

# **STUDENT HANDBOOK**

## **2010-11**

**WHEATON ACADEMY**  
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## **MISSION STATEMENT**

The **mission** of Wheaton Academy is to nurture growth in our students through relationships, excellence and service to the glory of God. Specifically, we intend to partner with the home and church to help students to:

- 1) **develop a personal, vibrant and growing relationship with Christ;**
- 2) **adopt and continue to cultivate a thoroughly biblical worldview;**
- 3) **begin to discover, explore and practice their God-given gifts and abilities;**
- 4) **acquire the knowledge, understanding and wisdom necessary for further study and to become prepared to represent the Lord effectively in their life calling.**

Wheaton Academy seeks to achieve its mission as a school by providing an educational program characterized by biblical values and traditional educational standards using innovative curriculum centered on a caring student/teacher relationship.

### **2010-11 Year Verse**

Your statutes are my heritage forever;  
they are the joy of my heart.  
Psalm 119:111 (NIV)

This Student Handbook is designed to inform you of Wheaton Academy's expectations regarding appropriate student behavior. Nothing in this Student Handbook shall be deemed to create contractually or legally enforceable rights. Wheaton Academy specifically retains the discretion to amend, discontinue, or vary the policies or procedures contained in the Student Handbook with or without prior notice.

August, 2010

Dear Student,

Welcome to Wheaton Academy. We are excited for you to be a part of the community that God has brought together for this school year. Whether you are a new student or returning student, it is not a coincidence that you are a part of our student body. We want you to experience a quality Christian school education that is rooted in God's Word and academic excellence.

The faculty at the Academy is prepared to help you discover and develop the gifts God has given you. Everything we do at Wheaton Academy is designed to encourage you to seek truth, to know what is good, to develop a disciplined mind and a wise, kind and discerning heart and to follow Christ in all you do. This handbook is designed to inform and remind you of opportunities and responsibilities that you have as part of our community.

**The mission of Wheaton Academy is to nurture growth in students through relationships, excellence and service to the glory of God.** Specifically, we want to help you:

- 1) develop a personal, vibrant and growing relationship with Christ,
- 2) adopt and continue to cultivate a thoroughly biblical worldview,
- 3) begin to discover, explore and practice your God-given gifts and abilities,
- 4) acquire the knowledge, understanding and wisdom necessary for further study and to become prepared to represent the Lord effectively in your life calling.

As these four goals become a reality in your life, we hope you will be transformed as you follow Christ's example of serving others and doing your best while striving for biblical excellence.

By reading this handbook and signing the Standards of Conduct you are voluntarily committing yourself to making the mission of Wheaton Academy a reality in your life.

Have a great year!

Eugene Frost, Ed.D.  
Head of School

Jon Keith  
Chief Operating Officer

Steve Bult  
Principal

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## WHEATON ACADEMY STUDENT CULTURE

At Wheaton Academy our student culture is founded on the belief that students who are seeking to live out their relationship with Christ can be treated maturely, trusted appropriately and held accountable in ways that reflect respect for students as individuals. This attitude toward students serves to intentionally create an environment specifically geared to help teenagers flourish. Unlike some schools that design their routines and rules around the immature, Wheaton Academy does exactly the opposite. The Wheaton Academy student culture is designed for the mature. Those who are responsible, respectful and motivated will absolutely flourish. Students are trusted but simultaneously held accountable to be good stewards of their opportunities.

The fundamental principles that guide our intentional efforts to build a culture unique to Wheaton Academy are:

- We focus on the positive and emphasize the results of doing things right and experiencing the positive natural consequences. We share the joy of living God's way. We work to help students discover their potential. Too often teenagers are told what they can't do, rather than being encouraged and empowered to live in such a way that they become a positive influence and make an impact for Christ's kingdom.
- We take our core standards seriously. Expectations like obedience, integrity and respect are God's standards and accordingly are non-negotiable. At the same time we work to avoid cluttering our culture with an endless list of "don'ts." We expect that students will follow the school standards and be responsible. When students violate that trust, they will be held accountable and the situation will be taken seriously.
- We value the individual. We believe the uniqueness of the individual shouldn't be lost. Teachers work hard to see students for their individual strengths. Students respond when they sense they are known and valued individually.
- We are student centered. Many schools appear to be organized around the convenience or preferences of adults. We seek to organize our activities and schedules around what is best for student learning. That is not to say students set the goals or make the rules. But, we are interested in incorporating what helps students learn.
- We listen to teenagers. It sounds pretty simple but it is amazing how often we overlook this powerful resource. Teachers ask their classes what is working. Coaches listen to their captains. The Principal invites students to join him for lunch and conversation once a week. We seek to tap into an incredible resource, direct feedback from those we work to impact. The result of listening is shared ownership in the result.
- We give students permission. Permission to create, innovate, dream and lead *now*, not just in the future. Student leadership is a work in progress and many times imperfect and complex.

## **WHEATON ACADEMY STUDENT CULTURE (continued)**

- We want students to impact and understand the world in ways that go beyond themselves. We intentionally give students opportunities to learn about and engage issues with the hope that they would invest in bringing Christ's redemption to our world. This includes relationships with their peers at other schools, our local community and the global community at large.
- We believe peer pressure is valuable. We encourage and give opportunity for a majority of students who want to live a Christ-centered life to be an example to their peers. We want to teach students not only to "behave" but to be a positive influence in situations and to hold their friends accountable to Christ-centered living as well.
- We work at treating students with dignity. No one responds well to embarrassment, sarcasm and pressure. Mistakes and correction are handled as privately as possible. The focus of our discipline is growth, maturity and restoration. That is not to say consequences and forgiveness are always mutually exclusive. But, just as God shapes us through His correction, our goal with students is always growth.
- We celebrate successes and believe in having fun. We want to elevate and promote excellence and effort and as a school community regularly celebrate successes. We want to laugh and have fun, while experiencing the joy God intended for learning and growing.

### **WA Philosophy of Discipline**

The philosophy, goals, standards, and procedures that follow are intended only as guidelines. Rules and standards of conduct are necessary in order to promote an environment that is safe and is in accordance with the Wheaton Academy mission. The school will evaluate each case of student misconduct or problem behavior and take whatever disciplinary action it deems appropriate based on the circumstances involved. If, at any time, the school determines that a student's influence is considered harmful, or if his or her presence is regarded by the administration as undesirable, the school may request the student to immediately withdraw, or expel the student.

It is important to keep our goal in mind when we discipline. As Christian parents and educators, we discipline students because we love them and want them to live a Christ-centered life. We discipline in order to help students learn to choose desirable behaviors instead of unacceptable ones. When students make wrong choices, we seek to help redirect, guide, heal and restore. Our goal is that hearts are changed and better choices are made in the future. It is also important that we seek to prepare them to make wise choices when we are not around, not simply to control them while we are with them. Since in some ways our goal is to work ourselves out of a job, hopefully, our adult discipline of students is slowly and surely being replaced by self-discipline on the student's part. In order to achieve this goal, we are guided by the following principles:

### **Philosophy of Discipline** (continued)

- 1) **Work with Each Student Individually** - In order to see young lives molded, we strive to understand individuals and recognize each may be at a different level of maturity. We also seek to distinguish between those who have made first-time mistakes and those who are repeat offenders or mockers, although in some circumstances, first-time offenses may be of sufficient severity to warrant suspension or expulsion. We strive to maintain distinct standards as our basis of comparison, not other individuals. Although we believe that working with students as individuals is important, we do recognize that general standards and expectations should be communicated clearly to all students and their parents.
- 2) **Maintain Standards** - We take very seriously the biblical, community and school standards that each student pledges to live by when enrolling at Wheaton Academy. Violations of certain standards or the absence of a repentant heart will not be tolerated.
- 3) **Maintain Cooperation Between Home and School** - We believe the Christian home and school should work in partnership. Both should implement discipline in love and humility, not in anger or in haste. Parents are expected to support the school's discipline.
- 4) **Deal with Forgiveness and Consequences** - We differentiate between forgiveness (both God's and others') and consequences. We believe it is important that students learn that their choices do bring consequences. We seek to correct the behavior without rejecting the person. Discipline should be fair and firm. We believe students should make amends for their mistakes. Accountability is important, and a pattern of change should become evident. Students and parents should recognize that there are times that actions result in consequences that are not immediately connected with disciplinary procedures. Students' participation in activities, where there are stated standards of conduct, or students who hold leadership positions, may experience consequences related to their participation in those activities which are not directly related to disciplinary action.
- 5) **Realize the Limits of Our Discipline** - Although we are charged with the duty of educating and supervising students for a portion of the day, we are not the parent, nor the church. As a Christian school, we must carefully weigh our standards and expectations for all students against the personal situations of the individual. Sometimes it is necessary to expel a student, or request that the parents withdraw the student from Wheaton Academy. This does not mean we are giving up. The student continues to be a part of a Christian home and church. However, a change of school environment may be the best for all involved.

In summary, we believe that discipline situations are often opportunities for growth in the life of a student. Wheaton Academy is committed to humbly seeking God's wisdom and direction as we implement student discipline that encourages growth and change.

## **Standards of Conduct**

Understanding the purpose and mission of Wheaton Academy, we want to develop a life of faith and obedience in our students, based on God's standards, laid out in His Word. While some of these standards are detailed and specific and others are more general, we want to encourage our students to live in a manner that glorifies God in every area. Our lives will be enriched by applying these truths in a consistent manner. In keeping with these beliefs, it is to be understood that Wheaton Academy expects its students to:

### **1. Cultivate an active and authentic relationship with Jesus Christ.**

- a. This includes studying God's Word, maintaining an active prayer life, being part of a church community, making oneself accountable to others, and seeking to share Christ through word and deed.
- b. Also, students should make every effort to avoid influences that create a heart divided from the Lord. This includes what one watches and listens to, recognizing that anything that mocks or disregards biblical standards can be destructive to a life of faith.

### **2. Treat others with respect and love.**

- a. Encourage one another and build each other up (1 Thes. 5:11) – This requires us to treat others with kindness, and respect at all times. It also requires us to be a positive influence in the lives of those with whom we associate.
- b. Communicate with others in a spirit of love. This requires us to refrain from such things as gossip, anger, unkind words, and cruel jokes at the expense of others.
- c. Develop relationships that edify our relationship with Christ and spur us to live righteously. (1 Corinthians 15:33)

### **3. Live a life of integrity.**

- a. Respect authority. This includes the authority of our parents, as well as the school and greater community. Living daily with one's parents and under their authority is a requirement to be a student at Wheaton Academy (1 Thes. 5:12).
- b. Be honest and above reproach. We must always speak truth, and avoid any appearance of dishonesty (Proverbs 8:7). This includes avoiding such things as stealing, lying, cheating, and deception.
- c. Demonstrate self-control (James 1:19). We must avoid allowing our behavior or responses to a situation to be a hindrance or a distraction to the community as a whole.

### **4. Maintain God's standards for morality, purity and righteous living.**

- a. Students are expected to flee from the presence and association of any inappropriate or illegal activities (Ephesians 5:3-7). This includes but is not limited to activities such as: possession and use of alcoholic beverages, tobacco, controlled substances, and gambling.
- b. Students are expected to maintain purity in all areas of their lives. This includes but is not limited to things such as: refraining from sexual relations, homosexual behavior, and pornography (either printed or virtual).
- c. Apply God's Word to every aspect of our lives in today's world. We expect Wheaton Academy students to adhere to these guidelines at all times, both in and outside of school.

*You will find a tear-out version of the Standards of Conduct in the back of this Handbook to be signed and returned with your Registration materials by August 2. Students will not be permitted to participate in any school activities until the signed form is received.*

## 2010-11 DAILY BELL SCHEDULES

### MONDAY

50 minute class periods  
35 minute combined lunch

<u>Time</u>	<u>Class</u>
8:00 – 8:50	1 <sup>st</sup> Period
8:55 – 9:45	2 <sup>nd</sup> Period
9:50 – 10:40	3 <sup>rd</sup> Period
10:45 – 11:35	4/5 <sup>th</sup> Period
11:40 – 12:15	Combined Lunch
12:20 – 1:10	6 <sup>th</sup> Period
1:15 – 2:05	7 <sup>th</sup> Period
2:10 – 3:00	8 <sup>th</sup> Period

### TUESDAY & FRIDAY

45 minute class periods  
25 minute split lunches  
35 minute Chapel

<u>Time</u>	<u>Lunch</u>	<u>Class</u>
8:00 – 8:45		1 <sup>st</sup> Period
8:50 – 9:35		2 <sup>nd</sup> Period
9:40 – 10:25		3 <sup>rd</sup> Period
10:35 – 11:10		Chapel
11:15 – 12:00	11:15 – 11:40	4 <sup>th</sup> Period
11:45 – 12:30	12:05 – 12:30	5 <sup>th</sup> Period
12:35 – 1:20		6 <sup>th</sup> Period
1:25 – 2:10		7 <sup>th</sup> Period
2:15 – 3:00		8 <sup>th</sup> Period

### WEDNESDAY BLOCK

90 minute class periods  
45 minute combined lunch  
25 minute Community Time

<u>Time</u>	<u>Class</u>
7:30 – 9:00	Teacher Collaboration Time
9:00 – 10:30	1 <sup>st</sup> Period
10:35 – 11:00	Community Time
11:10 – 12:40	2 <sup>nd</sup> Period
12:40 – 1:25	Combined Lunch
1:30 – 3:00	3 <sup>rd</sup> Period

**THURSDAY BLOCK**

90 minute class periods  
45 minute combined lunch

<u>Time</u>	<u>Class</u>
8:00 – 9:30	4/5 <sup>th</sup> Period
9:35 – 11:05	6 <sup>th</sup> Period
11:05 – 11:50	Combined Lunch
11:55 – 1:25	7 <sup>th</sup> Period
1:30 – 3:00	8 <sup>th</sup> Period

**EARLY DISMISSAL/HALF DAY**

8:00 AM - 12:15 PM  
30 minute periods  
10 minute break

<u>Class</u>	<u>Period</u>
8:00 - 8:30	1 <sup>st</sup> Period
8:35 - 9:05	2 <sup>nd</sup> Period
9:10 - 9:40	3 <sup>rd</sup> Period
9:45 - 10:15	4 <sup>th</sup> / 5 <sup>th</sup> Period
10:20 - 10:30	Break
10:35 - 11:05	6 <sup>th</sup> Period
11:10 - 11:40	7 <sup>th</sup> Period
11:45 - 12:15	8 <sup>th</sup> Period

## ACADEMIC POLICIES

### Academic Honesty

As Christians we are called to reflect integrity in all aspects of our lives. It is critical that we hold students to a high standard of integrity in their work in the classroom. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity. Students shall follow rules prohibiting dishonest academic behavior and must resist peer pressure to violate Wheaton Academy standards. Whenever students have a question about this procedure or any procedure they should ask their teachers and/or advisors. Teachers will inform students of procedures and practices relating to homework and class work. Students should assume that all quizzes, tests and exams should be done independently, unless they are specifically informed by their teacher.

Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate. However, students should realize the distinction between collaboration and copying another student's work. At no time should students hand in identical work unless it is a group project which lists all students' names who contributed to the assignment.

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork and all other types of work which are not one's own. Types of plagiarism include word-for-word (which includes cutting and pasting material from other sources), mosaic (rearrangement or rewording without documentation) and indirect (paraphrasing of a passage without documentation).

The following consequences for academic dishonesty and/or plagiarism are to be implemented by all teachers:

1. The teacher will report any incident of academic dishonesty to the student and parents. They will also refer the situation to the administration to determine the consequences.
2. Students will redo the assignment or test, and will be placed on disciplinary probation for one semester. A second instance of cheating in any form will result in a student having to reapply to Wheaton Academy for the following school year.

Records will be kept of students who are charged with academic dishonesty and/or plagiarism.

## **Computer and Internet Use Policy and Permission**

Technology and the internet are an incredible resource that can greatly expand the learning and educational process, but can have significant repercussions as it also opens the door to access information that would not be consistent with a life of righteousness. Therefore, as Christians with the privilege of computer access, there comes responsibility and accountability. Wheaton Academy expects that all students using the school's network and computer services will:

1. have the permission of their parent or guardian
2. agree to abide by Wheaton Academy Internet policies.

Parents should review the following policy and guidelines and review them with their child so that everyone understands and is in agreement. If you have questions about the Policy, please direct them to the Information Systems Director (ext. 7554).

### **Educational Objectives**

Technology is an essential component of the learning process. Students are given the opportunity to utilize resources which have been deemed to enhance their educational experience. All use of technology is ultimately designed to help students meet specific learning objectives. The faculty will not only evaluate resources used, but equip students to evaluate Internet sources for appropriateness and content.

### **Privacy is not Guaranteed**

The administration and faculty may review files and monitor all student computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Privacy is not guaranteed. This includes, but is not limited to, electronic mail. *Files stored on school computers have no privacy guarantee.*

### **Use is a Privilege**

Use of the Internet and the school network is a privilege, not a right. Students who violate policies pertaining to rules of conduct, the acceptable use policy or Internet use will be subject to revocation of privileges and potential disciplinary and/or appropriate legal action. *Please note that revocation of privileges may cause failure in classes where network access is necessary.*

### **Liability**

Wheaton Academy makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. Use of any information obtained via the Internet is at the user's own risk. The school will not be responsible for any damages users suffer, including - but not limited to - loss of data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature, or quality of information gathered through school-provided Internet access.

### **Parental Responsibility / Social Networking Sites**

Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. We encourage parents to monitor student activity on social networking sites, such as Facebook® and MySpace®. Students are expected to uphold the Standards of Conduct in their use of social networking sites. Students are not permitted to access social networking sites during the school day from school computers.

### **Acceptable Use**

The educational value of student Internet access is the joint responsibility of students, teachers, parents and employees of Wheaton Academy. *Taking up valuable network resources for non-educational pursuits, or activities not consistent with the mission of Wheaton Academy, is prohibited. All use must be lawful, non-commercial, and consistent with the educational mission and goals of the school.* Students are not permitted to try to access information blocked by the school's filtering software or to attempt to alter the network configuration in any way.

Wheaton Academy students must report illegal or otherwise unacceptable use of computers to the supervising teacher or the Information Systems staff. Students may not take advantage of, demonstrate or otherwise inform other students of security breaches or loopholes.

### **Academic Probation**

In order to maintain a positive learning atmosphere and to help students make appropriate academic progress, it is necessary to establish minimum academic requirements that students must achieve to continue their education at Wheaton Academy.

Students' academic progress is monitored on a regular basis. A student may be placed on academic probation **at the semester** if he/she earns 3 "D's" or fails one or more classes. If it becomes necessary during the semester for a student to receive additional tutoring and academic assistance or if the student fails to complete or turn in work, he/she may be placed on academic probation. The period of probation is for the next semester. During the period of probation, the Student Services Department will carefully monitor the student's progress *and* an individual academic plan will be put in place. If at the end of the probationary period the student has not improved sufficiently, the probationary period may be extended *or* the student may be asked to withdraw from Wheaton Academy immediately. Typically if a student has not shown significant improvement during the probationary period, they will be asked to reapply to Wheaton Academy for the following school year.

### **Commencement Activities**

Seniors are encouraged to attend all Commencement activities (including rehearsals). Failure to attend rehearsals could result in restriction from participation in Commencement. Students are expected to meet school dress code for all Commencement activities and school pictures. Students must have completed all academic work required for graduation prior to participating in end of the year activities like senior trip. Students will not be permitted to attend the senior trip if they have outstanding academic requirements necessary for graduation.

### **Co-Curricular Academic Eligibility**

Academic eligibility, although checked on a weekly basis, is to be reflective of the student's cumulative average for each class in the semester. If a student is ineligible, he/she will be informed as soon as possible the week of ineligibility, and the ineligibility from games/performances will last for one week (Monday through Sunday) regardless of a change in the student's grade during that week.

The second consecutive week a student is ineligible the ineligibility shall apply to games/performances AND PRACTICES. After each week, the student's grade will be re-evaluated. Students with special needs may be eligible for an alternative eligibility standard if there is a pattern of significant effort. Students participating in non-IHSA activities may be subject to a separate eligibility standard developed by Student Services in consultation with the activity sponsor. While ineligible, students will be required to gain extra help, possibly through tutoring.

A student must be in attendance three periods of the day on a regular day or 2 periods for a block day (excluding lunch) to be involved in any school activities that take place that day. Exceptions may be requested for unavoidable absences (funerals, delayed medical appointments, etc.) that do not allow attendance in a minimum of three classes.

Partnership students (attend both home school and Wheaton Academy, part time) must be passing at least four classes and meet all other Wheaton Academy Partnership standards and IHSA standards in order to participate in Wheaton Academy activities.

**Criteria to Determine Ineligibility:** 1 or more "F's" OR 3 or more "D's"

## ATTENDANCE

One of the keys to success in any area of life is to be present, to be on time, and to be prepared. It is essential for academic achievement that students are in class and at school. Even an absence of one or two days can have a surprisingly disruptive impact on progress. Therefore, perfect attendance is strongly encouraged. Parents are urged to carefully evaluate any absence from school that is not necessitated by unavoidable circumstances.

**In order for a student to receive a letter grade for any course, he or she cannot miss more than 11 classes in any given semester. Failure to meet this attendance requirement may result in the class being taken on a pass/fail basis instead of for a letter grade. Students who have significant long term medical issues should contact Student Services to set up a plan to assist students in completing work during their illness. It is also necessary that verification from a doctor be provided to the school for all absences related to the medical issue.**

Parents hold a unique responsibility to help their student interpret life's expectations concerning timeliness and promptness. We strongly encourage parents to resist the temptation to protect their student from tardy and absence consequences. Instead, use the policies as a necessary learning ground for preparation for life as an adult. Consequences are a valuable part of a student's growth and maturity.

The following paragraphs explain absence procedures. Because monitoring and keeping attendance records for our students is a sizeable and important task, we must insist that parents and students follow these guidelines about family responsibility precisely.

**Students are always required to sign in and out with the receptionist whenever leaving or arriving at Wheaton Academy other than normal times. There is no exception to this expectation. Students must receive parental permission to leave campus prior to signing in or out at the front office. Students who ignore this expectation will be subject to disciplinary action.**

The attendance policies which follow are intended as guidelines only. The administration reserves the right to treat tardiness and attendance matters on an individual basis.

### Absence Procedures

Any time a student does not attend school **the parent is responsible to notify the school attendance line (630-562-7500, ext. 7300) before 9:00 a.m.** If we have not heard from the parent by 9:00 a.m., the office staff will attempt to contact the parents as soon as possible. We want to be sure that any student not at school is accounted for by the parents. If a student arrives late, he/she should report to the attendance person in the main office and have a note explaining the reason for being late. An explanatory note or prior phone call is a prerequisite for the partial day absence being excused. **A student must be in attendance three periods of the day, or 2 on a block day (excluding lunch) to be involved in any school activities that take place that day.** Exceptions may be requested for unavoidable absences (funerals, delayed medical appointments, etc.) that do not allow attendance in a minimum of three classes.

### **College Days**

Students are encouraged to visit a variety of colleges with their parents. These absences will count toward a student's attendance requirement of attending all but 11 classes, so parents and students should consider a student's attendance status before planning a college visit. Students remain responsible for missed work. Students and parents are encouraged to coordinate college visits with scheduled days off throughout the year to avoid missing valuable class time.

### **Extended and Excessive Absences**

While students are encouraged to strive for perfect attendance, sometimes there are circumstances which require an extended absence. If a student is planning an extended absence, he/she should seek prior approval from teachers and the administration. Special exemptions to the attendance requirement will be considered for long-term illnesses when a doctor's letter of notification is received and clearly outlines that the absences are unavoidable. The student's track record of completing assignments, current class grade, and meeting class expectations will be evaluated to determine whether a student may take the class for a letter grade, despite exceeding the 11-absence maximum. Special arrangements may be necessary to make up the missed class time.

If an extended absence for reasons other than illness is anticipated, prior approval for an exception to the 11-absence maximum is required. On the rare occasion when exceptions are made to this policy, students will forfeit eligibility for academic awards and honors (i.e. Valedictorian, Salutatorian, etc.)

Any time a student approaches or anticipates exceeding 11 absences, parents should contact the attendance office for evaluation of the situation. Exceptions require a workable plan to be in place prior to exceeding the absence limit. Absences related to illness require a doctor's letter of verification, which should be faxed to the school receptionist prior to exceptions being made.

### **Field Trips and Tours**

Absences due to participation in required, school day, school-initiated activities will not count toward the 11 absences (i.e. sporting events, drama, field trips, etc.). However, students who have 7 or more absences in any class may not be permitted to attend field trips or tours that require additional missed class time. This includes excessive absences related to other school field trips.

### **Incompletes**

If, at the end of a grading period, a student has any incomplete assignments as a result of an excused absence, an "I" will be recorded as his/her temporary grade. The student will be allowed up to ten (10) school days to make up the incomplete work depending on the circumstances. At the end of that time, if the work has not been completed, the grade for that assignment will be recorded as an "F."

Incomplete assignments resulting from any reason other than an accepted absence may not be made up. A grade of "F" will be averaged into the grade for the term for each such incomplete assignment. The work may still be required in order to receive credit for the class regardless of how the grade averages.

### **Leaving Campus / Skipping Class**

Wheaton Academy takes its responsibility to care for students extremely seriously, and it is important for the school to know where students are at all times. Therefore, students who leave school any time before the end of the school day ARE REQUIRED to sign out at the school office. Students are not to leave campus for any reason without prior parental permission. Wheaton Academy will not be responsible for students who leave campus during the school day without proper permission. Because Wheaton Academy places a high value on trust, students leaving without permission will be subject to significant disciplinary action.

Students are expected to be where their class schedule says they should be at all times. If a student has a medical need or illness they must be with the school nurse or the school counselor. Students who violate this expectation will be subject to discipline. **Students who skip class or an exam may have academic consequences for missed work, as well as other disciplinary action.**

### **Make-Up Work**

Because all make-up work (including tests, quizzes, homework, etc.) is the specific responsibility of the student, students with anticipated absences, including field trips, must check with their teachers before the absence. Upon the day of his/her return to school the student will verify all work he/she missed. The number of days to turn in work missed equals the number of days the student was gone. (If one day, the work will be due the second day a student is in school, etc.) Long-range assignments are due on the assigned date or immediately upon return. Syllabi provide specific information about variations for particular courses.

If the first day of a student's return is the day of a test or quiz, the student will make up the test at a time arranged by the teacher. If a student was absent only the day before a test, he is still responsible to take the test the day of his/her return. The exam will be taken at an alternate time. Penalties for work not turned in at the assigned time are specified by the individual instructors in the syllabi.

It cannot be emphasized enough that it is the student's responsibility to know these procedures and contact the teacher promptly to complete his/her responsibilities.

### **Missed Work**

Because of the accessibility of assignment listings and due dates on *WA Web* and on the class syllabi, Wheaton Academy does not collect and distribute missed homework assignments for absences of 1-3 days. Parents and students are to refer to *WA Web*, the syllabus or contact the teacher directly if assignments are not clear. In case of extended absences (long-term illness, hospitalization, etc.) parents should contact Student Services for special arrangements and coordination.

## **Tardiness**

Tardiness is defined as being late by 15 minutes or less. Students who are late by more than 15 minutes will be considered absent on regular schedule days, and will be considered absent if more than 30 minutes late on block days. Such absences will count toward the allotted maximum of 11 absences. At first glance, tardiness would appear to only hurt the tardy student academically. In fact, recurring tardiness to class is disrespectful and often negatively impacts the teacher and other students. The teacher is responsible to be prepared to begin on time and make efficient use of the whole period. Students are responsible to be prepared and ready to learn. Neither teacher nor students can maximize the learning potential within a class period when recurring tardy students delay the start of, interrupt, or cause duplication of learning.

### **First Period**

While problems may occur in getting to school on time, such as inclement weather or traffic tie-ups, every effort should be made to be in first period class before the late bell rings. Because determining the validity of being tardy to school is difficult and open for interpretation, Wheaton Academy generally does not distinguish between excused and unexcused tardies to first period. Instead, students are allowed five tardies to first period each semester, without penalty, to allow for unforeseen problems (late car pools, train delays, and traffic accidents). Planning to arrive a little early is encouraged in order to allow for the unexpected. The school is open an hour before classes begin and students are welcome to be in the atrium or lower hallway. There will be consequences issued for the 6<sup>th</sup> and subsequent tardies to first period.

Consequences for tardiness are not to be interpreted as a lack of sympathy for an occasional, unusual, or unpredictable situation. Instead, it is our attempt to educate the student as to the unavoidability of life's consequences. Parents' understanding and reinforcement of this principle is greatly appreciated and is a helpful factor in the maturation of the student. Any time a student arrives late to first period, he must check in with the receptionist in the main office and receive a pass before proceeding to class.

### **Periods 2-8**

Students should always be on time for class. To allow for issues that may come up, students are allowed three tardies per class for periods 2-8, each semester, without penalty. Consequences will be issued for the 4<sup>th</sup> and following unexcused tardies. A tardy will be given if a student is not in his/her class when the class bell rings. To be excused from a tardy for periods 2-8, the student must have a pass signed by a faculty or staff member, verifying that his/her tardiness was unavoidable or caused by something very important. Business that could be conducted at other times during the day is not a basis for an excused tardy. It should be understood that any student purposely missing class time for invalid reasons will be disciplined appropriately to avoid any recurrences.

Students who are excessively tardy to class even after receiving consequences will be required to meet with their parents and the administration in order to rectify the situation.

### **Winterim and Summer Academy Attendance Requirements**

Due to the concentrated framework of Winterim and Summer Academy, consistent attendance is very important. Even one class missed is a significant absence. Absence of more than 15%, which may equate to only one or two classes, may result in taking the class pass/fail or no credit being awarded for the class. Winterim credits are required toward graduation credit. Each absence will be considered on an individual basis taking into account the purpose or reason of the absence, as well as the student's past academic and attendance records. Failure to meet the attendance standards for Winterim or Summer Academy may result in a student being assigned no credit for the class, which will require making up the credit at another approved time outside of the semester.

## GENERAL CONDUCT

### Appearance Code

In an effort to model the biblical principles of modesty, building a community where all can pursue growth and learning without distraction, and being respectful to our school environment, we have set appearance standards for Wheaton Academy. As a school that seeks to exist for God's glory, it is important that we meet those standards in every aspect of our school culture. Wheaton Academy strives to maintain a positive and professional learning environment. Consequently, our appearance should encourage concentrated study and should in no way distract from the learning process. Therefore our appearance code is defined by two specific standards: modesty and professionalism.

### **Modesty**

First and foremost, a student's appearance should reflect their identity as a follower of Christ. Everything we do is an expression of our relationship with God, and in His Word, God makes it clear that we are to be modest and treat our bodies with the utmost respect. Students' appearance should also reflect the Christian value of encouraging the focus on the inner self, not the outer. It is also important to note that what is "in style" is not always in accordance with the standards we seek to reflect. However, as Christians, we are called to be "different than the world." Therefore we have some basic guidelines that we expect students will meet in accordance with these biblical standards. The standards of modesty should be reflected in a students' dress at all times.

- The **length** of skirts and dresses must touch the knee when standing AND be modest when sitting. Shorts should be no more than 6" above the knee when sitting. This standard is in place even when students are wearing leggings. Skirts must still reach the knee.
- **Tight fitting** garments of any nature are not appropriate.
- Clothing should **completely cover** undergarments and **necessary parts of the body at all times** (this would include while sitting or bending over). Girls should take care to ensure tops are not plunging or revealing at the neckline. Boys and girls both should take care to wear modest clothing styles that consistently cover their midsections while standing in a normal posture. Tank tops for either girls or boys are not acceptable school attire. Girls may wear sleeveless shirts or dresses that are modest.
- **Designs or slogans**, which do not meet the standards of Wheaton Academy, are always inappropriate regardless of whether they are on clothing or personal belongings (bags, book covers, etc.).
- **Formal Event Dress Standards:** While our typical school dress code is not in effect at formal events, the principle of modesty remains the guiding standard for dress at these events. This includes selecting a dress that is appropriate in length, and certainly not more than 6 inches above the knee, as well as providing appropriate coverage and is not low cut or plunging at the neckline.

## Professional

We want students to be comfortable but we also expect that a Wheaton Academy student's appearance should meet basic standards. As a learning community committed to excellence, we desire to wear clothes that are appropriate and create this type of learning environment. It is important to note that these standards do not involve morality, rather they are preferences that Wheaton Academy seeks to uphold in our school community. Therefore students may choose to wear this type of clothing after school hours.

- **All clothing** should be clean and in good repair. Clothing with holes, patches or ragged/frayed ends may not be worn.
- **Hair** should look neat and natural. Any hairstyle, hair color, or head appearance that tends to call undue attention is not acceptable. Hair should always be out of the eyes, regardless of how it is kept or worn, neatly trimmed, and well groomed at all times.
- **Boys' hair** should be cut so that it is off the collar. Boys' hair should not be pulled back into a ponytail or manipulated (by chemical products, rubber bands, barrettes, headbands, etc.) to comply with the length requirements. Any facial hair must be well groomed and non-distracting.
- Students should wear clothing as it is traditionally designed to be worn.
- **Athletic attire**, which includes shorts and sweatpants, are not acceptable outside of P.E. class, practices or rehearsals.
- Any clothing or personal appearance that tends to call **undue attention** to the individual is not acceptable.
- Boys may not wear earrings to school. Tattoos or "body art" are not appropriate if visible. **Piercings** (including nose, lip, eyebrow, and anything other than earrings for girls) are not appropriate. Students who have such piercings will be required to remove their earring when they arrive at school or put in an invisible spacer during the school day.
- **Hats** are not to be worn during the school day.
- **Shoes** are required.
- Clothing, decoration on clothing or personal items, which **promote musicians** or musical events, should not be worn at school. (We do not care to debate or interpret what is Christian, quasi-Christian or anti-Christian music or musicians.)
- Students may not wear styles or decorations that are not appropriate for Wheaton Academy, including pajama-style clothing, skulls, etc.

**Professional (continued)**

If a student or parent has a question of whether a specific garment or style is appropriate, the time to check is before wearing it. Appearance standards related to modesty always apply when students are on campus or at any school activity, unless otherwise specified. Standards related to professionalism should be applied as they are appropriate for the activity (for example, students may wear sweatpants to a sporting event).

Since students purchase their clothing and personal belongings as a part of the family unit, and prepare for school at home, it's Wheaton Academy's desire to partner with parents to give proper guidance on clothing choices. We would much prefer appropriate clothing and appearance decisions be handled at home to insure compliance with Wheaton Academy standards.

Each student will be held responsible for his/her appearance. Instances of deviation from established standards will be handled justly on an individual basis. Parents' support for the natural process of consequential decisions by students is greatly appreciated and helpful in the maturation process.

If a student is found to be out of dress code, they will be required to correct the situation by changing clothes. The use of duct tape, band-aids, or other efforts, to cover a dress code violation are not acceptable. If a student is not able to correct the violation quickly so that they can return to class, alternative clothing will be provided. Repeated dress code violations will be considered to be an act of defiance and will be disciplined appropriately.

## **Human Dignity Policy**

Wheaton Academy intends to provide its staff members and students with a safe Spirit-filled environment, one that is free from offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are created in God's image.

Specifically,

- Wheaton Academy does not condone or allow intimidation of others by teachers, administrators, support staff, students, or other persons either at school or school events.
- Any person who believes he/she has been subjected to intimidation should report it immediately to an appropriate superior. Students may report to a teacher, administrator or counselor. Teachers should report an offense to his/her administrator, or if it is the administrator he/she is reporting, to the president of the Board of Trustees. Each report will be given serious consideration and investigated appropriately.
- Reports of intimidation and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.
- Any person who is determined to have violated this policy will be subject to disciplinary action including the possibility of employment termination (for employees) or expulsion (for students).
- Violations of the policy include:
  - Making unwelcome sexual advances.
  - Engaging in improper physical contact.
  - Making improper sexual comments.
  - Writing a note to someone else, either electronically or by hand, with content that may be construed as sexual.
  - Using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity to create a sexually intimidating, hostile, or offensive learning or working environment.
  - Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature is harassment. Persons engaging in this misbehavior will be disciplined.
  - Intimidation/bullying of any kind.
  - Sending inappropriate or harassing electronic messages via social networking sites, text messages or any other form (which would include any form of sexting).
- Any suspected cases of child abuse are required by law to be reported to the proper state agency which protects the rights of individuals in such cases.
- All students and all school employees are expected to conduct themselves with respect for the dignity of others.

### Chapel

Students are encouraged to approach Chapel as a worship and devotional time during which they may learn about God in a different context from the classroom. Students are encouraged to bring Bibles to Chapel. The format and presentation of Chapels will vary occasionally, but mature, respectful, and appropriate behavior is always expected. Inattentive behavior (sleeping or giving the appearance of sleeping or not paying attention, etc.), disrespectful behavior (studying, eating or drinking, etc.), or disruptive behavior (talking, text messaging or distracting others) is unacceptable. Every speaker or group, as a guest of Wheaton Academy, deserves our respectful attention. Repeated violations will be considered to be an act of defiance and will be disciplined appropriately.

### Display of Affection

God's Word sets an extremely high standard for purity in relationships, especially between males and females. Therefore, public display of physical affection between students is not appropriate at school or school activities. Repeated violations will be considered to be an act of defiance and will be disciplined appropriately. Students should refrain from hugging, kissing, holding hands or any other display of affection, as we want to preserve a community where all feel included and comfortable at all times.

### Driving Privileges and Responsibilities

Please note that **student driving on the Wheaton Academy campus is a privilege, not a right**. Because the operation of a motor vehicle has serious safety implications, both for the passengers as well as all others on campus, deviation from the following standards will not be tolerated. Each driver must observe the following rules.

- Drive and park in a **safe, courteous, and responsible** manner. ("Horseplay" in, on, or around cars, the parking lot, or driveway will not be tolerated.)
- **Speed** must be kept under 9½ M.P.H. at all times on school property. (Spinning or squealing tires is not acceptable.)
- **Student Parking Permits:** Parking permits will cost \$30.00 for 2010-11. A hanging tag for the interior of the car will correspond to a numbered parking space. The hanging tags and more details will be sent to students during the summer.
- Students who do not receive a parking permit may park on the streets adjacent to the school. For students who park in these locations, they are expected to follow all parking and speed regulations. Students who violate these regulations may be subject to ticketing by the West Chicago police.

**Unauthorized presence in the parking lot** will result in automatic discipline. Students should never be in their cars or the parking lots during school hours

without a **signed pass from Wheaton Academy faculty or staff**. Cars should be used only for transportation to school in the morning and to return home in the afternoon. **Seniors** may have the privilege of using their cars to leave campus at designated times, but should not loiter in the parking lot. **Senior drivers** taking non-seniors off campus with them without permission may lose their off campus privileges for a length of time deemed appropriate, which may be up to a semester.

Student cars intentionally parked inappropriately (out of the student lots or blocking others) may be **towed at the owner's expense**. Driving violations will result in appropriate discipline and may result in loss of driving privileges.

### **Electronic Devices**

Students who bring electronic devices (including cell phones, I-Pods or other devices) are responsible for them. Wheaton Academy is not responsible if it is lost or stolen. Cell phones, I-Pods and other electronic devices may only be used during class time with teacher permission. Use of electronic devices during passing periods, lunch, or other free time should be limited. Students who utilize cell phones, I-Pods, etc., inappropriately during class time will be disciplined appropriately. **Cell phones should not be used to take photos or videos for any reason while on campus**. If a class requires videotaping, students should use the school cameras and obtain the appropriate permission to take photos or videos.

### **Performance Enhancing Substances**

Wheaton Academy does not encourage nor endorse the use of any type of performance enhancing supplements or substances.

### **Spectator Conduct for Athletic and Student Events**

As a school committed to conveying Christ to the world in all aspects of life, we want to insure that as our cheering and athletic environment is one that is consistent with the spirit of Christianity. Therefore we would like to:

1. Cheer positively, not focusing on negative chants or exploiting mistakes.
2. Cheer in such a way that reflects our belief that all people are made in the image of God. Therefore, using language that builds people up rather than tears people down should characterize our cheering at sporting events. Use of profanity, insults, disrespect for opponents or referees, mocking intimidation or harassment of any kind should not be a part of the Wheaton Academy community.
3. Cheer loudly and enthusiastically without bringing amplification equipment or noisemakers to indoor athletic contests.
4. Always show respect to all participants as well as other fans. Avoid throwing anything onto the playing surface or at players, coaches, officials, cheerleaders, band members, supervisors, police, fans, or guests.

Failure to comply with any of the aforementioned rules will result in the spectator being removed from the premises and, in the case of an athlete, further disciplinary action by the appropriate principal/athletic director/coach.

### **Staff/Student Interaction Guidelines**

Wheaton Academy expects its staff members (administrative, teaching, and support) to caringly assist students but always appropriately. In accordance with the *Human Dignity Policy*, the following guidelines help define what is appropriate behavior for all staff members coming in contact with students. Although every staff member's contact with students is within a specific context, the following acts are judged by Wheaton Academy as inappropriate:

- Using vulgar, profane, belittling, snide, or intimidating language to or about students;
- Making sexual innuendo to students or dressing in ways that might readily be construed as sexually provocative to students;
- Meeting a student at a location in school or outside of school (restaurant, home, in a car, etc.) that is not easily observed by another adult;
- Touching a student's body in a place or in a lingering manner that could readily be interpreted as a sexual advance;
- Grabbing, pushing, slapping, poking, or physically touching a student in a manner that could be readily construed as violent and motivated by anger;
- Being in a car alone with a student without the expressed consent of the student's parent immediately before the ride unless an emergency situation wherein an administrator is contacted because of unavailability of parent;
- Using controlled substances (alcohol, tobacco, or drugs illegal for underage students) when accompanied by a student or speaking favorably to a student about the use of these substances;
- Any behavior toward a student that does not respect his/her bearing of God's image.

### **Student Athlete Conduct and Sportsmanship**

The coaches and players will make every effort to exhibit godly character and uphold biblical values by respecting their teammates and opponents and by, submitting to the authority of the officials and their coaches. Any deviation from such behavior may result in disciplinary action, and if repeated may result in suspension from the team at the discretion of the Principal, Athletic Director, and/or Coach. Any student-athlete suspended from school will not be allowed to participate in sports until approved by the Principal and Athletic Director.

### **School Sponsored Travel**

1. Whenever possible, Wheaton Academy provides transportation for off campus co-curricular activities and events via school (or contracted) vehicles driven by school employees.
2. If school transportation is not available, we do occasionally use student drivers and allow students to ride with student drivers if prior written parental permission is obtained.
3. On occasion, employees or approved parents may be recruited to drive students in their private vehicle (or a school vehicle) to off campus school events.

4. Parents are given the prerogative to drive their children home from events, even if they were brought to the event in a school vehicle.

Behavior on the school mini-bus or any transportation provided by the school must be appropriate. Safety is the most important consideration. "Horseplay," including sitting on the back of the seats, yelling out windows, throwing objects out windows, and loud music will not be tolerated. Students who violate these standards will be subject to appropriate discipline.

### **Vandalism**

At Wheaton Academy, we strive to have a community of respect, which includes respect for people as well as their property or possessions. A student who intentionally damages school property or the property of another person on Wheaton Academy's campus, or who shows carelessness or neglect for it, will be responsible to reimburse the school for the property damages and/or labor costs required to correct the damage and may receive further disciplinary actions. Acts of vandalism will not be tolerated and may be considered grounds for expulsion.

Because of our desire to enjoy the beautiful campus and wonderful facilities with which Wheaton Academy has been blessed, and to encourage a pattern of respect within our school community, we do not want pranks of any kind done to our campus or buildings (which would include TP-ing). Beyond the cleanup nuisance (both for Wheaton Academy and its neighbors) that regularly goes on for weeks or months, TP-ing often involves other issues. Students generally are out illegally after local curfew laws take effect, transportation dangers are heightened during the late hours, what sometimes starts as a "harmless" prank can easily get out of hand, and even the best of teenagers are capable of losing their sense of perspective and appropriateness at 2:00 AM. Additionally, we are trying to build a community that shows respect for others at all times, and pranks do not facilitate building this type of environment.

We recognize the fact that parents vary in their family philosophies about these types of activities, but we do expect parents and students to respect the school's position in this area. To avoid any misunderstandings, it is important to know students will be disciplined (via cleanup, loss of privileges, monetary compensation, and suspension) for failing to respect these clear standards and expectations.

### **Weapons / Dangerous Items / Safety**

In order to maintain a safe environment for all at Wheaton Academy, no weapons (guns, knives, etc.) or any other potentially dangerous items (lighters, combustible materials, lasers, shock causing devices, etc.) shall be brought to school, to any school event/trip, or onto school property. Bringing a dangerous or even potentially dangerous item to school or to a school event, or acting in any way that causes potential danger to self or others will be grounds for immediate suspension and expulsion. Because we care deeply about the safety of everyone in our community, we will have very little tolerance for inappropriate behavior in this area of safety.

On rare occasions, students may request permission in advance to bring prohibited items to school for special educational purposes. (Examples: a fencing sword for a demonstration speech, a hatchet for guys' campout, etc.) When permission is granted, specific supervisory guidelines will be established.

## **DISCIPLINARY PROCEDURES**

While discipline by the home or school may become necessary at some point, our goal is for all students to display maturity, develop self-control and self-discipline, and show kindness and respect to others. There are times when the administration determines that a student's behavior evidences a lack of assuming responsibility for one's own actions, and/or a lack of self-control, or is in conflict with the Standards of Conduct listed in the Student Pledge, the student will be disciplined. The highest of Christian standards are to be maintained at Wheaton Academy at all times. Wheaton Academy attempts to provide a positive learning environment for all of our students regardless of race, national and ethnic origin, or gender. Behavior that undermines the well being of students will not be tolerated. It is our expectation that all students and adults will be treated equitably, fairly, and respectfully by the Wheaton Academy staff and student body.

The behavior listed in this Handbook is not intended as an all-inclusive list of prohibited behavior and activities, but rather to serve as an illustration of the types of behaviors and activities which are unacceptable. Students should realize that their commitment to living a life of integrity and following the standards set forth in God's word is on-going, not limited to the school day. Further, if at any time, the administration, in its sole discretion, determines that a student's influence is harmful, or if his or her presence in the school is regarded by the administration as undesirable, the school may request the student to withdraw, or may expel the student.

Action which evidences disobedience to school rules, lack of courtesy, general disturbance, and other such misdemeanors, will be handled by the teacher in such ways as he/she deems best. Situations which the teacher deems to be chronic, flagrant, or otherwise worthy of special handling, will be referred to the administration.

### **Levels of Discipline**

#### **In-Class Discipline:**

Many offenses will be handled by the teacher within the framework of each class. Teachers will implement appropriate class consequences for behavior violations. Reoccurring or disruptive classroom behavior will not be tolerated. Teachers will contact parents to work to solve in-class issues. However, repeated behavior violations in class will be referred to the administration and may result in a meeting with the student, parents, teacher and the administration.

**Level I:**

Those infractions which may result in detentions, community service hours, loss of privileges, loss of parking, or other consequence deemed appropriate by the administration are:

- Dress code violation
- Inappropriate behavior
- Inappropriate language
- Leaving class without permission
- Cutting a class period
- Disrespect toward a teacher/student/staff worker
- Excessive tardiness
- Leaving school grounds
- Repeated missed detentions
- In-class disruptions

**Level II:**

Those infractions which may result in suspensions, disciplinary probation or expulsion, in addition to the consequences of Level I are:

- The use, possession, or sale of tobacco products.
- The use, possession, or sale of mood- or mind-altering chemicals.
- The use, possession, or sale of alcoholic beverages.
- The use or possession of fireworks or explosive devices.
- The use or possession of repellent or so-called "self-defense" sprays such as but not limited to chemical mace, pepper spray, dog repellent, and similar substances.
- Pulling a fire alarm or tampering with fire or safety equipment.
- Stealing from school personnel, school building, parked cars, or students.
- Vandalizing or misusing school property.
- Planning or committing arson (lighting fires).
- Bullying, fighting, or disruptive behavior.
- Repeated classroom disruption.
- Defiance of staff authority.
- Profanity or profane gestures (sexual innuendos).
- Gang solicitation and/or activities including dress, signage, etc.
- Grossly disrespectful acts or language toward another person – staff or student.
- Cheating.
- Inappropriate use of technology (including sexting).
- Repeated Level I infractions.
- Sexual immorality.
- Lying or dishonesty.
- Gambling.
- Racial slurs or racist behavior (including inappropriate attempts at humor).
- Sexual harassment.

## **Consequences**

### **Detentions or Community Service Hours**

For certain disciplinary infractions, students may be asked to spend additional time outside of school. Students earn detentions by failing to observe school standards concerning behavior, obedience, respect of authority, etc. As a principle, detentions take precedence over other activities.

Any student given a detention shall serve his/her detention on either Wednesday morning from 7:00-8:45 a.m. or Saturday morning from 8:00-10:00 a.m. Detentions will not be study or sleep time. Students will be given specific manual work assignments under the supervision of the Detention Coordinator and kept busy the entire hour. Students who fail to serve their scheduled detention, WITHOUT PRIOR PERMISSION, will have additional consequences.

For a first time offense, a student may elect to do an hour of community service at an approved agency as an alternative to a detention. Hours may be met by serving at an approved agency or by working at school with the WA Service Coordinator. Questions about appropriate venues for service may be directed to the Dean of Students. Community service is not an option for repeated infractions, in which case a detention must be served.

### **Suspension**

Wheaton Academy is committed to keeping students in the classroom learning environment as much as possible. However, if the administration determines that a student has engaged in behavior or activities which constitute a violation of community standards which warrant removal from the classroom, a suspension may result. A suspension may be for a period of up to 10 school days. In the event a student is suspended, the administration will notify the student's parents or legal guardians of the suspension as soon as possible or practical, either by telephone or by mail, and will explain the reasons for the suspension. There may also be occasions when a student is suspended but serves the time away from class at school. Absences due to a suspension will count against a student's 85% attendance but will not have a negative impact on academics. All missed work, due to the suspension, is required to be made up in a timely fashion.

During the period of an at-home suspension, a suspended student is not permitted to be on school property or to participate in any school activity. Before a suspended student is permitted to return to school, the student and his/her parents must give assurance that the student is able to control his/her behavior and to follow the school's Standards of Conduct (see page 4). The student will be put on behavior probation for the remainder of the school year and will be asked to reapply for the following school year.

The school retains the right to amend, discontinue, or vary from these procedures without prior notice.

### **Disciplinary Probation**

In order to insure that students who have made mistakes seek to change behavior on a long-term basis, students may be placed on disciplinary probation. A student found to have a pattern of inappropriate behavior will be given guidelines of expected behavior. A meeting with the administration and parents will review the terms of the probation. Parents, student and Principal must sign the guidelines of such a probation.

Periods of probationary status may result for the following reasons:

- When a student is suspended.
- After a cheating incident.
- When deemed necessary by the administration as a result of other serious or recurring disciplinary situations, which constitute defiance.

Probation periods typically range from one academic semester to twelve months.

While on probation a student may be ineligible for participation in athletics or other performing groups, at the discretion of the administration. Students should be aware that consequences for behavioral infractions may be escalated for a student on probation.

At the end of the probationary period, the student will most likely be asked to reapply, considered for expulsion or requested to be withdrawn if the behavior or academic performance has not been satisfactorily remedied.

### **Reapplication as a Result of Discipline**

All students suspended (or disciplined for serious or recurring issues or placed on probation) during a school year will be required to reapply for admission to Wheaton Academy if they desire to continue as a student. Students may also be asked to reapply for repeated behaviors that didn't warrant suspension but call into question a student's maturity level and desire to fit into Wheaton Academy's culture. Students and parents will be asked to complete the reapplication materials. Recommendations from all current teachers and sponsors of activities that the student has been involved in will be obtained. Although those students required to reapply may participate in course selection and other pre-registration processes throughout the spring, they will not be considered accepted for the next school year until their reapplication process is completed and readmission is formally granted. Parents will typically receive reapplication information at the end of April. Evaluation of reapplications will typically be concluded no later than June 30. Students required to reapply are typically not eligible for financial aid regardless of prior award.

### **Expulsion**

Expulsion is the most severe form of punishment to be exercised at Wheaton Academy. It is recommended only after either all previous forms of discipline have been exercised and the problem(s) persist(s), or, when the offense is by its very nature one which even in a single act permits a situation which the school finds untenable or presents a threat to the safety of its staff or students.

Examples of offenses that will almost always result in a recommendation for expulsion are:

**Expulsion (continued)**

- The threat to use, use, or possession of firearms, knives, incendiary, or other such harmful devices, weapons, replicas, imitations, or look-a-likes on school grounds or at any school-related activity.
- Verbal, written, or electronic threats, harassment, or intimidation of any kind to any student or staff member in or out of school.
- Any action in the school or community which would fit into the broad category of “felony”. Such acts may be under investigation by authorities, in which case a suspension may be levied. When verified, a recommendation for expulsion may be levied.
- Theft.
- Possession or distribution of an illegal substance on Wheaton Academy property.
- Inappropriate use of technology.

Offenses deemed expellable will result in immediate out-of-school suspension pending a thorough investigation by the school’s administration. In no case will the student be allowed on campus or at any school-related activity on or off campus pending termination of the investigation. Once a student is expelled, the student is not permitted on school grounds or at any school activities.

There may be instances where student misconduct warrants immediate expulsion. The School retains the right to amend, discontinue, or vary from these procedures without prior notice.

**Request to Withdraw a Student**

In some situations, the administration may request that parents withdraw their child from Wheaton Academy. Such a request may occur when the student’s conduct would otherwise warrant expulsion. If the parents or legal guardians refuse to withdraw their student upon request, the student will be expelled. Once a student withdraws, the student is not permitted on school grounds or at any school activities.

## **GENERAL INFORMATION**

### **Allergy Policy**

Wheaton Academy has an allergy policy which states that foods containing nuts not be consumed on Wheaton Academy's campus or during off campus activities (games, field trips, tours, etc.). However, because we understand that certain diets require significant protein, we will have one small peanut zone in a portion of the Commons for students who need to eat nuts or nut products at lunch. That is the only place on campus that nuts of any kind may be eaten. This includes all foods containing nut products like granola bars, candy bars with nuts, cookies with nuts, peanut oil, etc. There is no way to insure that reactions will never occur, but with your help we can reduce the risk of reactions.

### **Athletic Participation Requirements**

As a Wheaton Academy student-athlete, you must have on file, in the athletic or school office, the following completed forms:

1. Pre-Participation Physical Examination (performed annually and good for 12 months)
2. Medical Emergency Card
3. Standards of Conduct Form

These forms are completed by parents and are collected by the athletic office prior to the beginning of the school year or athletic season. Extra forms may be obtained from the athletic office.

### **Co-curricular Eligibility (includes Athletics)**

Participation in co-curricular activities is a privilege which allows students to represent Jesus Christ, Wheaton Academy, the student's family, and himself/herself in the best possible way. Failure to appropriately represent our standards will result in a loss of the privilege. Eligibility to represent Wheaton Academy will be based not only on weekly academic standards but also upon whether or not a student is abiding by the Wheaton Academy Standards of Conduct (outlined on page 4). Issues of dishonesty, disrespect, disobedience, reoccurring tardiness, or classroom disruption will result in loss of eligibility. In addition, attitudes displayed within co-curricular activities should exhibit mature Christian behavior.

Any student receiving a school suspension will automatically be suspended from all co-curricular activities for the length of the suspension. The length of the suspension will range from the minimum of the school suspension length (typically for minor detention accumulations) to the maximum of one year. Students suspended for serious violations of school standards, illegal substance use, and morality issues, etc. (if they are allowed to remain in school) will typically be removed from a team or activity for the season or the semester. Coaches and sponsors may also have a specific code of conduct for the students they work with.

### **Emergency Closing Procedures**

We have the Instant Alert system for all types of emergency announcements, including school closings. Any unexpected school closings, whether because of snow or other reasons, will be announced using the Instant Alert system.

With this system, you receive a phone call at home, on your cell, at work or all three, as well as email. The system contacts every school family instantaneously.

To receive these alerts, you must configure your account on the Instant Alert website. You can get to that website via the Wheaton Academy website [wheatonacademy.org](http://wheatonacademy.org) and click the "Instant Alert" link.

If you have any questions regarding how to use this system, please call our Communications Coordinator at 630-562-7511. Please do not call administrators or teachers during an emergency for additional information since we will need to be communicating with one another. Information regarding emergency school closings will also be posted on our website [www.wheatonacademy.org](http://www.wheatonacademy.org) as it becomes available.

### **Entertainment (Social Activities)**

**School sponsored** entertainment will seek to nurture healthy Christian activities. All activities/events must be pre-approved by the supervising faculty sponsor. A variety of activities (formal and informal) are encouraged. Parents and students should assume all Wheaton Academy social activities are intended exclusively for Wheaton Academy students unless announced otherwise.

### **Fine Arts Center**

In order to be good stewards of our wonderful facilities, we've established the following guidelines.

- No food or drink in the Fine Arts Center Auditorium without teacher permission and supervision.
- Students may not be on the stage, in the prop rooms, construction rooms, sound booth, catwalk areas, or stage rigging control areas without expressed permission and supervision of a faculty member.
- Students who bring instruments on campus are only allowed to keep those instruments in their academic locker or instrument locker in the Instrument Music Room of the Fine Arts Center. Family owned instruments are not covered by the school insurance policy.

Students attending class in the Fine Arts Center lower level are responsible to secure their personal belongings.

### Library

Students are encouraged to use the library for reading, researching topics, and checking out materials. The library is also available for browsing through magazines, talking quietly, and studying in small groups. In addition to access during study halls, the library is typically open daily for quiet study before school and after school until approximately 4:00-4:30 p.m.

Books are normally checked out of the library for one month and may be renewed for a second month. Overdue fines are 10 cents a school day up to a maximum of \$5.00. Once a book reaches the maximum fine without being returned, it will be considered a Lost Book that must be paid for within 2 weeks. The library will charge the student for the exact replacement cost, plus shipping and processing. Please be aware that once a Lost Book has been paid for by the student, the funds cannot be returned, even if the book is found, since the replacement will already have been bought.

### Lockers

Lockers at Wheaton Academy are loaned to students to store essential educational materials and supplies during the school day. Because lockers are the property of the school, Wheaton Academy reserves the right to inspect lockers at any time with or without notice. **Because Wheaton Academy cannot be responsible for personal belongings, students are encouraged to only bring essential items to school and take precautions to protect their belongings. Students are expected to keep their lockers clean and locked with school-provided locks only (available from the campus Bookstore).** It is unwise to leave valuable items unlocked anywhere on campus. Students should carry the items with them, keep them locked in their locker, or check with the office if items need special security.

Posters, decorations, etc. on the inside should meet appropriate Wheaton Academy and Christian standards. Unless permission is requested and granted, the outside of the locker should have nothing attached to it. The hallway is not an appropriate place to store personal belongings. Any personal belongings must be with the students or either in a locker or hanging on designated hooks in the Commons. (Note: nothing valuable should be left unlocked at any time).

Students should not enter anyone else's locker without permission from the student who is assigned to that locker.

## **Lunch**

On days when there is not a combined lunch, students may remain in the Commons, use the restrooms right across the hall or relax in the large Atrium or weather permitting, outside. Seniors may eat in the Senior Lounge. Since other academic classes are in session on these days, lunchroom students may not be in the hallway or throughout the building until the bell rings.

On combined lunch days, all students will eat lunch during one combined lunch period. Weather permitting, any student may choose to eat outdoors immediately outside the Main Building on combined lunch days. Seniors may have the exclusive privilege of using the Senior Lounge for eating their lunches. Privileges such as these are based on patterns of responsible cleanup and mature behavior. The longer length of combined lunch is intended to accommodate time to eat, as well as meetings, getting academic help from a teacher, homework review, social time and access to the library and writing lab.

Because no other classes are in session during the combined lunch period, students are free to leave the Commons for approved areas once they have finished their lunch. Approved areas are defined as: outdoors immediately outside the Main building, in the hallways of the Main Building, Library or Writing Lab, Student Services Offices, other areas if supervised by an adult. Students may not be in the Fine Arts Center, Field House, Academy Hall, any classroom, or the Chapel building during combined lunch periods without adult supervision. Students may take food and drink from the lunchroom when they are attending a teacher-supervised meeting. We expect students to clean up properly and thoroughly to protect our facilities. Students are never to be in the parking lots during lunch unless they have written permission from faculty or staff.

*Note: Freshmen, sophomores and juniors do not have off-campus lunch privileges on any days, and may not leave campus for lunch unless signed out and accompanied by the student's own parent. Violation of this standard will result in immediate discipline. Any student in a vehicle with an underclassman during lunch will likely lose their off-campus lunch privileges.*

## **NCAA**

Athletes intending to register with the NCAA for college should complete their applications before their senior year. The College Guidance Counselor has registration information in their office. Additional information can be found on the Internet at [www.ncaa.org](http://www.ncaa.org).

## **Non-Discrimination**

Wheaton Academy admits students of any race, national origin, and gender and does not discriminate on these bases in its educational policies, financial aid, athletics, and other school-administered programs.

## Non-School Activities (outside of school) Sponsored by Wheaton Academy Parents

Occasionally Wheaton Academy families take the initiative to plan and host gatherings where the commonality is Wheaton Academy students. Sleepovers with a dozen friends, a pizza party in a home after a play or a game, or a late night trip to Chicago after a banquet are examples of family-initiated activities. We encourage parents (within guidelines) to take the initiative and facilitate outside-of-school social contact. Particularly, having friends of your student in your adult-supervised home is usually a great (economical and safe) idea. For parents who want to plan “big” events that are open to the whole student body, we encourage them to err on the side of safety, respect various family beliefs and choose activities with which the whole school community will feel comfortable. We would also encourage parents to be careful not to plan activities that compete with/distract from a school event, divide the students or cause friction between parent and child. Often the “big” parent planned events immediately after school events cause distractions, supervisory challenges, unwanted or undefined legal liability for parents and a division among students. Wheaton Academy cannot be responsible for non-school sponsored/non-school chaperoned social gatherings, even if the commonality is Wheaton Academy students.

## Parent School Communication

As our partners in education, we believe that communication with parents is absolutely critical. Parents will be kept current about Wheaton Academy events and activities through a variety of communication tools.

- On a **daily** basis, parents may access the school’s website for bell schedules, changes to schedules, times and locations of athletic contests, lunch menus, etc.
- In addition, a **weekly** publication entitled *WA Weekly* will be distributed via email giving parents information on current and upcoming events or activities.
- Current information about **students’ grades** will be available through *WA Web*. Information about accessing *WA Web* will be distributed by Student Services during the registration process. Teachers will update student grades regularly and keep a list of current assignment due dates. Some, but not all, assignments may be able to be downloaded through *WA Web*.
- Formal **parent-teacher conferences** will be held during the fall but should be considered only a portion of the communication process between parents and teachers. Throughout the entire year, parents and teachers are encouraged to communicate by email, phone call, or individual conferences as needed. Parents should assume responsibility to initiate communication at any time they have a concern regarding their student.
- **Emergency communication** will be handled by our Instant Alert system. Please see “Emergency Closing Procedures” for more details.
- If a student or parent is offended by the words or actions of a teacher, then as a Christian brother/sister he or she is to go first to the teacher through whom the offense came, in accordance with the principle of Matthew 18:15-17, and share this with him/her (during business hours whenever possible). If, after consulting together and praying for mutual understanding, there is no reconciliation, then they should agree to go together to counsel with an administrator. In like manner, if there is a disagreement with the administration and the matter cannot be resolved, then they should make an appointment through the President of the Board to meet with the Executive Committee for final disposition of the matter.

### Playing Cards

Because card playing can have a connotation of gambling, we do not allow card playing at school.

### Posters/Flyers

All posters or flyers must be approved (by the administration) prior to posting. All posters/flyers without approval stamp or not on bulletin boards will be removed.

### Security

Although we are a Christian school, it is still necessary for each student to take responsibility for the security of their personal belongings. Hallway locks on lockers are encouraged and locks on gym lockers should be used and locked. **Because visitors use our athletic facilities and we rent our educational buildings on a weekly basis, Wheaton Academy students should not ever leave clothes or personal effects unlocked in the gym. Please do not bring cash (beyond lunch money) or valuables to school!** Personal belongings (bags, books, cell phones, video cameras, musical instruments, etc.) all should be locked up at all times. Wheaton Academy cannot be responsible for personal belongings.

**Students should keep their cars locked at all times and never leave valuables visible.** Because the Wheaton Academy campus is private property, we reserve the right to search any vehicle on school property. Students are strongly encouraged to leave valuables at home or lock them in the trunk.

### Senior Privileges

The officers of the senior class annually request certain privileges be granted to their class. The administration, after input from the senior officers and consultation with the senior class sponsors, may approve appropriate and reasonable requests. Senior Privileges go into effect after the Senior Privileges Permission forms are signed by all students' parent(s) in the class and are on file at school. The continuation of senior privileges depends upon the ability of the class members to accept the responsibilities that necessarily go along with the additional privilege. Misconduct will result in the revoking of Senior Privileges. (Senior Privileges, including the off-campus lunch privilege, are authorized only by written permission using the Senior Privilege Permission form, which will be provided to seniors the first or second week of school.)

## **Spiritual Life**

### **Church and Home**

It is important to remember that while attending a Christian school should provide spiritual nourishment, Wheaton Academy is not the local church, nor does it seek to replace the student's home. A student's foundational spiritual nourishment should come from home, active involvement in their local church and from their regular personal time with the Lord. Wheaton Academy provides a wide variety of opportunities to enhance spiritual growth, but each should be seen as just that, enhancement. Students are strongly encouraged to be active participants in their family and church life. In order to be nourished, encouraged and held accountable by the home and local church, every Wheaton Academy student is expected to daily live with and be under the authority of their parents (or parent that has enrolled them) and actively participate in their local church.

### **Biblical Integration**

All subjects are taught in the light of God's Word and are integrated with biblical truth. Human relationships, both student/teacher and student/student, will be built on the basis of God's teaching, whether in the classroom, on the athletic field, or in social relationships.

### **Christian Service**

Every Christian is "God's workmanship, created in Christ Jesus unto good works, which God has before ordained that we should walk in them" (Ephesians 2:10). There will be opportunities for students as groups, and individually, to serve others both at home and away from school. Students and classes are given opportunity to participate in chapel services at the school. Each student is also encouraged to be active in his/her home church and/or in a neighborhood ministry.

### **Student Prayer Groups and Bible Studies**

Students are encouraged to form and participate in prayer groups and Bible studies during the school year. Peer accountability groups are an important help to spiritual growth.

### **Student Generated and Student Led Events, Performances and Promotions**

It is expected that any student generated or student led events, performances, or promotions (movies, flyers, chapel skits, etc.) would be God-honoring, in good taste, of high quality, and reflect the expectations and standards of Wheaton Academy. Student led events will open in prayer to set the tone for the evening and give the focus and glory of the event to God. Even though the content of the performance may not be Christian in nature or authorship, the overall message communicated will not contradict Christian truths or values. In order to facilitate accountability in this area, students are required to have their events, performances, and promotions approved by a faculty member prior to Wheaton Academy or the general public viewing them. That faculty member will use the following criteria in evaluation and will uniformly apply these expectations to student work.

### **Student Generated Events (continued)**

1. The work will respect human dignity and therefore be free of sexual innuendos, profanity, excessive or gratuitous violence, and derogatory messages towards a gender, race, religious, ethnic, political or other group.
2. The work will respect Wheaton Academy, its faculty, and authority in general.
3. The work will not glorify sin but accurately represent sin within a fallen world.
4. The participants will uphold standards of modesty and appropriateness in clothing, message, and purpose regardless of age or gender.
5. The work will demonstrate recognized standards of quality for the medium used.

The intention of these guidelines is to uphold high standards of excellence and encourage creative freedom of expression through a variety of mediums and styles.

### **Trip Eligibility**

Families that wish to have their students participate in and attend any Wheaton Academy trip, including all Winterim trips and Senior Trip, that requires a family contribution must first have their tuition account current. Also, any senior desiring to go on Senior Trip must have completed all academic requirements for graduation prior to the trip.

### **Visitors**

Parents are welcome to visit classes. Arrangements for the day and time should be made through the school office, or in response to an invitation from the teacher.

Students from other schools who are serious prospective students may request approval to visit. Requests must be made by their parents prior to the day of attendance. Visiting students and parents must complete a "Shadowing Agreement" form before visiting classes. Do not bring visitors to school without approval.

No other visitors (besides parents or approved visitors) should be in the school building or on the school's private property at any time. All approved visitors must check in at the office and carry a visitor's pass.

### **Willow Creek at Wheaton Academy**

Wheaton Academy leases space to Willow Creek-Wheaton Church 12 months a year. All of our buildings and grounds are used on Sundays. All of our buildings except the Gym are used on Thursday nights beginning at 5:00 p.m. Our Fine Arts Center is used on Tuesday evenings after 5:00 p.m. We have carefully coordinated our school's activities around all of these schedules. It is important that we respect our arrangements with Willow Creek Church, as agreed. Accordingly, please respect the following:

1. Students and parents should not be on campus on Sundays.
2. Students and parents should not be on campus after 5 p.m. on Thursdays.
3. If a practice ends between 5-6 p.m. on Thursdays, students' personal belongings need to be removed from the Academic Building and the Fine Arts Center prior to the start of practice.
4. Students & parents should not be in the Fine Arts Center after 5 p.m. on Tuesdays.

Please be respectful of this agreement between two Christian ministries. We believe God would see His facilities used "24/7" as an act of good stewardship. While at times sharing is an inconvenience, we have worked hard to schedule our activities when and where needed. Ultimately, all our activities (church and school) serve the same purpose, Soli Deo Gloria!









Understanding the purpose and mission of Wheaton Academy, we want to develop a life of faith and obedience in our students, based on God's standards, laid out in His Word. While some of these standards are detailed and specific and others are more general, we want to encourage our students to live in a manner that glorifies God in every area. Our lives will be enriched by applying these truths in a consistent manner. In keeping with these beliefs, it is to be understood that Wheaton Academy expects its students to:

**1. Cultivate an active and authentic relationship with Jesus Christ.**

- a. This includes studying God's Word, maintaining an active prayer life, being part of a church community, making oneself accountable to others, and seeking to share Christ through word and deed.
- b. Also, students should make every effort to avoid influences that create a heart divided from the Lord. This includes what one views and listens to, recognizing that anything that mocks or disregards biblical standards can be destructive to a life of faith.

**2. Treat others with respect and love.**

- a. Encourage one another and build each other up (1 Thes. 5:11) – This requires us to treat others with kindness, and respect at all times. It also requires us to be a positive influence in the lives of those with whom we associate.
- b. Communicate with others in a spirit of love. This requires us to refrain from such things as gossip, anger, unkind words, and cruel jokes at the expense of others.
- c. Develop relationships that edify our relationship with Christ and spur us to live righteously (1 Corinthians 15:33).

**3. Live a life of integrity.**

- a. Respect authority. This includes the authority of our parents, as well as the school and greater community. Living daily with one's parents and under their authority is a requirement to be a student at Wheaton Academy (1 Thes. 5:12).
- b. Be honest and above reproach. We must always speak truth, and avoid any appearance of dishonesty (Proverbs 8:7). This includes avoiding such things as stealing, lying, cheating, and deception.
- c. Demonstrate self-control (James 1:19). We must avoid allowing our behavior or responses to a situation to be a hindrance or a distraction to the community as a whole.

**4. Maintain God's standards for morality, purity and righteous living.**

- a. Students are expected to flee from the presence and association of any inappropriate or illegal activities (Ephesians 5:3-7). This includes but is not limited to activities such as: possession and use of alcoholic beverages, tobacco, controlled substances, and gambling.
- b. Students are expected to maintain purity in all areas of their lives. This includes but is not limited to things such as: refraining from sexual relations, homosexual behavior, and pornography (either printed or virtual).
- c. Apply God's Word to every aspect of our life in today's world. We expect Wheaton Academy students to adhere to these guidelines at all times, both in and outside of school.

*(over)*

**Authorization and Standards of Conduct Agreement**

*Please sign and return to Student Services by August 3, 2010*

Wheaton Academy Conduct and Consent Form

I authorize Wheaton Academy to use images of my student for school promotions and communications.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

I authorize my student to be able to utilize the school computers including filtered access to the Internet.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

The standards on the previous page are a summary of the principles and guidelines laid out in the Wheaton Academy Student Handbook. By signing this form, I/we agree to adhere to these standards and the policies of the Wheaton Academy Handbook. I understand that the principles and standards laid out in this handbook apply to me at all times, while I am enrolled as a student at Wheaton Academy, including summer, weekends, and other times when I am not in school.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature