to drive on campus.

Once a vehicle is parked on campus, students may not return to it until dismissal without permission from the office. There will be no loitering in or around parked cars before or after school. Under no circumstances will couples be allowed in parked cars.

The school is not responsible for damage to vehicles in the parking lot. This needs to be handled through private insurance companies.

Students are not permitted to transport other students to or from school without written permission from all parents involved and the school administration. This includes transportation to and from after-school activities. When traveling to and from school activities, students must remain with the assigned vehicle both going to and returning from the activity unless picked up by their own parent.

No student is to have in their car items which would be inappropriate at school (see prohibited items under Discipline). We reserve the right to have periodic checks of cars at our discretion. For the safety of our students no one will be allowed to drive between buildings during pick up hours.

ACADEMICS

Achievement Tests: Achievement tests are given every other year. The purpose of these is to critique our curriculum and to identify individual student weaknesses and strengths.

It is important that students do their best during these tests because their scores will affect the student's future as well as the school's academic future. A copy of the student's test scores is sent home to the parents in order for them to see how the student performed on the tests.

Academic Awards: At the end of the year, students receive academic awards along with participation, character, and achievement awards. Academic awards are given to the students with the highest average in various subjects and overall achievement. Students must have attended our school for the entire year and have an A average to qualify for class academic awards. Any student determined to have cheated during the year will forfeit all possibility of receiving any academic or character awards. This includes valedictorian or salutatorian. These awards are determined at the end of the third nine week period.

To be on the yearly honor roll, a student must have been on that honor roll all previous marking periods whether they attended WFBA or another school.

Graduating students must have at least a 3.5 grade point average to receive any academic honors. In order to be eligible for valedictorian or salutatorian, the student must have completed at least their Junior and Senior years at WFBA.

Adding or Dropping Courses: Students may drop or add a course between the fifth and including the tenth day of classes. Students must obtain written permission to change courses. See "Finances" for the fees concerning this. Courses may also be changed at the end of the first semester if approved by the academic supervisor.

CURRICULUM: *Minimum Requirements for Graduation:*

In order for a student to graduate from West Florida Baptist Academy, he must have attended West Florida Baptist Academy for minimum of one semester immediately before graduation and a minimum grade point average of 1.5 and he must have accumulated at least 24 credits. Within those credits he must have completed the following:

General Major

<i>Course</i>	<i>Required</i>
English	4
History	3
Math.....	3
Science.....	3
Phys. Ed.....	2
Bible*	2
Speech	1
Electives	6
	24 Total

College Preparatory

<i>2.5 GPA Required</i>	
<i>Course</i>	<i>Required</i>
English	4
History	4
Math**	4
Science.....	3
Foreign Lang.	2
Phys. Ed.....	2
Bible*	2
Speech	1
Electives	5
	27 Total

**Bible is a required subject for each year in attendance at West Florida Baptist Academy.*

***Math must be algebra I, algebra II, geometry and pre-calculus for college prep. Completing the college prep or any other course does not guarantee acceptance in college or any scholarship program.*

Transfer of Credits: West Florida Baptist Academy will accept credits from other educational institutions at our discretion if the credits are determined to be High School level. Home school students must have a certificate from an authorized entity stating they have successfully completed the previous year before we will accept any credits.

Examinations: We do not administer college entrance exams. Information on registering for the SAT or ACT will be given out when requested from the office. It is recommended that they be taken in both the eleventh and twelfth years.

Grading System: West Florida Baptist Academy issues report cards each nine 9 weeks. Students earn grades on the basis of the following percentiles:

100-99 = A+	88-85 = B	74-71 = C-
98-95 = A	84-81 = B-	70-69 = D+
94-91 = A-	80-79 = C+	68-65 = D
90-89 = B+	78-75 = C	64-below = F

The grade point scale used is 4.0 = A; 3.0 = B; 2.0 = C; 1.0 = D.

For in-house purposes, this scale is broken down further. Check with the academic supervisor for further information.

Cumulative grade point averages for graduation are figured by the final grade point average in grades 9-11 and the first three 9-week grading periods average of the senior year.

Homework: Homework is assigned as a teacher feels it necessary to review material covered in class. Homework should not take an excessive amount of time. If a student is spending too much time on homework, the parent should contact the teacher or academic supervisor to see what the problem might be. For elementary students, homework should only take from 20 minutes to an hour. For high school students, homework should not take more than 2 hours except on test days. Homework is to be turned in on the day assigned. If it is not turned in on time, the student

will receive a zero for that day's work. If it is made up within one school day's time, the grade will be changed to a 64 if they made higher than a 64, or the actual grade they made if it is below a 64.

Honor Roll: At West Florida Baptist Academy, we have three different honor rolls a student can qualify for. The A honor roll, the A-B honor roll, and the Principal's List.

A Honor Roll: A student on the A honor roll must receive an A grade in each class.**

A-B Honor Roll: A student on the A-B honor roll must receive at least one A and an A or B grade in each other class.**

Note: Students may make one step lower in subjects that require physical dexterity and still be on the honor roll.

Physical Education: Physical Education is taught at West Florida Baptist Academy. Students are taught fundamentals of soccer, basketball, football, volleyball, track and field, and baseball.

Gym uniforms must be worn by all students. Please check with the office to find out what the required uniform is. A student who is not properly dressed for physical education will have points deducted from their grade. The student will also have to go outside with class and walk or run laps. Students who are physically unable to take P.E. must bring a note and will be allowed to go to study hall. Problems that persist more than three days will require a physician's note.

Promotion Policy: If a student receives two or more F's on their final grades they may be required to repeat the grade they are currently in. If a student receives an F in a major subject on their final grades, he may be asked to repeat the grade or receive summer remedial help.

High school students will be promoted on the basis of credits earned.

- Sophomore. 5 credits or more
- Junior.....11 credits or more
- Senior.....17 credits or more

SPORTS

Athlete Eligibility: Athletes and cheerleaders follow the same rules concerning eligibility to participate in the athletic program. The following rules apply:

1. *Faithfulness To Church*-We believe that our athletes and cheerleaders need to be examples to other students with their testimony. Church attendance is important for the spiritual growth of the student; and therefore, we ask our athletes to attend church faithfully.
2. *Grades*-Participation in sports or cheerleading is dependent upon the student maintaining an overall "C" average and not receiving a failing grade in any subject. Grades will be evaluated every three weeks and students are expected to maintain the grade average during every grade period. If the athlete does not maintain the expected grade average, he will be put on academic probation.
3. *Conduct*-Students playing sports represent our school to others and are expected to display the standards of Christian conduct and sportsmanship. Athletes who fail to maintain such standards may be suspended or removed from the team.
4. *Suspension*-Students who are suspended from school will not be allowed to participate in any after-school activities.
5. *Attendance*-Athletic activities should not interfere with attendance to school. Students must attend school that full day unless previously approved by the administration in order to participate in any after-school games, practice, or activities. Students must also be at school on time the day after a game, or they will be suspended from other games if not pre-approved by administration.
6. *Dress*-Athletes and cheerleaders must adhere to the dress code at all times in order to remain on the team. Athletes are to wear dress shirts and ties to

school on the day of games and for all away games, whether on a school day or the weekend. They should adhere to dress code on the way home from a game.

7. *Insurance*—Athletes are required to have and maintain health insurance that includes accident insurance, and will be responsible for any accident that occurs during the activity whether on our property or at the facilities of another school or organization.

Athletes have to miss several class periods during the season. Class periods missed are usually at the end of the day because the athletes leave early for away games. Athletes will not be given special consideration and must make up all work that is missed within the allotted time. An away game may require that the athlete return to school late in the evening. Athletes must make allowances for shortened study time. If it is found that practices and schedules hurt a student's grades, it is recommended that the extracurricular sports be given up. A student should not sacrifice his educational opportunities in order to participate in the athletic program. Parents must sign a Consent and Release From Liability form in order to participate in any sports at WFBA.

DRESS CODE

West Florida Baptist Academy believes it is necessary to dress appropriately and modestly at all times. It is the school's belief that Christian young people should dress and act differently from the world.

Boys—Grades 7-12:

1. Clean shaven, no stubble or mustaches.
2. Shirts must have a collar and must be buttoned except the top button.
3. No shirts with inappropriate writing or decals allowed.
4. No pants with patch pockets (pockets must be inside with no stitching on the outside).

5. Socks and proper undergarments must be worn.
6. Belts must be worn with pants that have belt loops.
7. Shirts are to be tucked inside pants.
8. Haircuts must be a standard, conservative, tapered cut, off the collar and ears, and combed away from the eyebrows. Sideburns should be no longer than to the middle of the ear. No fade hair cuts. (Note: The principal will make the final decision on haircuts. Regular hair checks will take place.)
9. No necklaces, bracelets, earrings, body piercings, or tattoos.
10. No tight fitting clothes or loose, baggy clothes.
11. No sun glasses or hats are to be worn inside the building.
12. No wild colored pants, sweat pants, or camouflage pants are permitted.
13. No hair color changes or highlighting permitted.
14. No flip flops, beach shoes, or shoes without backs.
15. No symbols which denigrate Christianity on clothing, jewelry or other articles brought to school such as pentagrams, peace symbols, etc.

*Boys=Chapel Day Dress (grades 5-12):
Boys will wear casual dress pants, a button up dress shirt, and a conventional tie. Dress shoes (not sport shoes) are to be worn on Chapel day.*

Girls—Grades 7-12:

1. Dresses, skirts, or culottes must cover the knee when standing or sitting.
2. No see-through blouses or low cut tops (no more than 3 finger spaces below the collar bone). No tops short enough to reveal midriff when sitting, standing, or reaching.
3. No tight fitting clothes.
4. Proper undergarments must be worn.
5. No body piercing except for two pierced earrings in the bottom of each

- ear lobe. No earrings in the cartilage (top) part of the ear. Absolutely no tattoos.
6. No sleeveless tops, dresses or sun dresses permitted.
 7. No excessive makeup is allowed.
 8. No slacks or shorts allowed at any time during school or school sponsored activities whether on school property or not.
 9. No culottes worn except for sports or field trips. These must be below the knee when sitting for modesty.
 10. No skirts should have slits that expose above the knee when standing or sitting.
 11. No sun glasses are to be worn inside the building.
 12. No clothing with writing or decals (only appropriate brand names or team logos acceptable).
 13. No flip-flops, thong shoes or beach shoes.
 14. No drastic or unnatural hair color changes, or extremely short hair cuts.
 15. No symbols which denigrate Christianity on clothing, jewelry or other articles brought to school such as pentagrams, peace symbols, etc.

Girls=Chapel Day Dress (grades 5-12): Dressy church apparel (NO JEAN SKIRTS).

Boys B Grades K5-Grade 6:

1. No shorts.
2. Shirts must have sleeves and be tucked in pants.
3. Shirts must have no writing or decals (only appropriate brand names or team logos are acceptable).
4. Belts must be worn with pants that have belt loops.
5. Socks must be worn.
6. No flip-flops or beach shoes, or shoes without backs.
7. No necklaces, bracelets, earrings, body piercing, or tattoos.

8. No wild colored pants, sweat pants, or camouflage pants are permitted.
9. Haircuts must be a standard, conservative tapered cut, off the collar and ears, and combed away from the eyebrows. No fad type hair cuts or hair coloring or streaking. (Note: The principal will make the final decision on haircuts. Regular hair checks will take place.)
10. Proper undergarments must be worn.
11. No symbols which denigrate Christianity on clothing, jewelry or other articles brought to school such as pentagrams, peace symbols, etc.

Boys B Pre-school, Grades K3 & K4: All the above apply except that they can wear knee length loose shorts. (No spandex or form fitting clothes.)

Girls-Grades K5-Grade 6:

1. Dresses and skirts must cover the knee when sitting or standing.
2. Culottes may be worn for field trips and field events only and must cover the knee when sitting or standing.
3. No pants or shorts at any time. (Shorts may be worn under dresses or skirts if desired for modesty on the playground.)
4. No sun dresses without blouse, tee shirt or jacket. No sleeveless tops or dresses.
5. No flip-flops or beach shoes, or shoes without backs.
6. No clothing with writing or decals (only appropriate brand names or team logos acceptable).
7. No body piercing except for two pierced earrings in the bottom of each ear lobe. No earrings allowed in the cartilage (top) part of ear. Absolutely no tattoos.
8. No makeup needs to be worn in these grades.
9. No drastic or unnatural hair color changes or highlighting.
10. Proper undergarments must be worn.

11. No symbols which denigrate Christianity on clothing, jewelry or other articles brought to school such as pentagrams, peace symbols, etc.

Elementary chapel has no specific changes in dress code.

Girls B Pre-school, K3 & K4:

All the above apply except that they can wear knee-length loose culottes. (No spandex or form fitting clothes.)

NOTE: Students are not to wear large (baggy) or heavy coats in classes.

There are to be no inappropriate logos on backpacks, i.e., no pop stars, rock stars, violent characters, peace symbols, pentagrams, etc. Grades 7-12 do not carry backpacks or gym bags to classes. These items must be left at the lockers or in designated areas.

Any thing the administration considers to be a fad or extreme will not be permitted. The administration reserves the right to determine if dress or appearance is not appropriate.

DISCIPLINE

Hebrews 12:6,11 defines discipline as the process of changing a person's wrong behavior into right behavior, not merely stopping wrong behavior. Chastening is for correction (righteousness), and it produces the desired results. All discipline is administered in love and concern for the welfare of the student. If there is poor discipline, learning will be hindered and the overall school program will suffer. Most of all, the character of a young person will be weakened.

The purpose of Godly discipline is to demonstrate the work of the Holy Spirit, bring about change in behavior, teach submission to authority, curb unrighteousness, build character, encourage self-discipline, and enhance learning.

Disruptive conduct is not conducive to learning, not only for the individual causing the problem,

but also for others in the school; therefore, for the good of everyone concerned, improper behavior will not be permitted.

West Florida Baptist Academy reserves the right to determine when corporal discipline is needed. (See page 19 for particular procedures followed.)

Student Behavior: It is our desire that the behavior of our students be pleasing to God. For this purpose, we have certain activities that we ask them not to take part in as stated in the Standard of Conduct Statement that the students in grades 7-12 sign at the beginning of each school year. Chewing gum is not allowed on campus anytime or any place.

Articles Prohibited: Cigarettes, alcoholic beverages, any narcotics, gambling cards, knives, guns, explosives of any kind, lasers, radios (except installed in cars), rock tapes, inappropriate stickers on cars (e.g. rock or slogans), inappropriate literature is not permitted on school property (including in automobiles). All literature that is brought to school must be checked for content by the student's English teacher. Only Christian music that glorifies the Lord is permitted. No tapes, CD=s, DVD=s, recorders, or ipods are to be brought to school or taken on any school trip unless permission is received ahead of time.

Cell Phone Policy: Students are not permitted to use a cell phone in the school building before or during school time. After school, students staying on campus for sports, etc., are required to obtain permission from the person in authority to use a cell phone.

Any use of a cell phone in school during school hours by a student will result in disciplinary action. If a student brings a cell phone to school, the cell phone must be turned in to the designated person before first hour. If a student brings a cell phone to class or the phone rings while in a student's locker, the teacher will initiate disciplinary action and the phone may be confiscated for the remainder of the day. (Confiscated phones

may be returned by the administration to parents upon request. Students whose phones have been confiscated may be asked not to bring a cell phone to school in the future.)

Parents who need to contact their child during the school day for emergency purposes should use the school's normal emergency contact process and call the main school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

General Conduct: Any student observing questionable activities or overhearing conversations at school which are contrary to the policies of this school should immediately discuss the matter with a teacher or supervisor. **THIS IS NOT TATTLING.** It has been said, "All it takes for evil to triumph is for good men to do nothing". The Bible says: "...to him that knoweth to do good and doeth it not, to him it is sin."

Home Discipline: When problems take place off school grounds or at non-school functions, these problems are the responsibility of parents to handle. However, if the problem is brought into the school, we then must take appropriate action.

Off Limits to Students:

1. Other student's personal property, desks, or lockers.
2. P.E. area except during supervised activity.
3. Autos and parking lot.
4. Teachers' desks.
5. Any unsupervised area.

Personal Contact: There is to be no physical contact between students, especially those of the opposite sex. All students should keep "hands off" other students.

Classroom Behavior: It is expected that students will obey their teachers and abide by class room

rules. Any behavior which hinders learning hurts everyone. Students should be prepared each day for class instruction. Teachers will explain what is expected in each class.

We believe discipline and control of students is the responsibility of the teacher. Teachers will use all positive means to encourage proper behavior. If this is not effective for an individual, students may have activities restricted, be given extra work, or be put in time-out. For students in upper elementary (grade 4 and up), a demerit system may also be used.

Demerits are only a tool and not our only means of correcting students. We also reserve the right to use other forms of discipline, including corporal punishment, if it is deemed more beneficial in that particular situation.

The Administration believes in corporal punishment. We believe the Lord has given this responsibility to parents. If at a specific time the administration feels corporal punishment is necessary, parents will be contacted. Parents will then be asked to come in and administer the corporal punishment here at school for their own child with an administrative witness.

If a parent disagrees with the corporal punishment being used at that time, they would be expected to come and take the child home. They will be expected to find and administer an alternative form of punishment that would be effective to stop their child's unacceptable behavior.

NOTE: If at any time corporal punishment cannot be administered for any reason, and no effective alternative discipline is found that is agreed upon by the administration and the parents, we would ask that the parent withdraw their child from the school.

Demerits/Merits: The demerit system is designed to give the student and parents an objective picture of the student's general behavior.

Demerits are accrued on a semester basis. An accumulation of 125 demerits before the final ten

(10) school days of a semester will result in automatic expulsion and loss of credit. If the 125th demerit is earned within the final ten (10) school days of a semester, the student is not expelled, but begins the next semester on disciplinary probation and with one-half of his total demerits. Parents will be notified each time a student accumulates 25 demerits.

Demerits will be given on the following guidelines:

Breach of Policies: 3 to 25 demerits

- Dress code violation
- Failure to complete assigned work
- Failure to follow directions and established procedures
- Entering locked or off limits area
- Driving violations
- Disrupting class

Behavior unbecoming of a Christian: 10 demerits to expulsion

- Disrespect
- Vulgar language
- Possession of prohibited articles
- Dancing
- Failure to leave a place where alcohol or drugs are being used (any illegal activity)
- Physical contact with the opposite sex
- Lying or cheating
- Threatening or afflicting bodily harm on another individual

Demonstrations of romantic involvement between students on school property

Immoral or Illegal Activities: 25 demerits to expulsion.

- Use or possession of alcohol, tobacco or other illegal substance including drugs
- Stealing or gambling
- Involvement with witchcraft
- Attendance at R or X rated movies

Fornication

Criminal acts

Homosexual Acts

Note: Demonstrations of romantic involvement between students on school property is forbidden. Hand holding, embracing, or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension, or expulsion. Boys and girls must maintain a six-inch distance at all times. Behavior should be above reproach.

In accordance with the ministry's statement of Faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality or pornography. (*Gen. 2:24; Gen. 19:5,13; Gen. 26:8-9; Lev. 18:1-30; Rom.1:26-29; 1 Cor. 5:1; 6-9; ! Thess. 4:1-8; Heb. 13:4*)

Action to be taken for accumulated demerits: (Demerits are not removed when disciplinary action is taken, they continue to accumulate throughout the semester.)

25 demerits: letter sent home, one hour detention

50 demerits: letter sent home, one 1 day suspension

75 demerits: letter sent home, two 2 days suspension

100 demerits: letter sent home, three 3 days suspension

125 demerits: EXPULSION

Suspension earned as a result of demerits earned on the last day of the semester will be served as soon as is practical during the next semester.

Suspensions: Students will have to make up all work and tests missed during a suspension. They will not be allowed to attend classes, or school activities while suspended. At the end of the nine weeks, all final grades will be lowered two points for each day of suspension. (This is in lieu of giving "0" for all subjects during the time of suspension.) Any suspensions will be considered absences.

Merit System: Each student is given a merit for each day present. If a student gets demerits, they forfeit their merit for that day. Merits are accumulated throughout a semester and can reduce demerits.

Attendance at West Florida Baptist Academy is a privilege, not a right. Anyone who does not cooperate with spiritual, moral, scholastic or behavioral guidelines may be dismissed from our school. The handbook, Standard of Conduct, and chapel announcements will put forth the guidelines showing what we expect.

It is our desire for this handbook to clarify our policies so that we can work together effectively. Please feel free to contact us if you have any questions, and we will be glad to help you.

