



# STANDISH BAPTIST ACADEMY

**Parent / Student Handbook  
(Last Revised 2024)**

Prov. 16:1 “The preparations of the heart in man,  
and the answer of the tongue n , is from the LORD.”

## Introduction

As a ministry, we grow devoted, lifetime followers of Jesus Christ through gospel-saturated environments. Our mission is to partner with parents in engaging the mind through academic excellence and Biblical values by cultivating the heart (growth) through spiritual emphasis and acting in service for God and others.

1 Timothy 4:12, "Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity."

Standish Baptist Academy is an educational institution created as a ministry of Standish Baptist Church. Our teachings and philosophies are founded on Biblical truths as interpreted by Standish Baptist Church, an independent, and Bible-believing local church. (1 Timothy 3:15).

The main emphasis of Standish Baptist Academy is upon the spiritual and educational growth of its students. To accomplish this, we believe that all subjects should be taught in the light of the Scriptures in keeping with the verse, "The fear of the Lord is the beginning of knowledge" (Proverbs 1:7).

Standish Baptist Academy is dedicated to acquainting each student with the person of Jesus Christ and helping him to know that God has a plan and a purpose for his life. After reaching the students for Christ, our goal is to send them out as well-trained Christian leaders of tomorrow, serving in whatever area of life the Lord has called them.

SBA has a strong academic program and a caring, dedicated faculty. Our curriculum consists of Abeka materials.

## Statement of Faith

A. We believe in the verbal inspiration, preservation, and authority of the Scriptures, using the King James Version as the most accurate translation in the English language of God's preserved Word. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.

B. We believe in God the Father, God the Son, and God the Holy Spirit.

C. We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ.

D. We believe that salvation is by the grace of God alone.

E. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ.

F. We believe that once a person has been redeemed, he is a child of God permanently.

G. We believe in the visible, personal, and premillennial return of Jesus Christ.

H. We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

## **STATEMENT OF NONDISCRIMINATORY POLICY**

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

### **Leadership Structure**

**Chancellor** - Pastor Gary Wilkins

As Chancellor, Pastor Wilkins is responsible for the overall leadership of SBA. As Chair of its school board meetings, he is responsible for ensuring that the necessary business of the school is carried out efficiently, effectively, and in a manner appropriate for the proper conduct of business.

**Administrator** - Pastor Brian Wilkins

As Administrator, Pastor Brian is responsible to provide strategic direction in the school system. He assesses teaching methods, monitors student achievement, encourages parent involvement, revises policies and procedures, administers the budget, hires and evaluates staff and oversees facilities.

**School Board** - Composed of the deacons and pastoral staff of Standish Baptist Church

The school board meets at the request of the chancellor or administrator to decide on school policy changes, tuition rate increases, or disciplinary decisions ranging from suspension to expulsion.

Each member of the board is given one vote and the majority of votes carries the business at hand. The administrator will communicate the will of the school board to those their decision affects.

### **Admission Requirements**

Students are accepted on the basis of available space, their character, scholastic record; without regard to race, color, national, or ethnic origin; and a genuine desire on the part of the parents to have their children in a Christian school. Only those children whom we feel will adjust to our particular program and whose parents agree to cooperate fully with the teachers and administration will be admitted.

As a Bible-believing, Christian organization, we affirm and commit to God's definition of marriage, gender roles, and sexual orientation as given in the Bible. We believe God-given

gender roles should be honored, that marriage is a lifetime covenant between a man and a woman, and that all sexual activity outside of a marital commitment is dishonoring to God. Therefore, students involved in fornication (all sexual activity outside of marriage such as immorality, homosexuality) will not be accepted as students or permitted to continue as students at SBA.

## ENROLLMENT PROCEDURE

1. Schedule an interview with the Administrator. A placement exam may be required after the interview.
2. Upon student acceptance, parents need to complete registration via a Google form that will be emailed to them.
3. Submit required medical information to the school office.
4. Pay the registration fee. If the administration does not feel that the student should be accepted into the school at the time of the interview, they will notify the parents.

If after receiving the records or recommendations on the student, the administration chooses not to accept the student, the parents will be notified.

## ADMISSION AGE

K-4 students if a K4 program is offered currently must be four years old and potty-trained;

K-5 students must be five years old by October 15th

## Finances

### Payment Schedule

Tuition payments shall be due upon the fifteenth of the month, beginning August 15th and ending May 15th. There will be a \$10 late charge added after the 25th of the month. ***Students will become financially withdrawn when the payment is 30 days past due.***

### Tuition Per Year

First Child Ten payments of \$312.40 a month  
Second Child Ten payments of \$284.50 a month  
Third Child Ten payments of \$111.30 a month  
Fourth Child and up No additional costs!

Our tuition rates are designed to lessen the financial impact on larger families that tend to discourage involvement in the Christian school program. Our people want you to believe the Lord can provide for your children a Godly education.

## **BOOKS**

Parents are responsible for purchasing books from the Academy. Prices for the books vary depending upon the grade level of the student(s). If a student loses a book or if a class change becomes necessary, the book charge will be sent through our invoice system.

## **WITHDRAWALS**

Registration fees and tuition payments are not refunded for any reason. In the event a student leaves before the end of the month for any reason, tuition will still be considered due for that entire month. Withdrawals must be made through the school office and must be in writing. A parent should notify the school office, if possible, a week prior to the last day of school.

## **Length and Schedule of the School Day**

The school day will begin at 7:45 A.M. with the opening assembly, and end at 3:30 P.M. School will be held Tuesday through Friday. Although there will be no school on Mondays, it is expected that students utilize Mondays to complete that week's school work.

## **Attendance**

Parents must recognize that whenever a child is absent, an extra burden is placed on the teacher to help the student catch up on missed work. Mondays are open days as we operate on a Tuesday through Friday schedule. *Therefore, many health appointments should be scheduled on Monday to lessen the extra work placed upon teachers to assign and explain make up work.*

### **Tardies**

A student is counted tardy if he or she is not present at the start of opening exercises at 7:45 A.M. and will receive a demerit for being tardy.

9 Tardies will result in a ½ day absence.

### **Excused Family Days**

A request form must be filled out **one week prior** to the days off (**up to 4 days a school year**). No family days will be approved in the month of May in order to properly close out the academic school year. The Administrator will need to approve the requested family days. If approved the days requested off will be excused and all tests and quizzes will be made up upon the return of the child at the teacher's discretion. Also, all homework that the child has missed will be due the first day they return.

### **Other Excused Absences**

Parents must email the school before the start of opening at 7:45 AM the date of the child's absence. Every student is allowed up to 10 excused absences and 4 family days if requested before he over absences for the year. Any days over that allotment will be considered unexcused.

Excused Absences include

- Personal Illness (must present a doctor's note upon returning to school)
- Drivers Ed or Driver Test
- Medical, Dental, or Optical Appointments
- Death in the Family
- Family Emergencies
- Visiting Prospective Colleges

Chronic or extended illness confirmed in writing by a physician may increase the allowed absent days

**UNEXCUSED ABSENCES** Absences not listed above will be considered unexcused as well as any absences in which no email has been received by the office before 7:45 AM the day of the absence. All work that was assigned on the date of an unexcused absence will be recorded as a 69%

### **Over Absent**

Any student who has 10 unexcused absences in the year will be required to come in on Mondays and compensate a teacher for their time.

Every student who needs to make up days due to over absenting will be billed \$100 to compensate a teacher for teaching on their day off or \$50 cash for each half day needed. The invoice to compensate the teacher must be paid before the Monday school day is scheduled.

All grades will be held until the student's attendance has been reconciled.

### **Leaving School**

Students are to be in scheduled classes at all times unless ill or excused by the office (Leaving school in order to go home early for the day will not be considered excused). Only the office/ administration can grant permission for the student to leave the campus. Teachers are not allowed to grant such permission.

Any student leaving school early must check in with the office before leaving. If there is a fire or any emergency the office must have an accurate count of students on the property for the head count after the evacuation.

## **CHAPEL**

Every student of Standish Baptist Academy is required to attend chapel. Each student must bring his Bible to chapel.

## **Academic Regulations**

### **Academic Reports**

**Report Cards** will be emailed at the completion of each quarter to every student whose tuition bill is in good standing.

### **Retention Policy**

Elementary and Junior high students who fail English or Math in addition to one other subject may be required to repeat that grade. High school students must pass the required number of subject credits to graduate with their class.

### **Grading Scale**

A+ 100, 99	A 98, 97, 96, 95	A- 94, 93	
B+ 92, 91	B 90, 89, 88, 87	B- 86, 85	
C+ 84, 83	C 82, 81, 80, 79	C- 78, 77	
D+ 76, 75	D 74, 73, 72	D- 71, 70	F 69 - 0

## **Requirements for Graduation**

**Total credits required for graduation: 24**

**Bible 4**  
**English & Lit 4**  
**Math 4**  
**Science 3**  
**History 4**  
**PE 3**  
**Electives 3**

Some credits may be substituted by seniors taking early college classes.

### **Electives**

Options for elective credits will be outlined on a personal basis, they could include such possibilities as Secondary languages, Musical Ensemble as well as other areas of History, Science or Math as career direction requires.

## **Homework**

Students who do not complete their daily work are required to take the work home as homework. Homework may also be assigned for make-up work after a student's absence.

Homework assignments will be accompanied by a "**Homework Assignment Slip**" (elementary). These notifications serve a dual purpose: (a) to notify the parent of the child's responsibility, and (b) to remind the student of what must be completed. Homework slips are to be signed by the parent to indicate that they know that the homework was assigned and *returned the next day* whether or not the homework is completed. Assignment books should be reviewed by parents on a regular basis.

## **After School Hours**

Students are to promptly leave the school building upon the completion of their school day. ***We ask that parents make arrangements to pick up students by 3:45pm so that they will not be left unattended.***

## **Emergency Closing of School**

Please check our Facebook Page or WCSH 6 for any delays or school cancellations. We advise that you sign up for notifications from News Center Maine App which can be done on their website.

## **Personal Appearance**

**All students will wear a school polo which can be purchased through the school office.**



Outdoor coats and jackets are not permitted to be worn in class. A solid black fleece with a school patch may be worn during class time.

The staff of SBA reserves the right to decide if any questionable dress or hairstyle is inappropriate.

Hats, boots and mittens are necessary playground clothing during the winter as well as snowsuits for the younger students.

### **Dress Standards for boys**

Boys are asked to wear the school polo tucked into gray or khaki dress pants with a belt.

The boys pants are not permitted to be excessively baggy or tight fitting

Necklaces, bracelets (except medical alert) or earrings are not permitted to be worn by boys.

Hair is to be off the collar, ears, and eyebrows. Sideburns can be no longer than the middle of the ear. No mustaches or beards are allowed. (Peach fuzz will be tolerated until it causes gagging by other students or staff) :)

Solid White undershirts may be worn under uniforms and are not to be combined with any other color undershirts, tanks, or Tees

For physical education class, boys may wear sneakers, colored T-shirts, knee length shorts, or loose fitting sweatpants

### **Dress Standards for girls**

Girls are asked to wear the school polo in addition to gray or khaki dress skirts. We ask that the skirts be modest, loose fitting skirts that come to the knees when standing in a relaxed position.

We ask the girls to wear shoes with backs. Flip flops are not permitted.

Short, tapered or punk style haircuts are not to be worn by girls.

For PE, girls may wear loose fitting shirts that are non sheer and knee length loose fitting shorts or sweat pants, sneakers, and socks.

Make up may be allowed for girls in grades 7-12, if tastefully applied.

Girls are permitted to wear one earring in the lobe of each ear if desired. Any additional piercings in the ears or face may not have any ring, bar, stud, or foreign object put in them.

# GENERAL CONDUCT

In the classrooms of Standish Baptist Academy, these five fundamental rules are to be followed:

1. Students should stay in their seats at all times.
2. Students should speak only by raising their hand for permission.
3. Students will be respectful of other students and their authorities. They will address and reply to their authorities and teacher with the utmost respect (“yes, sir; no, ma’am,” etc.).
4. Students will be prepared for class with finished assignments, books, and necessary supplies.
5. Students will respond to corrections or direction with a positive attitude. All rules and regulations apply to students attending any school-sponsored functions, programs, ball games, field trips, and other events.

## Discipline

### Elementary

Demerits will be given for behavioral and procedural infractions. When an elementary child receives 5 demerits in one day, the child will receive a detention for the following recess period.

For every elementary student receiving 10 demerits in a day, the student will spend the next two lunch hours in detention doing assigned work.

<u>Offenses in Elementary</u>	<u>Demerits</u>
Unprepared for class	1
Slips not signed and returned	1
Inattention in class	1
Dress code	1
Running in building	1
Not following class procedure	1
Talking out of turn	1
Inappropriate behavior	2
Physical contact between boys and girls	2
Entering an off limits area	2
Horseplay	2
Bad Attitude	3
Lying	5
Disobedience	5
Talking back	5
Cursing	10
Cheating results in loss of academic rewards	& 10
Stealing	10

## **BULLYING**

Bullying is defined as persistent inappropriate behavior (physical, verbal, written, or online) from one student to another. Cases of suspected bullying should be brought directly to the school administrator to be dealt with immediately. In the event of a case of bullying, the administration would then meet with all parents involved for notification and/or help in correction of the problem. Disciplinary action (including the use of the demerit system, suspension, and expulsion) would then be implemented at the discretion of the administration.

### **Demerits**

7<sup>th</sup>-12<sup>th</sup> students receiving 10 demerits in a quarter will receive a 1 hr. detention after school.

Students receiving 50 demerits in a quarter will be suspended for four or more days of classes and will be required to meet with the School Board. The outcome of this meeting will determine whether the student will receive a suspension or be dismissed from SBA. The school administrator may suspend any student for any period of time he deems necessary should the misconduct be serious enough to warrant it. The School Board will make the final decision whenever expulsion is necessary.

### **Offenses in Junior and Senior High Demerits**

Slips not signed	1
Late to class	1
Unprepared for class	1
Talking in class	1
Eating in class without permission	1
Not following classroom procedure	1
Passing notes in class	1
Chewing gum, horseplay or inappropriate behavior	2
Coats and jackets on in class	2
Any substitutions or additions to school uniforms	2
In restricted area[includes student cars]	2
Exceeding 15mph speed limit on church grounds	2
Handheld games during class time	2
Arguing with teachers or staff	5
Disobedience	5
Cell phones or wireless device in class	5
Lying	6
Disrespect or derogatory remarks to teachers	6
Bringing prohibited items to school	5-10
Intentional physical contact between sexes	5-10
Cutting class or chapel	10
Fighting, stealing or cursing	10

Writing on or destroying school property	10
Cheating (1 <sup>st</sup> offense-loss of academic rewards 2 <sup>nd</sup> offense-appearance before the school board)	10
Bringing pornography, liquor, or illegal drugs- <b>[Rules apply upon arriving and departure from school]</b>	Immediate Suspension

## Destruction of School Property

Students will be held responsible for damage done to church or school property. Parents will be given a ten-day period in which they may repair damages. If repairs have not been made at the end of this period, someone will be hired to make required repairs and the family will be billed.

## Problems - And Communicating Them

The staff of Standish Baptist Academy would like to make a mutual agreement with the parents of our students: We pledge to give to the parents the benefit of the doubt concerning expressed problems. We ask the same of you. Children may have the tendency, when giving an account of a situation, to slant it to their favor. This is human nature. Please do not assume that you have an accurate understanding of a situation until you have made an appointment and communicated with the school administrator. This type of communication is necessary for the proper handling of problems and will minimize any ill feelings that could be caused by them. Irregardless all demerits issued by teachers should be signed by parents. Refusal to sign demerits is a signal to the teacher and administrator that the parent does not trust the judgment of the school. Refusal to sign a demerit will result in a suspension until the slip is signed. Parental trust in the leadership of Standish Baptist Academy will play into deciding if the child's registration will be approved by the administrator the following school year.

## Standard of Conduct

In compliance to 1 Timothy 4:12, students of Standish Baptist Academy are expected to refrain from cheating, swearing, smoking, gambling, listening to music that encourages an ungodly lifestyle, using alcoholic beverages, and using illegal drugs, or viewing anything that would violate Psalm 102:3, "*I will set no wicked thing before mine eyes...*". They are to act in an orderly, respectful manner, maintaining Christian standards in courtesy, kindness, language, morality and honesty. Violations could result in corrective action ranging from detention to suspension

## Parental Agreement

**(By enrolling their children into Standish Baptist Academy parents agree to following)**

"I recognize that Standish Baptist Academy has qualified staff, and I will place my confidence in their ability to perform their duty. I will reflect my support for the staff by my conversation with my child and wholehearted cooperation with every aspect of its program.

"I realize that from time to time children will take issue with actions with which they do not agree. Children may have the tendency, when giving an account of a situation to slant it to their favor. This is human nature. I will not make any conclusions or judge a staff member's actions on the sole basis of my student's account. If I have a problem or question, I agree to bring it to the school administrator in a mannerly fashion.

"I further agree to support the school and staff by aiding in the training of my child with proper Christian examples in the home and participation in their studies and assisting in overseeing the completion of assignments. I will see that my child/children faithfully attends all school functions and sees that he or she arrives at school on time.