



# Willow Bend Academy

## **Student / Parent Handbook 2015 – 2016**

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# Student and Parent Handbook

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# Statement of Purpose

It is the purpose of Willow Bend Academy to train youth of differing abilities in the highest Biblical principles of leadership, academic achievement, self-discipline, individual responsibility, personal integrity, and good citizenship. Through love, personal attention, parental support, and consistent direction, we endeavor to make every student's association with Willow Bend Academy a rewarding, pleasant, and memorable time. We believe that students learn better in a structured and individualized environment. Therefore, guidelines are necessary to produce an atmosphere conducive to learning, with the goal of meeting the needs of all students. Willow Bend Academy specializes in the individual and offers values-oriented, mastery-based curriculum for all of our programs.

Because each of the programs of Willow Bend Academy are designed with the students' best interests in mind, and since we believe in the value of the family, we work hand-in-hand with the parents to help the students meet their God-given potential both academically and practically. We see ourselves not as replacements for, but as a complement to, the home.

## Mission Statement

Willow Bend Academy exists to help students “**master learning and master life**” by offering individualized, mastery-based instruction for students in grades five through twelve.

## Core Values

To fulfill our mission statement of “master learning and master life,” it is the desire of Willow Bend Academy to **C.R.E.A.T.E.** an atmosphere of growth through the following core values.

1. **To CHALLENGE each student intellectually** to the extent of his/her capabilities. The academic program will be designed to allow each student to be challenged at his/her level, making success possible through individual attention and assignment of curriculum at the appropriate degree of difficulty.
2. **To RAISE awareness of civic responsibilities** through periodic service projects to assist others, and through encouragement of individual community service as a lifestyle.
3. **To ENCOURAGE social and emotional development** by personal interaction between faculty and students, to strengthen peer interaction and involvement in student life activities, and to develop equitable relationships with parents and host families.
4. **To ADVISE in college and career planning** through individual counseling and college exploration and preparation, and to encourage students to obtain and maintain employment and/or career training/certifications during their high school years.
5. **To TEACH Christian-based, ethical principles** through brief, daily assemblies in which faculty members present lessons dealing with relevant ethical issues, and through personal guidance as faculty and students interact on a daily basis.
6. **To ENHANCE cultural development** through the academic study of the Arts, History and Literature, and to encourage student attendance and/or participation in cultural activities such as community theater, band, or dance companies and private or group art/music/drama lessons.

# Section 1

## General Information

### 1.1 Programs Offered

It is our desire to meet the ever-increasing educational needs of our community. Willow Bend Academy (WBA) offers several program options. Current program offerings are listed below. Program options may be added or deleted as the need dictates.

#### 1.1.1 On-Campus Study Program

Students in fifth grade (age equivalence) and above have the benefits of daily instruction and supervision available at the Academy. Students may come to WBA for four hours each day, Monday through Friday, and complete their necessary educational requirements. The time spent at the Academy is devoted completely to academics under the tutelage of highly qualified, certified teachers. On campus, we maintain a maximum 8:1 student-teacher ratio. Students often work, practice music, pursue athletics, or develop other interests in their off time. Because of the shortened academic day, WBA is able to offer two daily sessions: 8:15 a.m. to 12:15 p.m. and 1:00 p.m. to 5:00 p.m. ***Students enroll for one or the other, but not both.***

#### 1.1.2 Home Study Program

The number of families desiring to educate their children at home is growing every year. Therefore, WBA has developed a Home Study Program that offers both accountability and assistance. Students in the Home Study Program receive placement within the curriculum, use of certain enrichment programs, take their tests on-site at WBA and benefit from an accredited transcript. Also, students may obtain four (4) hours of tutorial assistance each month, non-cumulative. Additional tutoring above the four hours provided may be purchased at a rate of \$60 per hour. Students will complete their work at home and come to WBA for testing. Graduation requirements are exactly the same for Home Study students who must complete the same assignments and pass the same exams as those who attend daily classes.

#### 1.1.3 Online Academy Program

Students can enroll full-time in the Online Academy Program. This program is very similar to the Home Study Program, except all work and tests are done online. Students receive appropriate placement in the online curriculum and can complete courses towards an accredited diploma. Online Academy graduation requirements are the same as students who are in the Home Study and On-Campus programs. Online Academy students have weekly Skype meetings with a teacher and are entitled to four hours of tutorial assistance per month, non-cumulative. Tutorial appointments are conducted via video calling or instant messaging.

Online Academy students living in the DFW area have the option to take tests and/or receive tutoring on-site at Willow Bend Academy (the Plano location). Additionally, these students may participate in student activities conducted through Willow Bend Academy.

#### **1.1.4 Single Course Program**

The Single Course Program is provided as a service with the cooperation of public and private schools in the area. It provides students with the privilege of taking elective, extra-credit, or make-up courses. **With written permission from their school counselor or principal**, students may complete and score daily work at home, or at their school, and come to WBA for testing. Once the course has been successfully completed, WBA will report the final grade to the student's school.

#### **1.1.5 Concurrent/Dual Credit College Enrollment Program**

Select upper-level students may opt to take courses at a community college while enrolled at WBA. With administrative approval, college courses fulfill credits toward graduation.

### **1.2 General Admissions Policy**

All of the programs of WBA are open to qualifying students regardless of race, sex, age (the school enrollment is limited to students in grades 5 and higher), national origin, ethnic background or religious beliefs. WBA does not administer an admissions test to determine eligibility to enroll. However, diagnostic and placement tests will be administered in order to tailor a curricular program for the individual student. Applicants, along with their parents, agree to abide by all standards, guidelines, and policies outlined in this Student/Parent Handbook, and to abide by any special conditions which may be determined upon initial enrollment or when a need arises. WBA employs practicing Christians as faculty and staff, and primarily uses Christian-based curricular materials. There is no requirement, however, for students or their parents to be of, or to profess, Christian faith in order to enroll.

### **1.3 Transcripts**

Upon graduation, three official transcripts will be given to each student for submission with college applications. Additional transcripts may be requested in writing from our office. The Registrar will respond directly to transcript requests from colleges or prospective employers.

### **1.4 Honors Diploma, Honors Courses**

In order to earn an honors diploma, students must complete the minimum requirements described in item 1.5 below. Courses designated as "honors" have additional requirements beyond those of college prep diploma courses. Dual Credit courses taken on a college campus for concurrent high school and college credit are considered, according to our GPA scale, on a 5.0 scale.

### **1.5 Graduation Requirements**

Students may earn a diploma from one of three graduation programs. In order to graduate, students must complete at least the minimum requirements for their chosen diploma plan. Program descriptions are comparable to those offered in Texas public schools. There is no maximum number of credits a student may earn while at WBA.

Making a change from a lower degree plan to a higher degree plan is not permitted because of the amount of make-up work necessary. However, changing from a higher degree plan to a lower degree plan is permissible with parental approval, but is irreversible.

## 1.5.1 Graduation Program Requirements for the Three Diploma Options

- **Minimum requirements for the HONORS DIPLOMA: (26 credits)**
  - **English** - 4 credits to include: Honors English I, II, III, and IV
  - **Math** - 4 credits to include: Algebra I (H), Algebra II (H), Geometry (H), & Trigonometry/Pre-Calculus (H) or other approved honors math course
  - **Science** - 4 credits to include: Biology (H), Chemistry (H), Physics (H), & one credit selected from Environmental Science (H), Human Anatomy/Physiology (H), or Marine Biology
  - **Social Studies** - 4 credits to include: World Geography (H), World History(H), U.S. History (H), Government (H) & Economics (H)
  - **Foreign Language** - 3 credits (*in the same language*)
  - **Physical Education** - 1 credit
  - **Fine Arts** - 1 credit
  - **Communication Applications** - 0.5 credit
  - **Vocabulary** - 1 credit
  - **Personal Finance** - 0.5 credit
  - **Electives** - 3 credits

*(H) = Honors level, Dual Credit, CLEP or AP courses.*
  
- **Requirements for the COLLEGE PREPARATORY DIPLOMA: (26 credits)**
  - **English** - 4 credits to include: English I, II, III, and IV
  - **Math** - 4 credits to include: Algebra I, II and Geometry & Trigonometry/Pre-Calculus, or other college prep approved math course
  - **Science** - 4 credits to include: Biology, Chemistry and two credits selected from IPC (If taken before Chemistry and Physics), Physics, Environmental Science, Human Anatomy/Physiology, or Marine Biology
  - **Social Studies** - 4 credits to include: World Geography, World History, U.S. History, and Government/Economics
  - **Foreign Language** - 2 credits (*in the same language*)
  - **Physical Education** - 1 credit
  - **Fine Arts** - 1 credit
  - **Communication Applications** - 0.5 credit
  - **Vocabulary** - 1 credit
  - **Personal Finance** - 0.5 credit
  - **Electives** – 4 credits
  
- **Requirements for the GENERAL DIPLOMA include: (25 credits)**
  - **English** - 4 credits
  - **Math** - 3 credits to include at least: Math Fundamentals and Math Models
  - **Science** - 3 credits to include: Biology, IPC, and one additional course
  - **Social Studies** - 4 credits to include: World Geography, World History, U.S. History, and Government/Economics
  - **Physical Education** - 1 credit
  - **Communication Applications** - 0.5 credit
  - **Vocabulary** – 1 credit
  - **Personal Finance** - 0.5 credit
  - **Electives** – 8 credits

## 1.6 Graduation Ceremony Participation

WBA conducts graduation ceremonies once each year during the month of May. In order to participate in spring graduation, *students* must have completed sufficient work to be able to complete remaining graduation requirements by the end of the summer following the graduation ceremony. *Typically, with two summer sessions available, a student may not have more than 12 tests remaining at the end of the year.* Faculty and administration will determine a student's eligibility to participate by **March 1<sup>st</sup>**. All qualifying seniors are invited to participate in our graduation ceremony, including students in the On-Campus and Home Study programs.

A graduation fee will be assessed to each participating senior in the spring prior to the graduation ceremony. This fee pays the cost of graduation including facility rental, speaker, and graduation regalia, announcements, diploma, and class photo.

## 1.7 Health Information

Records of current immunizations are a requirement when students enroll for the school program. Generally, these records are transferred from the previous school; however, it is the responsibility of the parents to see that these records are up-to-date.

All parents/guardians must complete and return the **Medical Consent Form**. If your child requires the administration of any prescription medications while at school, you must complete and return a **Prescription Medication Form** for each medication.

Should students need medical attention while at the school, a staff member will telephone the parents, and if necessary, call an ambulance. It is vital that parents provide up-to-date telephone numbers for their places of employment, home, other relatives, and the family physician on the medical consent form that is submitted with the registration form and kept on file in our office.

## 1.8 Inclement Weather

It is the policy of WBA to suspend all classes at the **Lewisville campus** whenever the Lewisville ISD closes or starts late for inclement weather, and at the **Plano campus** whenever the Plano ISD closes or starts late for inclement weather. The major television stations carry information regarding school closing by Lewisville and Plano Independent School Districts.

## 1.9 Safety Fire / Tornado / Intruder Emergency Drills / Drug Searches

Periodic drills will rehearse emergency procedures to be followed in the event of a fire, severe weather or intruder, which threatens the safety of the inhabitants of the school. Students are expected to respond quietly and quickly to faculty and staff directions during these drills or emergency events.

WBA conducts periodic drug/alcohol/paraphernalia searches by the use of drug dogs through an outside agency. If any contraband is found, parents and the local police department will be notified immediately.

## Section 2

# School Policies and Procedures

### 2.1 Enrollment

Each student is considered on an individual basis. Since learning is individualized at WBA and student placement is based on performance level, a student's past academic achievements do not affect entrance into the school program. The staff at WBA plans for the future success of each student.

The privilege of remaining in the program depends upon the student's attitude and action after being placed in the school. Oppositional behavior, rebelliousness, lackadaisical attitude towards accomplishing academic goals, extreme hyperactivity, and disrespect toward WBA staff constitute grounds for dismissal from the school. Students who have been dismissed from the school may still be considered for enrollment in the Home Study Program on a case-by-case basis, subject to administrative approval.

### 2.2 Academic Policies

#### 2.2.1 Work Texts

Ten to sixteen work texts in a particular subject typically constitute an academic year's worth of work (1.0 credit); therefore, **students should normally complete 60-72 work texts per year**, depending upon the number of courses taken and assigned curricula.

The curriculum fee is considered a "use fee" because work texts are consumable. Work texts are not returned to students to keep after students have completed and been tested on those work texts. This policy is in effect to protect the integrity of the curriculum and safeguard the maximum learning opportunity for future students.

Some curricula requires using a hard back book or a DVD series. A cash deposit will be required before the material is issued. The deposit will be returned after the course is completed and the material is checked in.

**Academic work in the work texts must be done in pencil.** This allows for corrections to be done neatly and easily. When ink is used in the work texts, corrections become messy because the only means of making a correction is to mark out the wrong answer and write the correct answer in the margin. (White-Out is not allowed.) *Work texts completed with ink will result in a score deduction on the test.*

Answer keys are provided for students to use to grade their work at school. Scoring is not designed to give students the right answers, but is designed to show students which answers are incorrect.



**The proper scoring procedure, both at home and on campus is as follows:**

1. *Complete a portion of the work text using pencil. Then check answers against the scoring key.*
2. *Mark incorrect answers with an "X", using an ink pen. Then return to the student desk or put the answer key away, if you are in Home Study.*
3. *Review the text and change the answer to match the text. Write correct answers with a pencil, **never** with an ink pen.*
4. *Re-score the changed answers to ensure that they are now correct.*
5. *Circle the "X" when the answer is correct.*
6. *When all answers on the page are correct, circle the page number at the bottom of the page. This practice is a statement by the student that every answer on the page has been graded and is correct.*

The scoring exercise is a critical component of the learning process. Work texts that are scored incorrectly diminish learning. Staff personnel often check work texts to ensure that students are scoring properly. Scoring violations may result in a deduction of points on the student's test. Scoring violations include, but are not limited to: copying answers into the work text from the scoring key, copying from another student's work texts, not marking incorrect answers, not correcting incorrect answers, being in possession of a previously completed work text, or if on campus, taking a pencil to the scoring station. If it is determined that the grading violation was due to copied answer keys, the student will lose the privilege of taking score keys home; therefore, the Home Study student would need to allow extra time to score his/her work at school.

### **2.2.2 Tests and Grading**

After the work text is completed, students turn in their work to the teacher and request that the test be administered. The minimum passing grade on a test is 70. Numeric (percent) scores are recorded on the student's permanent record. No letter grades are given for academic classes.

If a student fails a test, the teacher will review the material with the student. After studying the material, with teacher approval, the next day the student may take a second test. The maximum grade on a retest is 80. If a third test is required, the maximum possible grade is 70. If the test is failed a third time, the student will be required to redo the entire work text to ensure mastery of the material and will re-test for a maximum possible grade of 70.

**If a student fails a test and the work text is found to be incomplete or improperly graded, it must be properly completed in order to retest. At the teacher's prerogative, retesting will be allowed when all the work in the work text has been completed and scored properly. In addition, a penalty will be added to the test.**

If the entire work text has to be redone, the student must purchase a new work text at the current retail price.

### 2.2.3 Cheating on Tests and Plagiarism

Cheating is an attempt to get something for nothing. It robs the student of the most successful and productive educational experience. **If a student is found cheating on a test, he/she will purchase a new work text (at current retail price), will be required to repeat the entire work text, and will receive an automatic 25% penalty on the test. This grade will be recorded, whether it is a passing or failing grade.**

#### **CHEATING IS THE ONLY WAY TO RECEIVE A FAILING GRADE.**

Students who complete assignments honestly will not have failing grades entered on their records. There is no reason to cheat at Willow Bend Academy.

**Plagiarism**, as defined in the 1995 Random House Compact Unabridged Dictionary, is the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Within academia, plagiarism by students is considered academic dishonesty or academic fraud. At WBA, plagiarism is considered cheating and is subject to the same penalty as cheating on a test.

**Students who plagiarize an assignment will be required to rewrite the entire assignment on campus under the direct supervision of their teacher. Additionally, a penalty will be applied to the test when it is taken. Multiple plagiarism infractions may result in dismissal.**

### 2.2.4 Student Progress

In order to graduate on time, students need to complete approximately 60-72 exams during a full school year. In order to remain actively enrolled, a student **must pass the minimum number of tests each month as determined by the number of school days in the month times 0.35.**

- Examples:**
- (1) A month has 17 school days:  $17 \times 0.35 = 5.95$  (6 tests)
  - (2) A month has 15 school days:  $15 \times 0.35 = 5.25$  (5 tests)
  - (3) A month has 20 school days:  $20 \times 0.35 = 7.0$  (7 tests)

New students will be given consideration depending on the number of school days for which they are enrolled during their first month.

**In order to complete a full academic year's work, students must complete *more* than the required monthly minimum number of tests. Simply meeting the monthly minimum will require summer school attendance or result in delayed graduation.**

**If a student fails to complete the minimum number of tests in a month, he/she will be placed on academic probation. If a student is placed on academic probation twice in a school year, it may result in loss of financial aid and/or academic dismissal.**

Teachers will help direct students as they work their way through their curriculum. This is to ensure a student's curricula is in balance and maintains uniform difficulty throughout the school year, preventing students from leaving their most difficult courses to complete at the end of the year.

**Home Study students** are required to pass at least one test per week. Failure to meet the weekly and monthly minimums during a probation period, or being on probation twice in a year, may result in academic dismissal.

Students who are unable to complete the minimum number of tests due to physical impairments or learning differences may, with appropriate documentation and administrative approval, have the monthly minimum standard modified.

Should removal from the WBA roll occur, a one time re-enrollment will be considered following a student/parent/faculty conference to establish a corrective plan of success for the student. A re-instatement fee of \$250.00 will be assessed if the student re-enrolls.

### **2.2.5 Employment and Work Credits**

WBA recognizes the value of work experience in the lives of our students. With staff approval, older students may secure a job and earn up to two elective credits toward their diploma requirements as long as accurate forms and pay stubs are regularly submitted.

**Students who desire work credits must have their employers complete a monthly work report form provided by WBA and return it to the school along with copies of pay stubs for the period for which credit is being applied.** Credit for work is dependent upon the number of hours worked per week (averaged over a four-week period), the successful completion of the duties required while on the job, and turning in the required monthly documentation for credit.

Credit for employment is computed as follows:

- 5 - 9 hours per week for 4 weeks = .05 credit
- 10-19 hours per week for 4 weeks = .1 credit
- 20-29 hours per week for 4 weeks = .2 credit
- 30-40 hours per week for 4 weeks = .3 credit

Credit will be shown on the monthly progress report as it is documented. However, if a student does not accurately and regularly report work hours, work credit will not be an elective option after March 15<sup>th</sup>.

### **2.2.6 Credit for Off-Campus Activities**

Since WBA does not offer courses on campus for certain elective and activity courses, credit may be awarded for off-campus activities. Verification must be provided from a sponsor or leader of the activity. A parent or guardian signature is also required to verify accurate reporting of off campus activities.

In most cases, 54 contact hours = 0.5 credit, graded as a Pass/Fail course. Pass/Fail credits count toward graduation requirements but are not computed in a student's GPA.

Examples include the following:

- **Drivers Education** - Completion of course or issuance of driver's license = 0.5 credit.  
*Note: This does not apply to a hardship license where no class time is required.*
- **Fine and Performing Arts** such as theatre, voice, choir, art, ballet, piano, guitar, drums, or other instruments. Documentation is required from the teacher, coach, director, etc.
- **Athletic Participation** including hockey, basketball, baseball, softball, equine competitions, tennis, golf, bowling, dance, gymnastics, karate, or fitness center programs. Credit is based on documentation from the coach, trainer, director, etc.
- **Volunteer Service** in hospitals, nursing homes, children's shelters or community centers. Documentation is required.
- **Civic Organizations** such as Boy Scouts, Girl Scouts, Explorer Scouts, etc. Credit is based on documentation by an adult leader or parent of merit badges earned and/or participation in troop activities. Eagle Scout projects may be submitted for 0.5 credit in Teen Leadership.

### 2.2.7 Assessment Testing

State mandated achievement tests (STAAR) do not apply to private schools and are not required at WBA. Placement tests are required to enter public colleges but may be exempted by certain SAT/ACT scores. Students are advised to inquire at the college of their choice for admissions information and test requirements.

The PSAT is offered at WBA every October. The Plan and Explore (pre ACT) tests are also offered during the fall semester. WBA is a member of the College Board of Testing, Princeton, New Jersey, for the purpose of registration for the SAT and the ACT assessment tests. Applications for the SAT and the ACT, along with study guides, are available online. Students with documented learning differences may qualify for modifications in test administration or be authorized to have the SAT or ACT administered at WBA.

### 2.2.8 Congratulation Certificates, Awards, and Merits

The day following the successful completion of a test, on-campus students receive a star to be placed on their progress chart, appropriate merits, and their next work text. At the end of each month, students may be eligible to receive academic awards.

If a student passes more tests than the minimum for that month, he/she receives a Top Scholar Award. If a student passes the minimum number of tests for that month and his/her overall test average is 90 or above, he/she is acknowledged as an Honor Roll student. The Archer Award and the Olympic Scholar Award are given to the student with the highest monthly test average and for the student who took the most monthly tests.

## 2.2.9 Cumulative Grade Point

Cumulative grade point averages are based on all grades for which a numeric score was assigned from grades 9 through 12. WBA does not assign letter grades. If requested by another high school or by a college, numeric grades may be converted to alphabetic grades using the following scale:

A = 90 - 100  
B = 80 - 89  
C = 70 - 79  
F = below 70

Should a school or college request the weighted cumulative GPA on a 4-point scale, the numeric GPA will be converted to the following scale, based on the academic rigor of the courses and diploma plan completed.

### GPA Conversion Scale

Grade	Dual Credit	Honors	College Prep	General	Modified Courses
97-100	5.0	4.5	4.0	3.5	2.5
93-96	4.8	4.3	3.8	3.3	2.3
90-92	4.6	4.1	3.6	3.1	2.1
87-89	4.4	3.9	3.4	2.9	1.9
83-86	4.2	3.7	3.2	2.7	1.7
80-82	4.0	3.5	3.0	2.5	1.5
77-79	3.8	3.3	2.8	2.3	1.3
73-76	3.6	3.1	2.6	2.1	1.1
71-72	3.4	2.9	2.4	1.9	1.0
70	3.0	2.5	2.0	1.5	1.0
Below 70	0.0	0.0	0.0	0.0	0.0

## 2.2.10 Class Rank

Final class rank for graduating seniors will be based on the above numeric conversion scale used to convert numeric grades to a 4-point grading scale. For class rank purposes, courses are weighted according to academic rigor.

## 2.2.11 Valedictorian and Salutatorian

The student with the combination of the highest grade point average and the most difficult courses completed shall be designated as the *valedictorian* of a campus, will be awarded an appropriate certificate from the State of Texas, and will be given a college scholarship sponsored by the State of Texas. The student with the second highest grade point average and appropriately difficult courses completed shall be designated as the *salutatorian*.

In order to be eligible for the designation of valedictorian or salutatorian, the student must have completed at least the requirements for a College Prep Diploma and have completed a minimum of four credits in the four core courses, plus completion of required WBA electives. In addition, the student must be enrolled at WBA no later than four weeks from the start date of the academic year during his/her senior year and must have completed all coursework prior to the annual graduation ceremony for that academic year.

The valedictorian will address the student body during the graduation ceremony. In the case he/she is not willing or able, the salutatorian may be asked to speak.

### **2.2.12 Students with Learning Differences or Other Matters**

WBA offers tailored curriculum for students with learning differences. In order for your student to receive modified curriculum and accommodations in instruction and testing, the school must have appropriate documentation on file. In order to modify a student's curriculum or standard progress requirements, at least one of the following must be submitted:

1. Diagnosis of the learning difference from a certified educational diagnostician.
2. Copies of all diagnostic testing performed.
3. Current IEP and/or 504 plans.

If a student has a psychological or psychiatric condition and, therefore requires an accommodation of additional testing time or temporary exemption from monthly minimum test requirements, the school must have the following on file:

1. Diagnosis of the condition by a psychology or psychiatric specialist.
2. Recommendation of the psychology or psychiatric specialist for necessary accommodations.

### **2.2.13 Academic Probation**

If a student fails to pass the minimum number of tests for the month, he/she will be placed on academic probation and subject to the proactive steps outlined in the Protocol for Supporting and Enforcing Minimum Academic Progress (PSEMAP). If a student fails to pass the required number of tests during a probationary period or is placed on academic probation more than twice in the same school year, it may result in loss of financial aid and/or dismissal from school.

### **2.2.14 Suspension**

Suspension from school is a result of repeated minor infractions or a major infraction of WBA policies as put forth in the Handbook. An administrator, at all times, has the authority to suspend a student. The length of suspension will be determined by the administration. Very specific changes in attitudes and actions will be expected prior to re-admission. Disciplinary probation may be invoked when a student is suspended. Suspended students are not allowed to be on campus without administrative approval during the period of suspension.

### 2.2.15 Expulsion / Dismissal

Attendance at WBA is a privilege. Any student whose conduct or attitude **in or out of school** shows him/her to be in opposition to the principles and policies of the school will be dismissed. A student may be expelled from school for a serious breach of conduct and/or repeated problems with behavior or academic performance. Expulsion will be recommended if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing a conducive, academic environment. Expulsion may be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal will be set, and withdrawal procedure will be followed. The expulsion date may be immediate. See the Protocol for Supporting and Enforcing Minimum Academic Progress in the Appendix for more information.

## 2.3 Daily Procedures

### 2.3.1 Arrival and Departure

**Arrival and departure times will be recorded for students who arrive late and/or leave early.** If late, students who drive themselves to school are required to contact a parent upon arrival and allow the front desk staff to speak to the parent verifying arrival time (see Section 4.5.3). Students who arrive prior to starting time should come into the school upon arrival. The staff cannot be responsible for students who are not in the building. Out of respect for neighboring businesses, students are not to park in spaces in front of or loiter in the parking lot near other businesses. Consideration is also to be given to neighboring businesses as students leave school.

Should students choose to disregard these guidelines or otherwise become a nuisance to neighboring businesses, a warning will be given. Students who disregard driving warnings are subject to dismissal.

### 2.3.2 Daily Goals and the Goal Sheet

Students set daily goals in each subject under the direction and advice of the faculty. Teachers help students determine appropriate goals based on requirements, individual capabilities, strengths, and learning limitations. After setting daily goals, students may work on subjects in any order desired. A teacher may require certain subjects to be accomplished during the first part of the day if a student consistently puts off completing goals. This allows teachers to provide the academic support students need in certain subjects.

Goal sheets must be maintained neatly and may be posted in a student's cubicle. As a general rule of thumb, students need to pass two tests each week in order to accumulate graduation credits at a normal rate. Each day the page numbers shown on the goal sheet and the pages completed in each work text should correspond. Goals are not considered to be complete until every question on each page of the daily goal is correct. **Completion of daily goals includes scoring, correcting, and rescoring the material that was completed as a part of the daily goals.**

### **2.3.3 Homework**

Responsibility for scholastic achievement is placed on the student through the establishment and accomplishment of daily goals. Teachers will assist students in setting goals and will be available for academic support and motivation whenever the need arises. On-Campus students may take work texts home, and should do so, in order to complete a minimum of two work texts each week successfully. There is a direct correlation between daily homework accomplished and academic progress and success in a course.

Students must successfully complete five to eight work texts (depending on the subject), complete any required projects and/or papers and pass the exams in order to receive 0.5 credit toward graduation.

### **2.3.4 Daily Assembly (On-Campus Program)**

At an appropriate time, the following activities take place:

- A brief motivational, informational or inspirational Christian message.
- Pertinent announcements by the staff.
- Public recognition of student accomplishments for the previous day. This includes the student receiving a Congratulations Certificate that may be taken home and shared with parents.
- Prayer by one of the staff members (or student volunteer).

### **2.3.5 Daily Breaks**

Periodic breaks are scheduled each day on campus during which students may purchase bottled water. The second break is longer, during which On-Campus students may purchase water and/or snacks. Either merits or cash may be used to purchase water and/or snacks. Scheduled break times are not designed for student cell phone usage.

Home Study students are encouraged to schedule breaks at periodic intervals during their study time.



## 2.4 Communications with Parents

### 2.4.1 Parent Conferences

WBA desires to complement the home in the education of the students; therefore, parent-faculty conferences are encouraged. Parents, as well as faculty members, may request a conference at any time. However, parents are reminded that conferences **MUST** be scheduled in advance. Teachers and parents should exchange e-mail information to assist in ongoing communication.

Parent conferences are required for students who fail to meet minimum progress standards. See the Protocol for Supporting and Enforcing Minimum Academic Progress

### 2.4.2 Grade Reports

Grade reports are issued monthly and indicate numeric scores for each exam completed with a score of 70 or higher as well as the date the exam was passed. Grades of less than 70 are not recorded, **unless the grade was earned as a result of cheating and/or plagiarism.**

### 2.4.3 Daily Student Progress

Parents are able to monitor their child's daily progress through the use of **online progress reports**. Contact the school for information on how to gain access to these reports.

## 2.5 Minimum Progress and Maintenance of Active Enrollment

Continued enrollment is based on passing the required number of tests in each calendar month (See paragraph 2.2.4). Absences and tardiness are recorded and become a part of the student's record. Students are expected to be in school - at their student desks - at 8:15 each morning (1:00 for the afternoon class). Late entry should be done in a manner that is not distracting to others. **The main criterion for continuing enrollment in grades 9-12 is progress in passing unit tests.** Please refer to the Protocol for Supporting and Enforcing Minimum Academic Progress (PSEMAP) located in the Appendix of this Handbook which outlines proactive steps to facilitate success for students who fail to pass the monthly minimum test requirements.

Normally, On-Campus students who habitually arrive late and are frequently absent, as well as Home Study students who do not maintain a regularly scheduled study routine, fail to pass the minimum number of tests in a month. Students who are placed on academic probation two times during the year are subject to dismissal.

Doctor appointments, job interviews, counseling sessions, etc. should be scheduled during hours other than the time students are in school or scheduled for school-work at home.

Parents of students in the On-Campus program should make every effort to see that their children are in the school on time every day. Parents of Home Study students are responsible for overseeing the daily study routine of their students. If chronic illness causes multiple tardies or absences, individual consideration will be given upon submission of documentation from a licensed medical provider.

## 2.6 Forms and Documents for Other Agencies and Institutions

### 2.6.1 Verification of Enrollment (“TEA Certificates”)

Students who are enrolled for at least 30 days and fulfilling the required monthly minimum number of tests may request a TEA certificate for obtaining and/or renewing their driver’s license. **A Student who is on academic probation will not be issued the TEA certificate until the end of the month in which the student is in a probationary status, provided the student has fulfilled his/her probationary requirements.** For example, if a student is on academic probation for the month of April, the TEA certificate will be issued on the first school day in May, provided the student has been removed from academic probation.

Students who have been enrolled at WBA for less than one month will be issued a TEA certificate based on having met attendance standards (90 percent attendance for the last 45 days) at their previous school, provided that there was no more than a one-week delay between withdrawal from the previous school and enrollment at Willow Bend Academy. Requests for TEA certificates should be made at least one day in advance.

### 2.6.2 Outside Agencies or Institutions

When documents and forms from outside agencies or institutions are presented to the school office for signature of certification regarding the status of, or information about, enrolled students, such signature will be provided only for students who are making at least the required minimum academic progress and whose financial accounts are current.

## 2.7 Technology

All students at WBA have access to Microsoft Office 365 ProPlus. Students will be able to download full versions of Microsoft Office 365 on five (5) devices including Windows and Mac computers, tablets, cell phones, etc. The Windows version of Office 365 includes Word, Excel, PowerPoint, OneNote, Outlook, Access, and Publisher. The Mac version does not include Publisher and Access. The software will automatically update so the latest version is always on the devices. In addition, each student will have access to one (1) terabyte of OneDrive cloud storage for their personal use.

When students leave WBA, their Office 365 account will revert to a reduced functionality mode so no data will be lost. Full function can be reactivated with the purchase of a product key from Microsoft.

## Section 3 General Policies

### 3.1 School Supplies

A minimal school supply list for WBA students includes pencils, highlighters, a spiral notebook and a teacher-recommended calculator. A graphing calculator is recommended for upper level math and science courses.

### 3.2 Student Desks (On-Campus Program)

Students complete their work at desks assigned by the faculty. Students may only change to another desk with the teacher's permission. Students must care for their own desks. Writing on the desk surface, chair upholstery, or on any part of the cubicle is not permitted.

Students may only have items at their desks that have been approved by the faculty. Minimal decoration of the students' desks is permitted as long as the teacher has approved the items that are to serve as decoration. Students are expected to keep their work area neat, clean and clear of clutter. Cleaning supplies will be provided to students who wish to clean their desks.

Students will be billed for total desk replacement costs for any damages to the students' desks and cubicles, whether accidental or deliberate. Students who deliberately deface or destroy the furniture in the school will be billed replacement costs and are subject to dismissal from school.

### 3.3 Food and Beverages

Beverages, other than small bottles of water, are not permitted in the classroom. Snacks may be purchased during authorized breaks, and should be consumed prior to the end of the school day or taken with the student upon departure. Soft drinks, fruit drinks, etc., should be consumed **before** entering the building.

***Outside food (McDonalds, Wendy's, etc.) may not be consumed in the classroom.***

### 3.4 Student Parking

Students who drive themselves to school are expected to enter and exit the parking lot in an orderly, cautious manner, and park in spaces in front of and across from WBA. Students should avoid parking along the curb in front of neighboring businesses and in spaces marked "Staff" or "Customer Parking Only." Squealing tires, loud music, and drag racing are not tolerated. Students may not go to their vehicles during school hours without permission. WBA is not responsible for accidents caused by student drivers.

### 3.5 Telephone Use

Because of the tremendous amount of essential business which is transacted over the school telephones, students are not permitted to use the telephones except to call parents. If there is a legitimate need, a staff member may grant permission. Students are allowed to receive incoming calls only from parents/guardians. Students must learn to be responsible and, prior to coming to school, must make necessary arrangements for rides home and all other activities that will take place after the academic day is over.

**Cell phones are NOT allowed during school hours. Cell phones are to be left at home or in the student's vehicle. If that is not possible, phones are to be given to their teacher before school and will be given back at the end of the day. Students will NOT be able to use cell phones during breaks. Students found having or using cell phones during school hours will have their phones confiscated for 24 hours or will have to pay a \$20 fine.**

Students who continue to violate the cell phone policy will be subject to further disciplinary action including suspension and/or losing the privilege of bringing a cell phone to school.

### 3.6 Student Appearance and Dress Code

The dress and grooming standards of Willow Bend Academy are meant to promote a positive, professional learning environment where the focus is on instruction and not on clothing. Students should not come to school with the idea of making a "fashion statement," but to foster their own learning, as well as nurture the learning of others.

**Our dress code is built on two principles – Message and Modesty.**

#### ➤ Message

- 1) Clothing advertising or depicting alcoholic beverages, tobacco products, illegal drugs, or secular music groups/acts are inappropriate school attire.
- 2) Racial slurs, gang membership, guns/weapons, skulls, satanic worship, bodily dismemberment/disfigurement, and forms of violence are inappropriate school attire.
- 3) Pajamas and undergarments do not promote a message conducive to academic pursuits and are not to be worn as outer garments.
- 4) Shoes are to be worn. House shoes (slippers) and bare feet are not acceptable.
- 5) Sagging pants are inappropriate and have been declared illegal in many locations. Pants are to be worn at or about the waist to not expose underwear. Even if a shirt is extremely long, the pants must be worn at the waist. Undergarments are not to be visible at any time.
- 6) Students who wear hoods on their heads during class are suspect of sleeping or listening to electronic devices when they should be busy with academic pursuits. Hoodies may be worn, but only with the hood off the head.
- 7) Facial piercings must be limited to earrings and small studs (1/8" or less diameter). Barbells eyebrow piercings, lip rings and ear gauges do not promote an appropriate message and may not be worn to school.
- 8) All inappropriate tattoos must be covered during school hours.
- 9) Hair should be clean and well groomed. Highlighting is permitted. Any hairstyle, which, in the opinion of the staff, creates a distracting and/or undesirable appearance, will not be allowed.

## ➤ Modesty

- 1) See-through, tight body-hugging, bare midriff, halter-type, shoulder baring, spaghetti strap blouses and dresses, strapless tops or dresses and/or low-cut clothing or clothing revealing cleavage or undergarments are examples of immodest attire and are not appropriate for school.
- 2) Skirts, shorts, and dresses should have hemlines that extend to just above the knee.
- 3) Tight, short skirts are not to be worn to school. Shorts must meet the following standards: must be loose-fitting (no biking shorts, cutoffs, boxer shorts, or a combination thereof), must be hemmed or cuffed, and the length must extend to just above the knee.
- 4) Leggings, yoga pants, or tights (including mesh, net, sheer, etc.) can be worn only with acceptable style dresses, shorts, skirts, and tops that extend to below the finger tips with the arms fully extended (as deemed by staff).
- 5) Halter-tops and tank tops are not permitted. Shirts and tops must have sleeves and must be long enough to stay permanently tucked in or to cover the back upper edge of bottoms when working at the desk or bending over.

### **Students in violation of the dress code may correct the situation by:**

- a. Changing into appropriate clothing (WBA may provide alternative clothing).
- b. Leaving campus.

**Turning a shirt inside out to hide inappropriate material does NOT constitute correction. See options A and B above.**

The administration reserves the right to disapprove of clothing/personal grooming not listed above. Students who repeatedly violate dress code are subject to disciplinary action, which may include suspension or dismissal.

## **3.7 Student Conduct**

Students are expected to maintain responsible, courteous and respectful conduct whenever they are at WBA. The following guidelines are given to clarify what is and is not considered to be courteous and respectful behavior.

### **3.7.1 Alcohol and Other Illegal Substances**

Students who arrive under the influence of alcohol or other illegal substances will be suspended. Parents/guardians must meet with the administration regarding reinstatement. Repeated offenses will result in the student's dismissal. **Students caught bringing alcohol or other illegal substances to school will be immediately suspended, pending parent conference.**

Periodic, unannounced searches of student desks and backpacks will be conducted by trained, drug-sniffing dogs to ensure we are able to maintain a safe and secure learning environment for our students. Appropriate officials and parents will be notified if the dog alerts on a student's personal possessions or vehicle and subsequent search reveals the presence of illegal substances or firearms.

### **3.7.2 Tobacco**

We are concerned about the physical, emotional and spiritual health of students. Therefore, we discourage the use of tobacco by our students. Students shall not possess or use tobacco or smokeless products **in any form** while at WBA. Students may not smoke on the sidewalk in front of the school. Texas law prohibits the use of tobacco products within **500 feet** of school property. **Any tobacco products or smoking paraphernalia found will be confiscated and appropriate action taken, including notification of parents/guardians.** Students who use tobacco products must leave those products in the car or at home.

### **3.7.3 Cursing and Profanity**

Curse words, disrespectful slang words, using the name of God or Jesus other than in respect to deity, and obscene or profane gestures are never acceptable at WBA. Such words and actions are not to be used toward staff members or other students. Students will be sent home for the day for the first offense. Repeated offenses will result in the student's dismissal.

### **3.7.4 Harassment or Bullying of Other Students or Staff**

Threatening other students or staff members, name-calling, bullying, fighting and other forms of harassment will not be tolerated. All forms of harassment should be reported to the staff immediately. Depending upon the severity of the harassment, student offenders may be dismissed from the school even for the first offense.

Bullying is engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-related activity, online, or in a vehicle operated by WBA. It has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property. It is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. This behavior will not be tolerated (see section 3.8).

Any student who feels he/she is being bullied or witnesses bullying should immediately report the incident(s) to his/her teacher, principal, or any other staff member on campus. Consequences for bullying **will** lead to disciplinary action.

### **3.7.5 Stealing**

Students found in possession of items not belonging to them will be disciplined. Should a staff member suspect a student of stealing, the staff member has the authority to search the student's desk, purse, backpack, car, or other personal belongings. Refusal to allow such a search is covered in the "Refusal to Obey" Section 3.7.12 of this handbook.

**Students who steal will be dismissed.**

### **3.7.6 Weapons, Explosive Materials**

Students are prohibited from bringing firearms, explosive weapons, knives, or any other weapon or anything that might be construed as a weapon to WBA or any of its activities. Discharge of fireworks of any kind is likewise prohibited. WBA staff will immediately report any weapons incident to the police.

**The first offense will result in immediate suspension, followed by transfer to Home Study or dismissal.**

### **3.7.7 Treatment of School Property**

School property is to be used as directed. Vandalism of school property that results in premature wear and tear is subject to fines, replacement cost, and possibly dismissal as determined appropriate by the administration. Vandalism includes marking, staining, soiling, breaking, tearing, or any other act affecting any school property.

### **3.7.8 Misuse of Time**

Sleeping, drawing, reading magazines, writing notes, or other nonproductive behaviors are causes for the student being sent home for the day. Repeated offenses will result in suspension or dismissal.

### **3.7.9 Inappropriate Written or Visual Materials**

Students may not have song lyrics or materials describing "Satanic", violent, or abusive behavior in their possession at school. Inappropriate sexually related songs, photographs, or materials are prohibited at WBA. A student in possession of such material is subject to disciplinary action, which may include suspension or dismissal.

### **3.7.10 Prohibited Items**

Personal computers, iPads, iPods, MP3 players or any other personal electronic equipment may not be used during class. If used during school hours, they will be confiscated and kept overnight or the student may choose to pay \$20 and get them back at the end of the school session. ***Cigarettes and other tobacco products, cigarette lighters, matches, rolling papers, pipes, vapor pipes, and e-cigarettes are strictly prohibited at all times.*** If observed, these items will be confiscated and disposed of. A second offense may be grounds for suspension or dismissal.

### **3.7.11 Public Display of Affection**

Since the academic day at WBA compares to the business day for adults, students are expected to act in a responsible and reputable manner. Public displays of affection take away from the learning atmosphere and are prohibited. Any act of physical contact may be deemed inappropriate.

**Anything that takes away from the learning environment may be deemed inappropriate and prohibited by the faculty and/or administration.**

### **3.7.12 Refusal to Obey**

Refusal to obey a directive from **any** staff member at WBA is a serious violation and act of disrespect. If students have questions about a directive issued by a staff member, the matter can be discussed in private after the school has been dismissed for the day. If students feel that the directives are unfair, they may ask for an appointment with the teacher or principal. However, simply disregarding a directive issued by a staff member is unacceptable and may result in suspension or dismissal.

### **3.7.13 Lost Work Texts**

Texts and/or textbooks must be purchased to replace lost work texts and/or textbooks. The cost of work texts and textbooks range from \$8.00 to \$75.00. Examinations will not be issued unless the student turns in a completed work text.

### **3.7.14 Textbook and CD/DVD Course Deposit**

If a student is taking a course based on a textbook or CD/DVD set, a cash deposit of \$50.00 - \$100.00 will be collected before those materials may be taken outside of class. The deposit will be refunded in full when the course is completed and materials have been returned.

### **3.7.15 Computer Use**

While at WBA, On-Campus students are allowed to use WBA laptop computers for writing papers, conducting research, viewing DVD course materials, working with language courses, etc. Therefore, students have WiFi access. Students are not allowed to use the laptops for any purpose except for the designated use for which they checked out the computer. Visiting unauthorized websites or downloading material onto the computer is strictly prohibited. Violation of the guidelines for laptop computer use will result in the student losing computer privileges. Repeated offences may result in suspension or dismissal. (see STUDENT TECHNOLOGY USE AGREEMENT in the Appendix.)

## **3.8 Threats of Violence Policy**

WBA has a **no tolerance** policy involving threats or perceived threats of violence by students. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, he/she is subject to immediate dismissal. Any written, spoken, or implied willingness to damage school property or other property is considered a threat of violence (see section 3.7.4).

If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to appropriate authorities.

Any student who threatens or delivers a threat of bodily harm to another student or a staff member outside of school, while at WBA, is subject to immediate dismissal.



### **3.9 Backpack / Purse / Bag Checks**

WBA reserves the right to check bags, purses, backpacks or other items brought into the school at their discretion if it is suspected that illegal substances, stolen items, answer keys or other items that would be a distraction to the student are in a student's possession. Such items will be confiscated and appropriate action taken.

### **3.10 Drug Dog Searches**

All personal belongings are subject to be searched by trained canines (drug dogs.) Should the dogs discover any prohibited or illegal items, the same discipline procedures would apply as if the item were found on the student's person. The drug dogs also periodically search student backpacks and classrooms. The same procedure will be followed for prohibited and/or illegal items found in backpacks or classrooms as items found on the student's person. WBA has the right to confiscate prohibited items, hold prohibited items until the end of the school year, or dispose of them.

### **3.11 Sexual Harassment**

Students who engage in sexual harassment on school premises, online, or off school premises at a school-sponsored activity will be subject to disciplinary action including suspension or dismissal. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcomed, including but not limited to, unwanted touching, pinching, patting, verbal or written comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated proposition, and unwanted body contact.

WBA has a **no tolerance** policy involving sexual harassment of students or staff. Any student who is guilty of sexual harassment is subject to suspension or immediate dismissal.

## **Section 4 Parent Responsibilities**

### **4.1 Payment of Fees**

WBA relies solely on the payment of tuition and fees to pay staff salaries, purchase curriculum and provide adequate facilities in which students can learn. With this in mind, the following financial policies have been established:

#### **4.1.1 Payment of Fees**

The parent/guardian shall ensure payment of all fees covered in this agreement.

In order to attend the first semester of a school year, the annual registration fee is due by June 1<sup>st</sup>. The following must have been paid **no later than July 15, or no later than December 1** if enrolling for the second semester:

- 1) curriculum fee
- 2) technology fee
- 3) tuition (half, if paying for the first semester of a school year, for domestic students only)
- 4) international fee, if applicable
- 5) special education services fee, if applicable
- 6) extended session fee for afternoon ESL students.

Applications for financial aid must be filed in advance of the current school year. The amount must be determined prior to the beginning of class. The registration fee, the curriculum fee, and the technology fee are not considered financial aid and must be paid prior to the beginning of class.

**Registration, curriculum, technology fees and tuition  
are neither refundable nor transferable.**

#### **4.1.2 Financial Policies**

There are many reasons for choosing a private school. The major reason is that parents want to invest in their child's future in order to give him/her every possible opportunity for future success.

WBA provides unique educational advantages. The faculty and staff at WBA are committed to offering each student that opportunity for success. With the eight to one student to teacher ratio, our teachers spend far more time with each individual student than is common in traditional classrooms. The ratio allows for individual instruction, encouragement and coaching students academically, as well as time for mentoring. Teachers complement, not replace, the home in helping our students master learning, and, as a result, master life.

With our faculty and staff offering a full commitment to the students, we feel it is appropriate for the health of the school to expect a commensurate commitment from school families.

The following financial policies are in place:

- 1) Each student will submit an annual registration fee; registrations are accepted on a first come basis. The registration fee ensures that the student will have a seat in the class. The sooner a student is registered, the more likely he/she is to have a choice of teacher and class time.
- 2) Tuition and fees for Fall Semester are due on **July 15**, and **December 1<sup>st</sup>** for Spring Semester. A late fee will apply the following day. In order for a student to begin school in August or January, all tuition and fees must be current and required paperwork submitted.
- 3) In order for WBA to meet its contractual obligations for teachers and support personnel, there are **NO** refunds or transfers of tuition and fees for any reason.
- 4) In cases of checks returned for NSF, the student may **NOT** attend school until payment arrangements have been made. A late fee will apply if this occurs after July 15<sup>th</sup> or December 1<sup>st</sup>.
- 5) Families who need to make monthly payments may make arrangements through [www.tuitionsolution.com](http://www.tuitionsolution.com).
- 6) Financial aid is limited. Early applications receive first consideration.

#### **4.1.3 Senior Fee**

During the Spring Semester prior to the graduation ceremony, a senior graduation fee will be assessed in order for students to receive their diplomas at the graduation ceremony. The fee covers the cap and gown, the diploma/cover, a quantity of graduation announcements and name cards, the cost of the facilities, and speaker's honorarium.

#### **4.2 Student Accountability (Home Study Program)**

Parents of Home Study students are expected to monitor their student's work to ensure that students plan adequate study time, use answer keys in the proper manner, bring work texts and answer keys back to school at time of testing, and prepare themselves for tests.

#### **4.3 Parent Conferences**

WBA desires to complement the home in providing the best education possible for the student. Communication with parents is of paramount importance in partnering with families to facilitate the success of our students. Therefore, we desire active parent participation. Parents, faculty or school administration may initiate parent conferences. Parents are reminded that conferences must be scheduled in advance. A parent or guardian shall attend all parent conferences scheduled by the school staff.

In many cases, it is desirable and beneficial for the student to enter into the conference at some point as well. In some cases, the teacher and parent may only need a telephone conversation or e-mail communication. Documentation should be provided in the student's personal file when appropriate.

#### 4.4 Parent Complaints

Complaints against a teacher or staff member must be presented **first** to the teacher or staff member. If the issue cannot be resolved in this manner, a meeting will be arranged with the administration, the teacher or staff member and the complainant.

#### 4.5 Attendance and Tardies

In order for a student to master learning successfully in any subject, it is essential that he/she maximize his/her time during the school year by consistent attendance. Progress at WBA is determined by number of units mastered each month. Failure to progress at the minimum rate is often tied to excessive absences. Penalties for failure to meet minimum progress standards are addressed in 2.2.4.

##### 4.5.1 Excused Absences

Certain absences will be considered academically excused if the school receives a note from the parent/guardian.

**Documentation for excused absences:** Hand-written notes to excuse absences should be submitted immediately on a student's return to campus, but no later than three (3) days after the absence or it will be considered unexcused. Phone calls, e-mails, and text messages are NOT acceptable documentation of absences.

***Documentation for an excused absence should contain:***

- a) dates
- b) times
- c) reason(s) for absence
- d) parent/guardian signature
- e) daytime phone number

***Examples of excused absences include:***

- a. personal illness
- b. death or illness in the immediate family
- c. unavoidable family emergency
- d. medical/dental appointment: A student who misses school due to a doctor's appointment is **required** to bring a note from the medical office.
- e. court appearance: requires a copy of the subpoena or similar document
- f. jail
- g. official government business: requires a copy of document(s) relating to the government business
- h. weather or road conditions making travel dangerous
- i. religious holidays: requires pre-approval
- j. out-of-school suspensions
- k. school activities
- l. other pre-approved absences

**Pre-approved absences:** Pre-approved excused absences must be cleared with the administration at least five (5) days in advance. Students are permitted pre-approved absences during school year if in good academic standing, i.e. not on academic probation. Pre-approved college visits do not count against the student. Pre-approved absences over the five allowed are at the discretion of the administration. Student may obtain a Pre-Approved Absence Request Form from the front office or in the Appendix of this Handbook.

#### **4.5.2 Unexcused Absences**

All absences not meeting the criteria in Section 4.5.1 are considered unexcused absences. Absence without permission from the school administration is considered a **truancy**. While private schools are not subject to the same legal guidelines as public schools with regard to truancy laws, truancy is still considered a serious offense. Excessive absences will result in review by the Administration of WBA. Absences are recorded on the student's Progress Report, which become part of their permanent record.

A pattern of habitual unexcused absences may result in dismissal from WBA.

#### **4.5.3 Tardies**

Students are expected to be at school when the bell rings. Students are considered tardy if they arrive **in the school building** 5 minutes after the bell.

Parents will be notified when their student is tardy. In addition, all tardies will be recorded on the student's Progress Report, which become part of the student's permanent record.

A pattern of habitual tardiness will result in a parent conference and will be recorded in the student's permanent record.

# Willow Bend Academy, Lewisville 2015-2016 Handbook Contract

Name: \_\_\_\_\_

Date: \_\_\_\_\_

The complete Willow Bend Academy Lewisville Handbook can be found online at [willowbendacademy.com](http://willowbendacademy.com). I understand that I am expected to adhere to **all** policies stated in the Handbook, including the following information.



- I. I understand that I will be expected to comply with the dress code. I further understand that should my clothing not conform to the stated policies, or be considered inappropriate by the administration, I will be required to do one of the following:
- Wear clothing provided by Willow Bend Academy, if available.
  - Leave campus or call a parent/guardian to bring appropriate clothing. I will be required to wait in a designated area until appropriate clothing arrives on campus.
  - Stretch pants, yoga pants, leggings, jeggings, or tight fitting pants will be permitted but **MUST** be appropriate (**as deemed by staff**).

**I understand turning a shirt inside-out does NOT constitute a correction.**

- II. I understand that if I arrive at school under the influence of alcohol or other illegal substances, I will be immediately isolated from the other students until such time as a parent or other responsible designated individual can come and take me home. In addition, I will be subject to one or more of the following:
- A parental conference with the principal to discuss the possibility of being allowed back on campus.
  - Suspension from school for a time determined by the principal.
  - Immediate dismissal from Willow Bend Academy.

**In addition, I understand that periodic, unannounced searches of student desks, backpacks, and cars will be conducted by staff or trained, drug-sniffing dogs.**

- III. I understand that cell phones are not allowed during school hours for any reason. It is recommended that they be left at home or in a vehicle. If that is not an option, I understand I will be required to turn in my cell phone to my teacher at the beginning of the day. I may not use my phone during scheduled breaks. I understand that if I am found to have a cell phone on my person, in my belongings or on my desk during school hours, the phone will be taken and kept for at least 24 hours. I may redeem my phone after school by paying a \$20 fine for the first offense.

**I understand I am not allowed to use my cell phones for any reason during school hours, including breaks.**

- IV.** I understand that I am not to use personal computers, iPads, iPods, MP3 players, or any other electronic device for non academic purposes during school. I understand that the devices will be taken and kept overnight if used for purposes unrelated to school during class periods. If it becomes a repeat problem, I may be banned from bringing in electronics of any kind. **I can choose to pay \$20 and receive the item at the end of the day.**
- V.** I understand that I will be sent home immediately for any of the following reasons:
- Profanity - may receive one documented warning depending of level/degree and at the discretion of the staff/faculty.
  - Disrespect toward any adult, employee or volunteer.
  - Suspected of possessing or being under the influence of drugs and/or alcohol.
- VI.** Beverages, other than small bottles of water, are not permitted in the classroom. Snacks may be purchased during authorized breaks, and should be consumed prior to the end of the school day or taken with the student upon departure. Food left on students' desks after the end of the school day may be thrown away. Outside food (McDonalds, Wendy's, etc.) may not be consumed in the classroom.
- I understand if you spill food on the floor, it is my responsibility to clean it up immediately or I will be held after school to complete the cleaning.
- VII.** Students who drive themselves to school are expected to enter and exit the parking lot in an orderly manner, and park in spaces in front of or across from the school. Squealing tires, loud music and drag racing are not tolerated. I understand I may **not** go to my vehicles during school hours without permission.
- I understand I may **not** go to my vehicles during school hours without permission.
  - I understand violations of this policy may result in loss of parking privileges.
- Willow Bend Academy is not responsible for accidents caused by student drivers.**
- VIII.** Curse words, disrespectful slang words, using the name of God or Jesus other than in respect to Deity, and obscene or profane gestures are **never** acceptable at Willow Bend Academy. Such words and actions are not to be used toward staff/faculty members or other students. I understand I will be sent home for the day for the first offense. Repeated offenses will result in my dismissal.

**I UNDERSTAND THE POLICES STATED ABOVE AND WILL FOLLOW THEM.**

\_\_\_\_\_

STUDENT NAME

\_\_\_\_\_

DATE

\_\_\_\_\_

PARENT/GUARDIAN/HOST NAME

\_\_\_\_\_

DATE

## **Willow Bend Academy Student Technology Use Agreement**

Willow Bend Academy provides access to technology and the internet to students for educational purposes only. The use is intended to enhance and facilitate learning, communicating, and working. Students are expected to use technology responsibly and in accordance with Willow Bend Academy's mission and core values and the policies established in the Student/Parent Handbook.

### **Technology Usage**

Students should treat technology with respect and handle items with care. Technology items should not be slammed onto desks, tables, or front desk countertops, dropped carelessly, or left unattended. Students should always shut down a computer or turn off a calculator before returning it to the front desk. Power cords and headphones should be wrapped neatly upon return.

### **Accountability**

Students must sign out any technology (ie. laptops, headphones, DVD players, calculators, etc.) and should return them to the front desk by the end of the school day. Students are accountable for any activity performed on a device while signed out to their names and are responsible for losses and/or damages incurred while the technology is in their possession. The student who checked out the technology is the person responsible for returning the technology to the front desk, even if the technology was taken to another campus. Upon return, the student must sign the technology back in; students should not simply leave items at the front desk and walk away.

### **Personal Safety**

Students should not save documents, pictures, or other files onto specific computers, especially if it contains personal information. There is no guarantee the saved file will still be on that particular computer the next time the computer is used. Students should keep passwords to their personal accounts private and should always sign out after an account use.

### **Office 365 Caution**

The personal accounts that students are given are intended primarily for educational purposes. When using Office 365 accounts, students should use language and content that is school-appropriate and in conjunction with the standards of Willow Bend Academy. Students should not use their accounts to conduct or arrange illegal activity, send copyrighted or inappropriate material, or share workbook or test questions or answers. Students should not expect any information contained to be private and confidential. Account activity may be monitored by administrators.



**Unacceptable use of WBA technology or internet connections includes:**

1. Any activity that violates a policy established in the Student/Parent Handbook
2. Destroying, damaging, or attempting to vandalize data, equipment, networks, or other resources, including the use of hacking tools
3. Removing a part of a technology without permission
4. Inserting a non-WBA disk (ie. music CD, game, etc.) into a computer without permission
5. Altering or modifying the computer in any way, including changing the desktop background picture, installing unauthorized programs, and placing passwords on a computer
6. Browsing the internet, unless required to do so for an authorized assignment
7. Visiting inappropriate websites, which includes social media websites
8. Accessing non-WBA email accounts
9. Downloading music, video, pictures, or other files for personal use
10. Violating copyright or software licenses, including making illegal copies of digital media, software, or files
11. Downloading, uploading, or creating computer viruses
12. Distributing electronic files in a manner that causes network congestion or disruption or significantly interferes with other people's ability to access and use the internet
13. Sending mass or chain emails, spam, or inappropriate materials
14. Attempting to fix computer problems or to make updates on a computer, even if prompted by the computer, without permission
15. Seeking information on, obtaining copies of, or attempting to destroy files, data, or passwords that belong to other students
16. Communicating with other students during class time, including instant messaging and using Skype
17. Participating in cyberbullying in any form, including harassing, defaming, sending hate mail, harming, sending threats, impersonating, and stalking
18. Attempting to gain unauthorized access to the WBA network or admin accounts on computers
19. Attempting to bypass, circumvent, or disable network security or a computer's virus protection
20. Connecting personal devices to WBA computers or networks
21. Interfering with other students' ability to use technology resources
22. Allowing another student to use technology that is not signed out to that student
23. Using a calculator for other purposes beside math
24. Downloading programs or games onto or writing text messages on calculators

**Using technology and accessing the internet is a privilege, not a right.** I have read this document and understand responsible use of technology. I agree to abide by all policies and procedures set forth in this document and related rules in the Student/Parent Handbook that are applicable in technology situations and understand that failure to do so may result in the loss of computer privileges in the classroom.

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Student Signature

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Date