WHEATON ACADEMY

PARENT-STUDENT HANDBOOK

2026-2027

OUR MISSION

The mission of Wheaton Academy is to nurture growth in our students through relationships, excellence, and service to the glory of God.

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

OUR OBJECTIVES

We intend to partner with the home and church in guiding students to

- develop a personal, vibrant, growing relationship with Christ.
- adopt and continue to cultivate a thoroughly biblical worldview.
- discover, explore, and practice their God-given gifts and abilities.
- acquire the knowledge, understanding, and wisdom necessary to study further and be prepared to represent the Lord effectively in their life calling.

OUR VISION

Our vision is to live out our mission in order to be a model school that impacts the world for Christ.

2026-2027 YEAR VERSE

So now I am giving you a new commandment: love each other. Just as I have loved you, you should each love each other. Your love for one another will prove to the world that you are my disciples.

John 13:34-35

This Parent-Student Handbook is designed to inform students and their parents of Wheaton Academy's expectations regarding appropriate student behavior, as well as applicable policies and procedures. Nothing in this Parent-Student Handbook shall be deemed to create contractually or legally enforceable rights. Wheaton Academy specifically retains the right in its sole discretion to amend, discontinue, or vary the policies or procedures contained in the Parent-Student Handbook with or without prior notice. The most current version of the Parent-Student Handbook is located on the Wheaton Academy website.

All parents shall acknowledge online at the time of enrollment and re-enrollment that they read, understand, and pledge to abide by the policies and procedures outlined in this Handbook and the Board Policy Manual. Students will be required to review and acknowledge agreement with this Handbook at the beginning of the school year or at the time of transfer.

August2026

Dear Students and Parents,

Welcome to Wheaton Academy. We are excited for you to be part of the community that God has brought together for this school year. Whether you are a new or returning student, it is not a coincidence that you are 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 the opportunities and responsibilities that you have as part of our community.

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

- Develop a personal, vibrant, and growing relationship with Christ;
- Adopt and continue to cultivate a thoroughly biblical worldview;
- Discover, explore, and practice your God-given gifts and abilities; and
- Acquire the knowledge, understanding, and wisdom necessary to study further and to become prepared to represent the Lord effectively in your life calling.

As these four goals become a reality in your life, we pray 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!

Mike Rogers	Brad Thornton
Head of School	Principal

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WHEATON ACADEMY STATEMENT OF FAITH (ADOPTED IN 1926)

- We believe in the Scripture of the Old and New Testaments as verbally inspired by God and inerrant in the original writings, and that they are of supreme and final authority in faith and life.
- We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
- We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death but also spiritual death, which is separation from God; and that all human beings are born with a sinful nature that leads them to sin in thought, word, and deed.
- We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the ground of His shed blood.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us as High Priest and Advocate.
- We believe in "that blessed hope," the personal and imminent return of our Lord and Savior Jesus Christ to gather His elect, to raise the dead, to judge the nations, and to bring His Kingdom to fulfillment.
- We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.
- We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

WHEATON ACADEMY STATEMENT OF BELIEF ON MARRIAGE, GENDER, AND SEXUALITY

We believe that every person must be shown compassion, love, kindness, respect, and dignity (Mark 12:28-31, Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the policies of Wheaton Academy.

We believe that God creates each person as male or female, with the applicable gender being determined by such person's biological sex at birth, and acknowledge the rare intersex birth condition. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). We also believe it is God's design for each person to live a life that reflects and embraces this creation.

We believe marriage is the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25; Matt. 19:5). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Cor. 6:18, 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of God's design for marriage between a man and a woman.

We believe that sexual immorality includes, but is not limited to, promiscuity, adultery, fornication, co-habitation, homosexual behavior, bisexuality, polygamy, bestiality, incest, transgender identity, gender non-conformity, non-binary gender conformity, use of pornography, or any other violation of the unique, distinct roles of male and female (Exodus 20:1; Leviticus 18:7-23, 20:10-21; Deuteronomy 5:18; Matthew 5:27-28, 15:18-20; Romans 1:21-27; 1 Corinthians 6:9-20; Colossians 3:5). We believe that any form of sexual immorality is sinful and offensive to God (Matt. 15:18-20).

We believe that in order to preserve the function and integrity of Wheaton Academy, a ministry of the Christian home and church, and to provide a biblical role model to the Wheaton Academy family and the greater community, it is imperative that all students, parents, and persons employed by Wheaton Academy in any capacity, or who serve as volunteers in direct ministry roles, agree to and abide by this Policy on Marriage, Gender, and Sexuality (Matt. 5:16, Phil. 2:14-16, I Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and turn from their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21, Rom. 10:9-10, I Cor. 6:9-11).

We seek to make Wheaton Academy a place where students are helped to view issues of the day through the lens of Scripture and be able to articulate their positions with both biblical clarity and Christ-like compassion (II Timothy 3:16, I Peter 3:15).

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. The Wheaton Academy student culture is designed for the mature, and 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 following fundamental principles guide our intentional efforts to build a culture unique to Wheaton Academy:

- We focus on the positive and emphasize the results of doing things right and experiencing 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 cannot do rather than 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 "do not." 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 seek to build a Kingdom Community.
- We expect all students to treat each other with respect because they are created in God's image. Conduct that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics, or disability does not reflect God's design for community. God calls us to build each other up in community, so this type of destructive behavior will not be permitted.
- We value the individual. We believe the uniqueness of the individual should not 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. 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. Rather, we are interested in incorporating activities, practices, and policies that help 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. 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 is given 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.
- 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 in issues with the hope that they would invest in bringing Christ's redemption to the world. This engagement 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 also 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 corrections are handled as privately as possible. The focus of our discipline is growth, maturity, and restoration. We realize there is something valuable about the growth that can come from failure that is handled well. 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, we regularly celebrate successes. We want to laugh and have fun while experiencing the joy God intended for learning and growing.

STANDARDS OF CONDUCT

Within the purpose and mission of Wheaton Academy, the school desires to develop a life of faith and obedience in its 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, Wheaton Academy encourages students to live in a manner that glorifies God in every area. All lives will be enriched by consistently applying these truths. Wheaton Academy expects students to adhere to these standards at all times, and students also are held accountable for behavior outside of school that violates these standards.

In keeping with these beliefs, it is to be understood that Wheaton Academy expects its students to follow the guidelines that are described in the Parent-Student Handbook and to

Cultivate an active and authentic relationship with Jesus Christ.

- 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.
- Also, students should make every effort to avoid influences that create a heart divided from the Lord. These include what one views and listens to, recognizing that anything that mocks or disregards biblical standards can be destructive to a life of faith.

Treat others with respect and love.

- Encourage one another and build each other up (1 Thes. 5:11) – These outcomes require us to treat others with kindness and respect at all times. They also require us to be a positive influence in the lives of those with whom we associate.
- 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.
- Develop relationships that edify our relationship with Christ and spur us to live righteously (1 Corinthians 15:33).

Live a life of integrity.

- Respect authority. This includes the authority of parents, as well as the school and the greater community. Living daily with one's parents and under their authority is a requirement of a student at Wheaton Academy (1 Thes. 5:12).
- 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.
- 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.

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

- Students are expected to flee from the presence and association of any inappropriate or illegal activities (Ephesians 5:3-7). These include, but are not limited to, activities such as possession and use of alcoholic beverages, tobacco, vaporizers, and controlled substances.
- 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, transgender, bisexual, or transsexual behaviors; and pornography (either printed or virtual).
- Apply God's Word to every aspect of life. Students are expected to refrain from the overt promotion or advocacy of ideas contrary to biblical or Wheaton Academy's principles. We expect Wheaton Academy students to adhere to these guidelines at all times, both in and outside of school.

Commit to building a Kingdom Community.

- Students are expected to adhere to the Human Dignity Policy in interactions and speech toward one another as well as to hold each other accountable when mistakes are made.
- Students will embrace a standard that reflects that we "are new creations, set apart for Christ."
- Students will commit to the following habits to cultivate a Kingdom Community:
    - Pray that Wheaton Academy students will seek God and build His Kingdom.
    - Honor one another as persons created in the image of God.
    - Listen and identify the worldviews of others without becoming defensive or afraid.
    - Empathize with one another.
    - Learn about people and cultures that are different from us.
    - Engage with different parts of the world that we do not experience daily.
    - Dialogue with one another in truth and gentleness.
    - Act as kingdom builders fighting for truth, righteousness, and justice.
    - Worship God in all that we do.
    - Celebrate and embrace their identity as children of God as primary and value it above all other identities.

Wheaton Academy Parent Standards of Conduct

Wheaton Academy desires parents to understand the expectations of students at Wheaton Academy. To partner with parents, families are asked to agree with the expectations that are described in the Parent-Student Handbook. The Handbook highlights, but is not limited to, the following key areas for living:

- Cultivate an active and authentic relationship with Jesus Christ.
- Treat others with respect and love.
- Live a life of integrity.
- Maintain God's standards for morality, purity, and righteous living.
- Honor and build a Kingdom Community.

If you wish to discuss any of the items referenced above, or any specific policy or procedure from this Handbook, please contact a member of our Administrative Team.

In furtherance of its mission, Wheaton Academy educates and equips students who have agreed to learn and participate in the life of the Wheaton Academy community. Students and parents contribute to our community, to the experiences of other students, and to the accomplishment of Wheaton Academy's mission. Accordingly, we expect students and parents participating in our educational programs and activities or using our facilities to respect our beliefs and abide by the Christian community standards applicable to them.

2026-2027 DAILY BELL SCHEDULES

MONDAY

45-minute class periods
30-minute Advisory Groups

Time	Class
8:00 – 8:45	Period 1
8:51 – 9:36	Period 2
9:42 – 10:27	Period 3
10:33 – 11:03	Advisory Groups
11:09 – 11:54	Period 4
11:54 – 12:28	Lunch
12:33 – 1:18	Period 5
1:24 – 2:09	Period 6
2:15 – 3:00	Period 7

TUESDAY & FRIDAY

45-minute class periods
35-minute Chapel

Time	Class
8:00 – 8:44	Period 1
8:50 – 9:34	Period 2
9:40 – 10:24	Period 3
10:30 – 11:08	Chapel
11:14 – 11:58	Period 4
11:58 – 12:31	Lunch
12:36– 1:20	Period 5
1:26 – 2:10	Period 6
2:16 – 3:00	Period 7

WEDNESDAY BLOCK

90-minute class periods
30-minute Community Time

Time	Class
7:00 – 8:25	Teacher Collaboration Time
8:30 – 8:50	Faculty/Staff Devotions
9:00 – 10:30	Period 1
10:40 – 11:10	Community Time
11:16 – 12:46	Period 2
12:46 – 1:25	Lunch
1:30 – 3:00	Period 3

THURSDAY BLOCK

90-minute class periods

Time	Class
8:00 – 9:30	Period 4
9:37 – 11:07	Period 5
11:07 – 11:47	Lunch
11:52 – 1:22	Period 6
1:30 – 3:00	Period 7

ACADEMIC POLICIES

For specific information on course selection, course description, credit requirements, and graduation requirements, please see the Wheaton Academy Curriculum Guide, available at wheatonacademy.org/curriculum-guide.

ACADEMIC ACCOMMODATIONS AND SUPPORT

Academic Disabilities

An academic disability is defined as a learning condition that makes it particularly difficult for a student to complete his/her work or adequately demonstrate learning. Common academic disabilities among students at Wheaton Academy include ADHD (inattentive, hyperactive, or combined), communication disabilities, autism, and learning disabilities in the areas of reading, writing, or math.

Emotional Challenges

An emotional challenge is defined as a social-emotional condition that affects the student's ability to function well under normal circumstances at school or in schoolwork. Counselors are available to provide emotional support, academic support, and assistance in crises but do not provide long-term counseling for students. Wheaton Academy counselors may recommend or ask families to seek a referral for an outside therapist, group, or program if more support is needed.

Additionally, Wheaton Academy counselors may require a professional evaluation from an external counseling agency if an individual's safety or well-being is in question. If a professional evaluation is required, the family will be asked to meet with the Wheaton Academy counselors and provide the evaluation results before a student can return to school.

Medical Conditions

A medical condition may include any diagnosed condition that impacts a student's health or learning at school. Common medical conditions among Wheaton Academy students include concussions, seizures, diabetes, surgeries that require prolonged absence, and some chronic illnesses.

Process of Accessing Accommodations

While public schools are mandated by federal and State laws to provide Individualized Education Programs (IEPs) for students identified as eligible for special education and 504 Plans for students with a disability that limits a major life activity, private schools do not have the same legal obligations. Although Wheaton Academy is not required or equipped to provide IEPs for students with significant physical, cognitive, or emotional disabilities, it is committed to reasonably accommodating students' identified learning needs.

While Wheaton Academy students must meet the school's educational standards for learning in each of their classes, the school values working with families so students can grow and succeed despite challenges in their lives. Wheaton Academy desires to ensure that each student's needs are met and expectations are clear to the Student Services staff, parents, students, and teachers. When students are appropriately supported in their educational experience, they are often able to stay on track in meeting their educational and career goals.

Wheaton Academy is committed to providing reasonable accommodation for students with disabilities. While this often takes more time and planning, teachers understand that these accommodations are needed to provide equitable learning opportunities.

Families are asked to share any information about ongoing evaluations or private supports, completed evaluations, or requests for accommodations with the Admissions Office at the time of application.

Consideration of requests for accommodations will be made interactively between Admissions, Student Services, and the family during the interview process. If a student is already at Wheaton Academy, families should share evaluation results or educational concerns with the appropriate academic support person as soon as the family becomes aware of the need. This notification must include a written diagnosis from a medical doctor, licensed clinical psychologist, or other appropriately licensed individual. If Wheaton Academy becomes concerned that a student is struggling with a possible academic, emotional, or medical challenge that is impacting his/ her ability to learn, families may be asked to make an appointment for further evaluation and seek an official diagnosis from an outside professional. Wheaton Academy may ask families to make an appointment within a week of the school's request and to complete the process within 45 days. Any evaluation will be at the family's expense.

Wheaton Academy is committed to this process as it is critical in helping students demonstrate their potential. Success most often occurs when Wheaton Academy, parents, and students are working together.

Developing the Individualized Service Plan

If it is determined that a student requires accommodations and that Wheaton Academy is equipped to provide such accommodations, an Individualized Service Plan (ISP) will be developed.

An ISP is a written summary of the accommodations and support that Wheaton Academy will provide to meet the needs of the student in school. It is a confidential document used by teachers in each of the student's classes. Parents/guardians should contact the Student Services Department to request an ISP, which will be developed based on proper documentation of the student's disability and needs. The ISP may include both accommodations within the school setting and support from home that may include individual therapy, private tutoring in the home setting, and other therapeutic assistance.

Having an ISP in place from the beginning of high school is also important to support requests for testing accommodations for the SAT, ACT, or AP exams later in high school. Please note that the individual testing organizations will make the final determination about eligibility for testing accommodations and specific testing accommodations.

Students will be encouraged to accept their academic, emotional, or medical challenge and will be asked to collaborate in both the creation of an ISP and a teacher meeting regarding his or her learning or emotional challenge. An ISP is required before a teacher can provide accommodations to a student.

Wheaton Academy highly values coaching students to become self-advocates. Students with ISPs will be supported to develop self-advocacy skills related to their accommodations. As students develop these skills, they will be expected to request or advocate for accommodations across classes. While parents may always contact a teacher to address a specific concern, Wheaton Academy encourages all students to initiate communications with their teachers before parental involvement to the greatest extent appropriate.

Reasonable Accommodations Offered

Reasonable accommodations at Wheaton Academy will be provided in consideration of recommendations from the student's psychological or medical evaluation and recommendations. The following are common examples of accommodations:

- Extended time for classroom testing, up to time and a half.
- Opportunity to test in a quiet test location.
- Access to teacher notes and study guides on OnCampus.
- Opportunity to do a class presentation by video as long as it is within the context of a plan for the student to eventually present to the whole class.
- Breaking large assignments into smaller tasks with firm deadlines.
- Directions are given in clearly stated steps with checks for understanding.
- Breaks on occasion as needed in Student Services/ nurse office (short-term basis only).
- Preferential seating.

Clarification on Extended Time: Extended time is offered for tests, quizzes, and in-class assignments. Extended time is not available as an accommodation for daily homework assignments. Students are expected to meet the homework policies set by individual teachers and as provided for in this Handbook.

Wheaton Academy will do its very best to partner with every family and student in their unique situation. However, there are some accommodations that the school is not able to regularly provide. These accommodations are not guaranteed: reading intervention, test reader for tests, and excused prolonged absences. In those instances, the family may be asked to provide an outside partner to assist the student.

Request Withdrawal if Needs Cannot Be Met

If a student's mental health, behavioral, or academic needs exceed the school's capacity to provide reasonable accommodations and appropriate support, Wheaton Academy reserves the right to request that the family withdraw the student. Wheaton Academy will cooperate with the family and the student's new school in the transition as required by law. Failure of the family to comply with Wheaton Academy's request to withdraw the student will result in disenrollment.

Confidentiality

All academic, emotional, and medical support is handled confidentially. The documentation for accommodations is kept in a private location. Please note that Wheaton Academy does not maintain copies of this information beyond a student's graduation.

ACADEMIC ACCOUNTABILITY AND GRADING

Since Wheaton Academy is committed to accurate assessment and grade reporting, grades are reported separately from academic habits and behaviors. While Wheaton Academy places a high emphasis on academic rigor, the school also values consistent class preparation and essential practice necessary for learning. Students are expected to meet the demands of work for each class in a timely fashion and communicate with their teachers about assignments, deadlines, additional help, or alternative learning plans as they may be necessary. Therefore, as appropriate in each class, accountability and specific checkpoints are put in place to ensure that students are properly engaging in the learning process.

Additionally, Wheaton Academy reports to students and parents on the report card and the students' transcripts a numerical average for student timeliness, student engagement, and student academic habits, as illustrated in the rubric below. Ultimately Wheaton Academy is committed to ensuring that students learn both the content and skills necessary for each of their classes, and also learn and develop the critical life skills for college and career success.

ACADEMIC BEHAVIORAL REPORT

To ensure that students' grades reflect the learning taking place in the classroom, the behaviors listed below are reported apart from academic achievement. Wheaton Academy believes that these habits or traits, which often become entangled with subject area proficiency, are also vital and need to be reported separately. Teachers will report on these behaviors three times each year – at the midpoint of the first semester and at the end of each semester.

	4 - Outstanding	**3 - Proficient**	**2 - Needs Improvement**	**1 - Unsatisfactory**
Student Timeliness Incorporates - Responsibility - Timeliness - Assignment Completion	Student always turns in work on time and completes assignments in a manner that reflects each assignment's goal and expectation.	Student regularly turns in work on time (less than two assignments late) and completes assignments in a manner that reflects each assignment's goal and expectation.	Student inconsistently turns work in on time (more than two assignments late) and completes assignments in a manner that reflects each assignment's goal and expectation.	Student regularly turns in assignments late and does not complete assignments in a manner that reflects each assignment's goal and expectation.
Student Engagement Incorporates - Participation - Preparation - Engagement - Focus - Contribution to Learning	Based on classroom guidelines, student is always engaged in classroom activities in an appropriate way and consequently improves learning environment.	Based on classroom guidelines, student is regularly engaged in classroom activities in an appropriate way.	Based on classroom guidelines, student is inconsistently engaged in classroom activities and/ or sometimes distracts the learning environment.	Based on classroom guidelines, student is rarely engaged in classroom activities and regularly disrupts the learning environment.
Student Academic Habits Incorporates - Motivation - Perseverance - Self-Advocacy - Resourcefulness - Grit	Student is self-motivated and always makes use of resources for learning.	Student is motivated and regularly makes use of resources for learning.	Student requires some external monitoring and motivation from teachers and/or inconsistently makes use of resources for learning.	Student is difficult to motivate, even externally, and does not make use of resources for learning.
Student Interdependence Incorporates -Awareness of strengths & challenges -Appreciation of diverse abilities -Supporting and seeking support from others -Collaboration	Student seeks opportunities to use his/her strengths to contribute meaningfully to the learning community and pursues input and assistance from peers, teachers, and staff to grow as a learner.	Student regularly accepts opportunities to use strengths to contribute meaningfully to the learning community and welcomes input and assistance from peers, teachers, and staff to grow as a learner.	Student can name some of the strengths and challenges of self and/or others, but inconsistently uses this awareness to contribute or grow as a learner.	Student is often unaware of the strengths and challenges of self and/or others. He/she prefers independence to interdependence and is often resistant to input and assistance.

ACADEMIC HONESTY

Christians are called to reflect integrity in all aspects of their lives. It is critical that Wheaton Academy holds 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 that is not their own. Students must conduct themselves according to the highest standards of personal integrity.

Students shall follow the 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 classwork. 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 will guide students in understanding when collaborative efforts are not appropriate. However, students should realize the distinction between collaboration and copying another student's work.

These standards would also apply as they relate to sharing and collaborating with documents via technology. At no time should students hand in identical work unless it is a group project that lists all students' names who contributed to the assignment. AI technology and ChatGPT are tools for learning. Teachers will guide students in how to use these tools appropriately and effectively. Students should not use AI technology, such as ChatGPT or other similar apps, to complete, copy, or turn in work that they claim as their own. Students should recognize this as a form of academic dishonesty, which will result in the consequences below.

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, digital images or media, and all other types of work that 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). It also includes the unauthorized use of AI (see Artificial Intelligence policy).

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

- Teachers 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, which may include a maximum score of 50% for the assignment, restorative conversations, or academic probation. Students may be required to complete an alternate assignment or assessment. Participation in clubs, activities, and leadership (like NHS or Project LEAD) may result in a student being re-evaluated or removed.
- A second instance of cheating in any form may result in a student having to reapply to Wheaton Academy for the following school year and could result in expulsion.

ACADEMIC PROBATION/ACADEMIC WARNING

To maintain a positive learning atmosphere and 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. These also consist of academic habits, including submission of work in a timely fashion and staying current.

Students' academic progress is monitored regularly. Students are considered to be in good academic standing if all assignments are current and they have no Fs and/or fewer than three Ds. For students who are struggling academically due to grades or work habits, two levels of intervention are available. A student who has appeared repeatedly as failing or having three Ds during weekly grade checks, who is chronically missing work, or who is not following academic plans that are in place from a teacher or Student Services may be placed on Academic Warning at any time during the semester. A student may be placed on academic probation at the semester if he/she earns three Ds or fails one or more classes. Academic Warning involves notification to the parent/guardian and student of the academic concerns and the development of a prescriptive action plan to support the student's academic improvement.

Additionally, a student who is on Academic Warning and is not responding to the intervention may also be placed on Academic Probation. During Academic Probation, the Student Services Department will carefully monitor the student's

progress, and an individual academic plan will be implemented. 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. If significant improvement has not been shown during the probationary period, the student will be asked to reapply to Wheaton Academy for the following school year.

In either case, Student Services will work with parents and the student to create a viable academic plan for success, which must be followed. Parents may be required to provide additional support, including academic tutoring for a student who is struggling to meet an academic plan or consistently complete/turn in work. Academic Warning and Academic Probation can continue from one semester to the next, at the discretion of the administration.

ARTIFICIAL INTELLIGENCE (AI)

Recent years have seen the rapid development of artificial intelligence. While these technologies often increase workplace efficiency, there are concerns that they can undermine student learning in the classroom. The situation is complex and rapidly changing, and as AI and our understanding of its educational impact develop, Wheaton Academy is committed to consistently using AI in ways that enhance our mission and expected student outcomes.

Evaluating whether any specific AI use enhances our mission involves a complex consideration of our educational principles, our focus on discipleship, the potential benefit to student outcomes, and the unique nature of individual classes and students. For example, we suspect that AI can interfere with a student's development of skills, character, and sense of responsibility by offering shortcuts around the hard work associated with learning. This is particularly significant in student discipleship, where we value all students purposefully engaging in the life-long process of becoming more like Christ in how we love God, our neighbors, and the world around us. In other areas, AI can probably enhance academic outcomes, especially by helping students engage more deliberately with key learning processes.

In other words, we believe that student learning likely suffers when AI subverts opportunities for students to develop authentic relationships and critical skills. Since different classes and assignments aim to help students develop those relationships and skills in different ways, appropriate AI use will vary by class and assignment. That said, there are a few principles that hold true across all classes.

> Conversations with teachers should always precede AI use in the classroom. Teachers likely have the best understanding of the skills a learning activity is developing and whether AI would enhance or detract from the development of those skills. Students should assume that AI use is not permitted on any assignment until they have discussed it with a teacher. Conversation comes first.
>
> Foundational skills like reading comprehension, written communication, and basic reasoning should rarely be performed by AI. These skills enhance future learning, and students who offload them to AI likely miss out on opportunities to develop those skills themselves. AI is constantly changing, and students with robust foundational skills are more likely to be able to adapt to those changes when they happen.
>
> While AI use can range from generally acceptable (e.g., using spellcheck) to academically dishonest (e.g., copy/pasting AI content as summative student work), most AI use is best understood in terms of how it contributes to the learning environment. AI use that undermines the learning objectives of an activity, either intentionally or unintentionally, is considered inappropriate, and, like disruptive behavior in the classroom, warrants a follow-up conversation with the classroom teacher, the possibility of additional assignments related to the missed learning objectives, and potential conversations with school administrators. If a student does not know whether a specific use of AI is appropriate for an assignment, they must ask before using it.
>
> Inappropriate AI use becomes more consequential as assignments become more consequential. Failing to attribute AI for images in a formative group presentation should lead to a conversation about appropriate AI attribution in general. Failing to attribute AI for a paragraph of a summative essay will lead to more significant consequences, including those associated with academic dishonesty.
>
> Presenting AI-generated content as if it were student work on significant assignments is considered academically dishonest and results in the consequences associated with academic dishonesty.

While it might be tempting to produce a list of approved and unapproved classroom AIs, successful AI integration is much more likely to be the result of conversations that consider how specific uses contribute to individual learning outcomes. Wheaton Academy is committed to this conversation. The more educators and students talk about AI before it is used, the more likely it is to be used well.

CO-CURRICULAR ELIGIBILITY

Participation in co-curricular activities is a privilege that allows students to represent Jesus Christ, Wheaton Academy, the student's family, and himself/herself in the best possible way. Failure to appropriately represent Wheaton Academy standards will result in a loss of the privilege. Eligibility to represent Wheaton Academy will be based not only on attendance and weekly academic standards but also on whether or not a student is abiding by the Wheaton Academy Standards of Conduct (outlined above).

Attendance

A student must be in attendance for three periods of the day on a 7-period day or two periods for a block day (excluding lunch) to be involved in any co-curricular 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 (who attend both homeschool and Wheaton Academy part-time) must be passing at least four classes and meet all other Wheaton Academy Partnership standards and IHSA standards to participate in Wheaton Academy activities.

Academic Ineligibility

A student with one or more Fs OR three or more Ds in a given week will be deemed ineligible to participate in their co-curricular practices or activities for that week. Two or more weeks of academic ineligibility will result in missed games/performances and practices for one full week after the determination of ineligibility or until the student is in good academic standing.

GRADING SCALE

The grading scale for all Wheaton Academy courses is as follows:

A+ (4.0) 97-100	A (4.0) 93-96	A- (3.7) 90-92
B+ (3.3) 87-89	B (3.0) 83-86	B- (2.7) 80-82
C+ (2.3) 77-79	C (2.0) 73-76	C- (1.7) 70-72
D+ (1.3) (67-69)	D (1.0) 63-66	D- (0.7) 60-62

F Below 60

HONOR ROLL

Semester grade-point averages determine eligibility for honor roll. Semester grades are posted on the student's permanent transcript.

Honors: Grade average of 3.0 or higher and no grade lower than a "C."

High Honors: Grade average of 3.7 or higher and no grade lower than "A-" in a regular class or "B" in an Advanced or AP class.

Academic Excellence: No grade lower than "A" in any class.

Note: In all grade calculations, each letter grade (e.g., B+, B, B-) is considered separately. A "B" average and a "B-" average are not the same.

Letter grades for Advanced and AP classes are not weighted for purposes of determining honor roll eligibility. To request a weighted GPA for college or scholarship applications, students should contact Student Services.

The high honor roll/honor roll for each semester is composed of those students meeting the requirements listed above. Students must carry at least four Wheaton Academy classes to be eligible for any honor roll.

LATE WORK POLICY

Because timeliness is a critical life skill, Wheaton Academy is committed to teaching students responsibility, time management skills, and self-advocacy to prepare them for college and life, as well as to reduce the anxiety and stress that result from being behind. Therefore, Wheaton Academy is committed to holding students accountable not only for learning content but also for developing these essential habits for life.

- 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. Work that results from a missed class that is turned in after these time frames will be considered late.
- Teachers will enforce appropriate consequences for the first two times a student misses a deadline for an assignment noted in OnCampus. Students are expected to comply with the consequences assigned by the teacher if work is outstanding or deadlines are missed. After two late assignments, additional personnel or consequences may be utilized to correct the behavior.
- For work that is late due to absences of any kind (including short-term illness, field trips, school activities, or any other reason for missed class), students have the number of days to turn in work missed equaling 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. OnCampus provides specific information about assignments for 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, the student is still responsible for taking the test on the day of his/her return.
- Teachers may require students with missing work to complete all work before taking the summative assessment or being eligible for a test retake. In such cases, if they miss the assessment, it should be recorded as a "0," which will trigger the intervention plan. Additionally, all missed assignments will be recorded as a "0" as soon as the deadline passes.
- If timeliness is a standard that is being assessed on the assignment, timeliness should be clearly indicated on the rubric, and the students who do not meet the standard should receive reduced credit in that category of the rubric for failure to meet that standard. This standard would include assignments like speeches, debates, presentations, or other authentic assessments where having the assignment completed at a particular time is critical.

NATIONAL HONOR SOCIETY

Wheaton Academy maintains a chapter of the National Honor Society, which was originally chartered in 1934. Induction into the National Honor Society is open only to juniors and seniors who meet the high standards of scholarship unweighted 3.6 cumulative GPA), Christian character, leadership, and service. Students who have met the standard in all these elements are invited to apply in the fall. A faculty committee selects National Honor Society members after reviewing informational surveys completed by students who meet the scholarship standard. An induction ceremony is held annually. To be eligible for the National Honor Society at Wheaton Academy, students must be attending full-time, have been enrolled for at least one year (two semesters), and are currently taking five classes at Wheaton Academy. Transfer students who were already members of NHS or who had been nominated at their previous school may be considered for Wheaton Academy NHS in the fall of their junior or senior year before attending WA for two semesters. Students must also complete the service requirements to remain a member of NHS from junior to senior year. Partnership students at Wheaton Academy are eligible for the National Honor Society if they meet the criteria of having attended Wheaton Academy for at least one year, have achieved the GPA and service requirements, and are currently taking five classes at Wheaton Academy.

REPORT CARDS & GPA

Report cards are issued after each semester. Semester grades are cumulative (including one term and final exam) and are issued at the end of the 1st semester and at year-end. Report cards are posted on OnCampus following each semester.

Student progress is updated every week, and we encourage students and parents to use OnCampus to monitor their learning.

The following point scale will be used for GPA calculations:

A+ 4.0 B+ 3.3 C+ 2.3 D+ 1.3 F 0

A 4.0 B 3.0 C 2.0 D 1.0

A− 3.7 B− 2.7 C− 1.7 D− 0.7

A student's semester grade is determined by the following ratio:

18-week term grade = 4/5 (80%) Semester exam = 1/5 (20%)

Advanced credit received from another school for a course that is not available at Wheaton Academy will not be used in the calculation for Valedictorian or Salutatorian.

STANDARDS FOR CREDIT

Credit is awarded on a semester basis. Each normal course will be awarded one credit per semester. A student who fails a course must either repeat the semester or complete a credit recovery program to earn credit for the semester. If a student does not pass the first semester, it may impact his/her ability to continue in the class during the second semester. All students are required to take their final exams to receive credit for a class. See Wheaton Academy's Curriculum Guide for current graduation requirements.

A student who fails the first semester of mathematics, science, or a world language will be required to drop that course for the year unless special permission is granted by the teacher and administration. Students who earn less than 70% in math and/or science and 80% in world language beyond levels I & II at the end of the year will be required to retake the course or show proficiency through an alternative program before advancing to the next level.

Students in an advanced class or an Advanced Placement (AP) course who do not achieve a proficiency higher than 70% during the first semester will be required to switch to the regular level class at the semester if one is available.

Also, for a student to receive credit for any course, he or she cannot miss more than 12 classes in any given semester.

VALEDICTORIAN AND SALUTATORIAN

To be eligible for either Valedictorian or Salutatorian, a student must be a full-time student at Wheaton Academy for both junior and senior years, achieve the highest GPA in his/her class, and must be in good behavioral standing as determined by the administration with no disciplinary probation. In addition, a candidate is required to have taken 18 credits of Advanced or AP courses, as well as completed the Wheaton Academy college admissions recommendations.

Advanced courses taken outside of Wheaton Academy will not be weighted, just as Wheaton Academy advanced courses are not weighted in the computation for Valedictorian and Salutatorian selection. Grades are included through the second semester of senior year.

ATTENDANCE

Three keys to success in any area of life are to be present, to be on time, and to be prepared. It is essential for academic achievement that students are at school and in class. 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.

Wheaton Academy requires daily attendance. Students who exceed 12 absences per semester may be withdrawn from the class because of the significant impact of missing class on the learning process. However, sometimes due to extenuating circumstances, a student might be given special consideration to remain in the class and might have to take the class as Pass/Fail.

This provision would allow the student to complete the class and receive credit despite the missed class time. In some cases, a tutor (paid at the expense of the family) might be required to help with the instruction that has taken place during the missed class time. Also, excessive absences may result in moving a student from the Advanced level class to a regular class to allow for the student to meet the requirements of the class more realistically. Advanced and AP courses have a faster pace and are more rigorous, and therefore are usually not appropriate for a student who has excessive absences. These steps are not meant to be punitive but rather are meant to help students not to be overwhelmed by their work and to ensure the validity of coursework. These considerations would be determined based on the circumstances surrounding the absences and the particular courses in which the student is enrolled.

Parents hold a unique responsibility to help their students interpret life's expectations concerning timeliness and promptness. Wheaton Academy strongly encourages parents to resist the temptation to protect their students from tardiness 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 students is a sizable and important task, Wheaton Academy 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 at normal times. There is no exception to this expectation. Students must receive parental permission to leave campus before signing out at the front office. Students who ignore this expectation will be subject to disciplinary action.

The attendance policies that 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 for notifying the school attendance line (630-562-7500, ext. 1) before 9:00 a.m. If the school has not heard from the parents by 9:00 a.m., the office staff will attempt to contact the parents as soon as possible. Wheaton Academy wants to be sure that any student not at school is accounted for by the parents. If a student arrives more than 15 minutes late, an explanatory note or prior phone call is a prerequisite for the partial day absence being excused. A student must be in attendance for three periods of the day, or two on a block day (excluding lunch), to be involved in any co-curricular activities that take place that day. Exceptions may be requested for unavoidable absences (funerals, delayed medical appointments, etc.).

A student's absence will be excused when the parent has excused the student by 9:00 a.m. Absences without a parent phone call will be deemed unexcused.

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 12 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 circumstances require an extended absence. If a student is planning an extended absence, he/she should contact Student Services for assistance with facilitating the approval process. 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 absences are unavoidable. Special arrangements may be necessary to make up for the missed class time. If a student has extended or excessive absences and is taking an AP or Advanced course, he/she may be required to drop from the advanced level course to a regular level course.

If an extended absence of more than three days for reasons other than illness is anticipated, prior approval for an exception to the 12-absence per semester 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.) All work must be turned in ahead of the trip, and the student's grades must be a C average. The timeliness policy remains in effect for students who miss school for voluntary reasons.

If a student approaches or anticipates exceeding 12 absences per semester, parents should contact Student Services for evaluation of the situation. Exceptions require a workable plan to be in place before exceeding the absence limit. Absences related to illness require a doctor's letter of notification, which should be emailed to the school receptionist before exceptions will be made.

If a student is absent more than three days due to illness, or social or emotional issues, families must contact Student Services to create a plan. The plan may include any of the following:

- The family may be required to provide a tutor to assist the student in completing coursework.
- Depending on the course, a student may be allowed to remain in the course but would receive a pass/fail grade in place of a letter grade on the transcript.
- If a student experiences a particular ongoing struggle with school attendance, class presentations, and/or group work, the family may be asked to instead pursue homeschool courses, courses at public school, and/or a more therapeutic school environment for their student, such as a school refusal program.
- Because the in-class experience is so important, additional considerations or expectations of families in the development of the student's plan or as situations arise may be made.
- Certain classes are participatory, and at times, these classes may not be feasible to complete with missed time.

If at the end of a grading period, a student has any incomplete assignments as a result of an extended absence, an "I" will be recorded as his/ her temporary grade. Students will meet with the Student Services department to plan for the completion of all incomplete courses.

LEAVING CAMPUS

Wheaton Academy takes its responsibility to care for students extremely seriously, and the school needs to know where students are at all times. Therefore, students who leave school at 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 disciplinary action. While juniors and seniors have the privilege to leave campus for lunch, freshmen and sophomores should stay on campus at all times, including lunch, unless they have been called out by a parent. There will be consequences for freshmen and sophomores who leave campus for lunch without being called out before leaving by a parent.

Students are expected to be where their class schedule says they should be at all times. Students who miss a class without prior parental permission (i.e., skipping) may be subject to disciplinary consequences. If a student has a medical need or illness, he/she must be with the school nurse or the school counselor. Students who violate this expectation will be subject to discipline.

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 and OnCampus before the absence. Upon the day of return to school, the student will verify all work 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. OnCampus provides specific information about assignments for courses.

If a student was absent only the day before a test, he/she is still responsible for taking the test the day of his/her return at a time arranged by the teachers. Penalties for work not turned in at the assigned time are specified by the individual instructors in the syllabi.

It is the student's responsibility to know these procedures and contact the teacher promptly to complete his/her responsibilities.

MISSED WORK DUE TO ABSENCE

Because of the accessibility of assignment listings and due dates in OnCampus and on the class syllabi, Wheaton Academy does not collect and distribute missed homework assignments. Parents and students are to refer to OnCampus or contact the teacher directly if assignments are not clear. 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 and OnCampus before the absence. 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 to a class will be considered absent from that class on 7-period days and will be considered absent from that class if more than 30 minutes late on block days. Such absences will count toward the allotted maximum of 12 absences.

At first glance, tardiness would appear to hurt only the tardy student academically. Recurring tardiness to class is disrespectful and often negatively impacts the teacher and other students. The teacher is responsible for being prepared to begin on time and making efficient use of the whole period. Students are responsible for being 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 instruction.

First Period

While problems such as inclement weather or traffic tie-ups may hinder getting to school on time, every effort should be made to be in the first-period class before the late bell rings. Because determining the validity of being tardy to school is difficult and open to 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 carpools, train delays, and traffic accidents). Planning to arrive a little early is encouraged 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. Consequences will be issued for the 6th and all subsequent tardies to first period.

Consequences of tardiness are not to be interpreted as a lack of sympathy for an occasional, unusual, or unpredictable situation. Instead, Wheaton Academy attempts 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.

Periods 2-7

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 2-7, each semester, without penalty. Consequences will be issued for the fourth and all subsequent 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 2-7, the student must have a pass signed by a faculty or staff member. Business that could be conducted at other times during the day is not a basis for an excused tardy. Any student purposely missing class time for invalid reasons will be disciplined appropriately to avoid any recurrences.

If continued tardiness occurs, the parent/guardian will be notified by the administration to address the issue.

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, considering the purpose or reason for 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 the semester.

GENERAL CONDUCT

APPEARANCE CODE

Wheaton Academy seeks to cultivate a Christ-centered learning environment where students are known for their character rather than their appearance. Students are expected to dress in ways that reflect modesty and support a respectful, non-distracting learning environment.

Modesty

First and foremost, a student's appearance should reflect his/her identity as a follower of Christ. A student's words and actions are an expression of our relationship with God, and in His Word, God makes it clear that followers are to be modest and treat their 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 Wheaton Academy seeks to reflect. However, Christians 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 always reflected in a student's dress.

- The general guideline for the length of skirts and dresses requires that they must touch the knee.
- Leggings and all "legging-type pants" should not be worn to school except during PE class.
- Clothing should completely cover undergarments, including straps and necessary parts of the body, at all times (including while sitting or bending over). Girls should take care to ensure tops are not plunging or revealing at the neckline, bra straps must not be visible. Shirts must cover the shoulders.
- Boys and girls both should take care to wear modest clothing styles that consistently always cover their midsections. Boys should always ensure that their pants cover boxers and undergarments.
- For both boys and girls, shorts must have an inseam length of at least seven inches. Many in-style shorts do not meet this requirement and should thus be saved for after-school hours.
- During school hours, co-curriculars, and events, boys are expected to always keep on a shirt.
- Formal Event Dress Standards: The principle of modesty remains the guiding standard for dress at these events. This includes selecting a dress that is appropriate in length as well as providing appropriate coverage that is not low-cut or plunging at the neckline. For formal events that include dancing, dresses must have straps.

Classroom Dress Code

Wheaton Academy expects that a student's appearance will meet basic standards. As a learning community committed to excellence, Wheaton Academy desires students to wear appropriate clothes 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 the school community. These are also in place to prepare students for their future when they may have various appearance codes at their places of employment or other venues. The goal is to provide a non-distracting learning environment. The following are the professional dress requirements during the school day:

- All clothing should be clean and in good repair. Clothing with holes, patches, or ragged/frayed ends may not be worn. This includes clothes that are designed with ragged/frayed ends or holes.
- Tank tops for either girls or boys are not acceptable school attire.
- Hats, hoods, bandanas, etc., are not to be worn inside during the school day unless special permission is given by the administration due to extenuating circumstances.
- Positive logos or brands on clothing are permitted if they align with Wheaton Academy culture and do not interfere with the learning environment.
- Hair should look neat and natural. Any hairstyle, hair color, or head appearance, which includes, but is not limited to, unnatural coloring, or hairstyles that call undue attention, is not acceptable. Hair should 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. Any facial hair must be well-groomed and non-distracting. Dying hair, coloring tips, etc., are permitted only if the color is a naturally occurring color. This would not include dark red, eggplant, or other shades that are not natural
- Any clothing or personal appearance that tends to call undue attention to the individual is not acceptable.
- Boys may wear stud earrings only. Tattoos or "body art" are not appropriate if visible. Piercings such as earrings or small nose studs for girls are permitted. Piercing of the lip and eyebrow is not appropriate. Students who have such piercings will be required to remove their body jewelry when they arrive at school or put in an invisible spacer during the school day.

Athletic and Weight Room Dress Code

- Boys: Shirts must be worn at all times, both inside and outside of the building. Shirts may not be altered, cut, twisted, or manipulated to expose unnecessary skin on the torso, back, or chest area. Sleeveless shirts and singlets are acceptable if part of the required practice uniform. All shorts, whether worn inside buildings or outside, must have at least a three-inch inseam. Spandex is acceptable only if shorts with at least a three-inch inseam are worn over the spandex. Spandex shorts worn alone are not acceptable.
- Girls: Shirts must be worn at all times, both inside and outside of the building. Shirts must not be altered, cut, twisted, or manipulated to expose unnecessary skin on the torso, back, or chest area. Sleeveless shirts are acceptable if part of the required practice uniform. Undergarments must not be visible at any time during practice or working out. All shorts, whether worn inside buildings or outside, must have at least a 3" inseam. Spandex is acceptable only if shorts with at least a three-inch inseam are worn over the spandex. Spandex shorts worn alone are not acceptable.
- Full-length spandex or spandex that extends down to just above the knee is not acceptable to wear while working out on campus.
- Students may modify their athletic or team uniforms for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion, cultural values, or modesty preferences.

If a student or parent has a question about 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, Wheaton Academy desires to partner with parents to give proper guidance on clothing choices. Appropriate clothing and appearance decisions should be handled at home to ensure compliance with Wheaton Academy standards.

Each student will be held responsible for his/ her appearance. Instances of deviation from established standards will be handled on an individual basis. Parents' support for the natural process of consequential decisions by students is greatly appreciated and helpful in the maturation process. Appearance and dress code may feel subjective, but Wheaton Academy faculty, staff, and administration work to apply these standards consistently. When a student is asked to modify their dress, Wheaton Academy expects a respectful response, even if the student or parent is not in agreement.

If a student is found to be out of the dress code, he/ she will be required to correct the situation by changing clothes. The use of duct tape, bandages, or other efforts to cover a dress code violation is 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. In the case of piercings that are outside of the dress code, the students will be asked to remove the jewelry immediately.

CHAPEL

Students are encouraged to approach chapel as 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, drinking, etc.), or disruptive behavior (talking, text messaging, use of cell phones or 1:1 device, distracting others) is unacceptable. Every speaker or group, as a guest of Wheaton Academy, deserves 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 behavior in relationships. Therefore, public displays of physical affection between students are not appropriate at school or at 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

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.)
- Students must have a current driver's license and automobile insurance.
- Speed must be kept under 10 M.P.H. at all times on school property. (Spinning or squealing tires is not acceptable.)
- Student Parking Permits: Parking permits will cost $75.00 for 2025-2026. A hanging tag for the interior of the car will be provided after students register their car. Students will receive a specific parking spot upon registration, where they will be expected to park. Information regarding parking permit applications is available at families.wheatonacademy.org/parking
- Additional information will be provided to students in the summer.
- Vehicles parked on Wheaton Academy property are subject to search by school personnel.

Wheaton Academy is not responsible for the automobile or its contents while parked on school property. Students who do not receive a parking permit may park on the streets adjacent to the school. Students who park in these locations are expected to follow all parking and speed regulations. Students who violate these regulations may be subject to ticketing by the West Chicago police. Cars should be used only for transportation to school in the morning and home in the afternoon. Upperclassmen may have the privilege of using their cars to leave campus at designated times, but should not loiter in the parking lot.

Upperclassmen determined to be taking other students off campus with them without prior permission may lose their off-campus privileges for a length of time deemed appropriate, which may be up to a semester. Also, any student leaving school grounds via car without permission will be subject to disciplinary action, which could result in loss of driving privileges.

Student cars intentionally parked inappropriately (out of the student lots, in visitor parking, or by blocking others) may be towed at the owner's expense. Students should not park in the area directly in front of the Maintenance building.

Reminder: State law prohibits the use of cell phones while driving in a school zone. In addition, state law prohibits all drivers from texting while driving.

Driving violations on campus will result in appropriate discipline and may result in the reassessment of a student's ability to drive and park on campus. Parking permits may be immediately revoked at the Principal's or designee's discretion.

HUMAN DIGNITY POLICY – PROHIBITION AGAINST BULLYING, DISCRIMINATION, HARASSMENT, AND RETALIATION

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

The purpose of this policy is to identify conduct that violates human dignity and provide a procedure for reporting and investigating such conduct so that students and employees may learn and work in an educational environment free from these offensive behaviors. Individuals engaging in behavior contrary to this policy will be disciplined.

Specifically

- Students (and employees/faculty) should realize that their commitment to living a life of integrity and following the standards outlined in God's Word (the Bible) is ongoing, not limited to the school day.
- All students and all school employees are expected to conduct themselves with respect for the dignity of others.
- Abuse, bullying, discrimination, harassment, racism, and retaliation are prohibited. Such behavior diminishes students' ability to learn and Wheaton Academy's ability to educate. Preventing these harmful and disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important goals at Wheaton Academy.

This policy will be implemented consistent with Wheaton Academy's Statement of Belief, Statement of Belief on Marriage, Gender, and Sexuality, and Standards of Conduct.

Prohibitions

Individuals who engage in behavior prohibited by this policy, individuals who falsely accuse another of behavior prohibited by this policy, and individuals who retaliate against victims or reporters of behavior prohibited by this policy shall be subject to discipline.

Intentionally pressuring or intimidating another student or employee with respect to a claim of behavior prohibited by this policy, or falsely denying, lying about, or otherwise covering up or attempting to cover up any behavior prohibited by this policy, is prohibited conduct.

Filing a false or frivolous complaint under this policy is prohibited. However, a complaint shall not be considered false and frivolous solely because it is not proven, provided it was made in good faith.

No student or employee shall be subject to prohibited conduct that occurs:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by Wheaton Academy, if the bullying causes a substantial disruption to the educational process or orderly operation of a school. (Item #4 applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program).
5. In any other way that has a connection to Wheaton Academy or school activities.

Definitions

Bullying includes "cyber-bullying" and is defined as any severe or pervasive physical, verbal, or visual act or conduct, including written or electronic communications, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student in reasonable fear of harm to the student's person or property.
- Causing a substantially detrimental effect on the student's physical or mental health.

- Substantially interfering with the student's academic performance.
- Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying may take various forms, including - without limitation - harassment, intimidation, threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, isolation, hazing or inappropriate initiation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, retaliation, and school violence.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. Cyberbullying also includes the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this policy.

Discrimination means disparity in areas including but not limited to discipline, course assignments, participation in co-curricular activities, and other opportunities in the school setting.

Restorative measures mean a continuum of school-based alternatives to exclusionary discipline that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability.

Harassment means any persistent and repeated pattern of behavior that creates an intimidating, hostile, or offensive educational environment, whether occurring on or off Wheaton Academy property. The terms "intimidating," "hostile," and "offensive" include words or conduct that have the effect of humiliation or embarrassment.

Sexual harassment means unwanted sexual advances, requests for sexual favors, and engaging in other verbal or physical contact of a sexual or sex-based nature that creates an intimidating, hostile, or offensive educational environment.

Harassment includes, but is not limited to, the following:

- Making unwelcome sexual advances.
- Engaging in improper physical contact.
- Making improper sexual comments.
- Writing a note to someone else, either electronically, by hand, through digital or social media, with content that may be construed as sexual or "unwholesome" as defined in Ephesians 4:29.
- Using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity (or sexting) to create a sexually intimidating, hostile, or offensive learning or working environment, either intentional or unintentional.
- Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar features.

Abuse includes physical, sexual, and emotional abuse.

Physical abuse means any intentional act or threat of an act that results or could result in physical pain or injury to another person. **Sexual abuse** means unwanted, unwelcome advances and/or behavior of a sexual nature. Sexual abuse may or may not involve physical contact. **Emotional abuse** means any attempt to destroy another person's self-worth through harassment, threats, deprivation, and controlling another person's life through words, threats, and fear.

Wheaton Academy is required by law to report any reasonable suspicion of child abuse or child neglect. All Wheaton Academy employees are mandated reporters. All reports will be made pursuant to State law and confidentiality requirements.

Reporting

Any person who believes he/she has been subjected to behavior prohibited by this policy should report it immediately. Students may report to a teacher, administrator, or counselor. Brad Thornton bthornton@wheatonacademy.org 630-562-7530, Erin Carwell ecarwell@wheatonacademy.org 630-562-7528. Written as well as verbal reports will be accepted. If the Principal or designee did not receive the initial report, the incident should be reported to the administration as soon as possible after the report is received. The Principal or designee will be responsible for investigating any complaint of behavior prohibited by this policy. Reports of abuse will be forwarded to the appropriate state agency or local law enforcement.

The Principal or designee will promptly inform parents of all students involved in an alleged bullying incident to the extent permitted by state and federal laws and rules governing student privacy rights. Parents will be informed, as appropriate, of the availability of appropriate interventions, consistent with Wheaton Academy policies and procedures. When the Principal or designee receives a report of bullying, the Principal or designee will ascertain whether the reported acts are within the school's jurisdiction as defined by Wheaton Academy policy. The Principal or designee shall involve appropriate school support staff and staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

Resolution
Individuals are encouraged first to try to resolve the matter with the individual(s) involved. If, however, that is unsuccessful or not appropriate based on the situation, the Principal or designee will attempt to resolve the matter. See the Board Policy Manual for further information.

Corrective Measures and Outcomes
Students who are victims of bullying, as well as students who engage in bullying, students who retaliate against any person reporting an act of bullying, or students who falsely accuse another of bullying as a means of retaliation or as a means of bullying, will be referred to the Principal or designee to determine the appropriate intervention(s). Interventions may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. Parents will be advised of this referral and any action that is taken or suggested.

Investigation
Reports of bullying, abuse, or harassment and subsequent investigations will be handled as discreetly as possible to avoid the embarrassment of the person making the report or a person who may be unjustly accused. Wheaton Academy exercises confidentiality when dealing with disciplinary procedures and doesn't share consequences, details, or outcomes of investigations. The Principal or designee will be responsible for investigating any complaint of bullying or harassment. Reports of abuse will be forwarded to the appropriate state agency or local law enforcement.

When the Principal or designee receives a report of misconduct prohibited by this policy, they, or a designee, will take the following steps to promptly investigate and address reports:

1. Investigate whether the reported acts are within the school's jurisdiction as defined by Wheaton Academy policy.
2. Make all reasonable efforts to complete the investigation within 10 school days after the incident is reported, taking into consideration additional relevant information received during the course of the investigation.
3. Involve appropriate school support staff and staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
4. If the Principal or designee did not receive the initial report the incident should be reported to the administration as soon as possible after the report is received.

SPECTATOR CONDUCT AT WHEATON ACADEMY EVENTS

As a school committed to conveying Christ to the world in all aspects of life, Wheaton Academy wants to ensure that our cheering and athletic environment is consistent with the spirit of Christianity.

Therefore, Wheaton Academy expects students and other spectators to follow these guidelines:

- Cheer positively, not focusing on negative chants or exploiting mistakes.
- 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.
- Cheer loudly and enthusiastically without bringing amplification equipment or noisemakers to indoor athletic contests.
- Always show respect to all participants as well as other fans.

Failure to comply with any of the rules above will result in the removal of the spectator from the premises and, in the case of an athlete, further disciplinary action by the appropriate Principal/ Athletic Director/Coach.

STAFF/STUDENT INTERACTION GUIDELINES

While Wheaton Academy emphasizes adult/student interaction, mentoring, and building meaningful relationships, we place an equally high priority on remaining above reproach by practicing healthy and appropriate patterns of interaction. Therefore, adults at Wheaton Academy (including faculty, staff, coaches, administration, etc.) meeting outside of school or after school hours are to follow these guidelines. Adults are encouraged to meet with students in a group or if they are meeting individually with a student, to do so in a public place. Employees will not transport individual students of the opposite gender in a vehicle. No employee will personally transport an individual student unless prior written parental permission has been obtained. Informal meetings between adults and students should be done with parental knowledge and permission. If an individual meeting needs to take place, it should be between adults and students of the same gender. Wheaton Academy is committed to building strong, positive relationships between students, faculty, staff, administration, and coaches that not only are life-changing but also are above reproach in all ways.

See Board Policy, *Code of Professional Conduct – "Faith's Law"* for further information.

STUDENT-ATHLETE/CO-CURRICULAR 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.

ACCEPTABLE USE OF ELECTRONIC NETWORKS

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

- Have the permission of their parent or guardian.
- Agree to abide by Wheaton Academy policies.

Parents should review the following guidelines and review them with their students so that everyone understands and is in agreement. If you have questions about the policy, contact the Director of Information and Technology (ext. 7554) or the Instructional Technology Director (ext. 7518).

WHEATON ACADEMY'S TECHNOLOGY PHILOSOPHY

Wheaton Academy students use a variety of technological devices in their academic and personal lives. The presence of technology both in school and in the lives of students is everywhere.

At Wheaton Academy, this technological environment is an incredible opportunity to teach students to use technology in a way that is responsible and productive, connecting members of the community to each other.

When students are given a piece of technology, Wheaton Academy's training goes beyond just how to use the device. It challenges students not only to use the device to create an inspired project but also to ask themselves, "How is technology shaping me as a person?"

What Are Wheaton Academy's Technology Goals for Students?

- That students master the basics of managing their electronic resources to achieve their learning goals.
- That students use technology to interact with people through social media in a manner that fosters collaboration and draws people closer to the Christian community.

- That students use technology creatively in ways that reflect the goals of their courses, depth of thinking, and enriched learning as an important skill.
- That students use technology in a manner that draws them closer to Christ by examining their use in light of a Christian worldview. For example, asking themselves, "Is my security in Christ or in my online identity?"
- That students use technology to develop the ability to discern relevant, valid information to use in their academic pursuits. "Information Literacy" is one of the most important skills for the 21st-century learner.
- That students develop global awareness through the use of technology and ask themselves, "What issues are going on in the world and how can I be part of a solution?"
- That students develop "technology discipline," so it does not become a distraction that detracts from relationships and productivity.

ONE-TO-ONE DEVICE POLICIES

Students will be assigned a Dell Latitude 3340 (1:1 Device) for the school year that they can use for both personal and educational purposes. They may take their 1:1 Device anywhere they like, including off campus. Students enrolled for the following school year may keep the 1:1 Device over the summer. Upon graduation or earlier transfer from school, the assigned devices will be returned to Wheaton Academy.

ONE-TO-ONE DEVICE ACCIDENTAL DAMAGE, REPAIR, AND REPLACEMENT POLICY

The 1:1 Device, accessories, and chargers are the property of Wheaton Academy. If a 1:1 Device is broken, the repair fee is $150. If the 1:1 Device is broken a second time, the next repair fee is $250, and the next is $350, going up by $100 each time. Failure to pay for repairs or repeated damage may result in the denial of future repairs and loss of 1:1 Device privileges. Wheaton Academy will not reimburse students for the cost of any repairs made without Wheaton Academy's express permission. Students must pay the full replacement cost for any loss or damage of any accessories or charger. No insurance is provided for the accessories and chargers. The 1:1 Device, accessories, and charger must all be returned promptly and in good condition when a student graduates or transfers out of Wheaton Academy. Failure to return devices may result in withholding of the diploma or official transcript.

PRIVACY IS NOT GUARANTEED

Students have no expectation of privacy in any material that is stored, transmitted, or received via Wheaton Academy's electronic networks or computers/devices.

The administration and faculty may review all files and monitor all student computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. This includes but is not limited to electronic mail. Files stored on school computers have no privacy guarantee. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. All Internet access is logged, including personal devices connected to Wheaton Academy's network. When using any device on the school network, Wheaton Academy does not guarantee protection against hostile attacks from third parties on the network. There can be no expectation of privacy or safety when using personal or Wheaton Academy devices on the Wheaton Academy network.

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.

CELL PHONE USAGE

Students may use their cell phones and AirPods/headphones before and after school hours; however, phones must be powered off or in airplane mode and stored in a locker or backpack while on campus for the entirety of the school day, including during lunch and study hall.

Students who choose to use their cell phones during the school day will be asked to turn their phones in to the front office until the end of the school day. After this happens two times, a parent or guardian will be required to come to the school to retrieve their student's phone.

Personal items that can take and/or transmit electronic images, including digital cameras, cell phones, and video cameras, cannot be used on campus to take or transmit images at any time during the school day, without explicit permission from Administration, to protect student privacy. Failure to comply will result in disciplinary action. Wheaton Academy reserves the right to confiscate and review information on any electronic device from students who violate these rules. Reviews of information on the device will be limited to the situation in which the device was used (e.g., if the student was taking a video, photo apps, and apps for transmitting photos and videos may be viewed). If a student violates this rule, they will be asked to turn in the phone to the staff member present. The phone will be taken to the office, and the student may pick it up from the office or a designee at the end of the school day, and appropriate disciplinary action will be taken.

Parents may contact their children during the school day by:

- Emailing their child's school email address or contacting them through an onCampus message. All students have access to school-issued devices, which can be used for this purpose.
- Contact the school office at 630-562-7500. In case of emergencies, the office will immediately locate your child and facilitate communication.

LIABILITY

Wheaton Academy makes no assurances, representations, or warranties 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. Parents should take note that Wheaton Academy does not provide Internet filtering services for the 1:1 device off campus. This is considered the parents' responsibility.

SOCIAL MEDIA POLICY

Wheaton Academy students use social networking, social media, and online communication to connect with others, create content, enhance educational resources, and network within and outside the school community. Students will use these resources to treat each other in love and respect as Christ teaches.

Wheaton Academy students should

1. Use good judgment in all situations on social media platforms.
2. Behave in a way that reflects well on Wheaton Academy.
3. Assume that all the information shared on social networks is public information, regardless of privacy settings.
4. Not publish, post, or release information that is considered confidential or private. Online "conversations" are never private.
5. Treat others in a respectful, positive, and considerate manner. Share and interact in a way that will enhance the student's reputation, the reputation of others, and the reputation of the school, rather than damage them.

While social networking is fun and valuable, students are encouraged to always exercise caution when participating in any form of social media or online communications, both within the Wheaton Academy community and beyond. Students who participate in online interactions must remember that their posts reflect the entire Wheaton Academy community and, as

such, are subject to the same behavioral standards and consequences outlined in the Parent-Student Handbook. Students are expected to abide by the following:

- Students may not use social media sites or other forms of communication to publish disparaging or harassing statements, inflammatory statements, ethnic or racial slurs, or other similar content or pictures. This includes co-curricular events such as athletic events and academic contests, rivals, etc.
- Students may not use social media to communicate any type of threat (perceived or actual) toward a member of the Wheaton Academy community or the school in general.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.
- Students may not impersonate an official school social media site that would cause confusion that it is a school-sponsored account.
- Students may not impersonate a Wheaton Academy employee in the creation or use of any social media account.
- Students may not impersonate a Wheaton Academy student in the creation or use of any social media account.

Notification Regarding Student Accounts/Profiles on Social Networking Websites

The Principal or designee shall notify students and their parents of each of the following in accordance with the Right to Privacy in the School Setting Act (105 ILCS 75/1 et seq.):

School officials may not request or require a student or his/her parent to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

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. Wheaton Academy encourages parents to monitor student activity on social networking sites of all kinds. Students are expected to uphold the Standards of Conduct in their use of social networking sites. Wheaton Academy's network generally does not allow access to social networking sites. However, this does not prevent students' access to social networking sites via personal devices.

Acceptable Use

Student use of Wheaton Academy electronic networks and devices must be consistent with the philosophy of Wheaton Academy and its educational goals. All use of Wheaton Academy's electronic networks must be (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. The educational value of student Internet access is the joint responsibility of students, teachers, parents, and employees of Wheaton Academy.

Use of network resources for non-educational pursuits or activities inconsistent with the mission of Wheaton Academy is prohibited. All use must be lawful, noncommercial, 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 or otherwise circumvent the network configuration in any way. Any unauthorized technology used to bypass security systems, including internet filtering, is not permitted. This includes the use of proxy-bypass software, remote desktop sessions, anonymizing websites/software, and other technologies.

Wheaton Academy also prohibits the use of cell phone "hot spots," tethering, VPNs, or any other shared personal Internet connection, including nearby Wi-Fi networks, to circumvent the network restrictions. Students must respect the privacy of others and may only access resources they are permitted to use. Students must use only their own username and password; using any other person's account is prohibited. Students must also abide by the Wheaton Academy Human Dignity Policy when using all technological resources, including school-provided email accounts, OnCampus, and the messaging system provided within. All online interactions with peers, parents, teachers, and staff must abide by the Wheaton Academy Human Dignity Policy.

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

APPROPRIATE CONDUCT

Students who utilize Wheaton Academy's electronic network and/or devices inappropriately both on- and off-campus will be disciplined appropriately. Any costs, charges, liabilities, or damage caused by intentional misuse of Wheaton Academy's electronic network or computers are the individual student's responsibility. Any consequences of service interruption or privacy violation will lead to disciplinary action, including, but not limited to, loss of privileges, restorative measures, fines, suspension, and/or expulsion from Wheaton Academy.

The school reserves the right to inspect electronic devices (personal or school-assigned) if a student is suspected of violating school policy.

VANDALISM

At Wheaton Academy, we strive to have a community of respect, which includes respect for people as well as their property or possessions. Students who willfully or maliciously destroy school property through vandalism or arson or who create a hazard to the safety of other people on school property may be referred to law enforcement authorities. Vandalism includes but is not limited to the knowing and unauthorized use, alteration, damage, or destruction of any computer, computer system, software, program, or computerized data.

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 for reimbursing 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 suspension or expulsion.

To enjoy the beautiful campus and wonderful facilities with which Wheaton Academy has been blessed and to encourage a pattern of respect within the school community, Wheaton Academy prohibits pranks of any kind done to be done on the campus or buildings. Beyond the cleanup nuisance (both for Wheaton Academy and its neighbors) that regularly goes on for weeks or months, pranks often involve other issues. Additionally, Wheaton Academy is trying to build a community that shows respect for others at all times, and pranks do not facilitate building this type of environment. Wheaton Academy recognizes the fact that parents vary in their family philosophies about these types of activities, but expects parents and students to respect the school's position in this area. To avoid any misunderstandings, it is important to know that 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, carrying, bringing, using, or possessing a weapon or "look-alike" on school grounds, in any school vehicle, at any school-sponsored activity, or within 1000 feet of the school is prohibited. Weapons include, but are not limited to, the following:

- A firearm, meaning any gun, rifle, shotgun, or pellet/BB gun, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
- A fixed-blade knife or a spring-loaded knife.
- Any object, device, instrument, material, or substance, whether animated or inanimate, used, intended to be used, or with the potential to be used, to inflict death or serious bodily injury, including, but not limited to, slingshots, bludgeon, brass knuckles, or artificial knuckles of any kind.

Bringing a dangerous or even potentially dangerous item to school or a school event, or acting in any way that causes potential danger to oneself or others, will be grounds for immediate suspension and/or expulsion. Law enforcement will be notified immediately as required by State law. Wheaton Academy will also immediately notify the students' parents or guardian. Wheaton Academy cares deeply about the safety of everyone in the community and therefore 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 campout, etc.). When permission is granted, specific supervisory guidelines will be established.

STUDENT DISCIPLINE

Christian parents and educators discipline students out of love for them and the desire that they live a Christ-centered life. Discipline is intended to help students learn to choose desirable behaviors instead of unacceptable ones. When students make wrong choices, the school seeks to help redirect, guide, heal, and restore. Wheaton Academy's goal is that hearts are changed, and better choices are made in the future. It is also important that students are prepared to make wise choices when parents and educators are not around, not to simply be controlled. The goal is to slowly and surely replace adult discipline with self-discipline on the student's part. To achieve this goal, Wheaton Academy is guided by the following principles:

- **Work with Each Student Individually**—In order to see young lives molded, Wheaton Academy strives to understand individuals and recognize each individual may be at a different level of maturity. Wheaton Academy also seeks 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. Wheaton Academy strives to maintain distinct standards as our basis of comparison, not other individuals. Although Wheaton Academy believes that working with students as individuals is important, the school recognizes that general standards and expectations should be communicated clearly to all students and their parents.
- **Maintain Standards**—Wheaton Academy takes 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.
- **Allow Growth Through Failure**—Wheaton Academy knows that some of the most profound opportunities for growth in life come through response to mistakes and failures. Where appropriate, the school encourages students to grow and change as a result of their mistakes and failures. This is not to say there will not be consequences for these actions, but rather, Wheaton Academy wants to allow students to appropriately experience consequences and the growth that can result from them.
- **Maintain Cooperation between Home and School**—Wheaton Academy believes the Christian home and school should work in partnership. Both should implement discipline in love and humility, not in anger or haste. Parents are expected to support the school's discipline.
- **Deal with Forgiveness and Consequences**—Wheaton Academy differentiates between forgiveness (both God's and others) and consequences. It is important that students learn that their choices do bring consequences. Wheaton Academy seeks to correct the behavior without rejecting the person. Discipline should be fair and firm. 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 when actions result in consequences that are not immediately connected with disciplinary procedures. Students who participate in activities with stated standards of conduct or students who hold leadership positions may experience consequences related to their participation in those activities that are not directly related to disciplinary action.
- **Realize the Limits of Discipline**—Although Wheaton Academy is charged with the duty of educating and supervising students for a portion of the day, the school is not the parent nor the church. As a Christian school, Wheaton Academy must carefully weigh its 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 action does not mean the school is giving up. The student continues to be a part of a Christian home and church. However, a change in the school environment may be the best for all involved.

The philosophy, goals, standards, and procedures that follow are intended only as guidelines. Rules and standards of conduct are necessary to promote a safe environment and are in accord 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.

Wheaton Academy makes every effort to address student discipline issues individually, recognizing that every situation is unique. Wheaton Academy also makes every effort to first address matters of student discipline informally. This is done through classroom management, open communication with parents, or counseling. However, Wheaton Academy is not required to apply discipline progressively. If the issue is not resolved or if the infraction is more serious, at the school's

discretion, it may impose more severe consequences. Wheaton Academy exercises confidentiality when dealing with disciplinary procedures and doesn't share consequences, details, or outcomes of investigations. Wheaton Academy prohibits the use of corporal punishment in all circumstances.

In summary, Wheaton Academy believes 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 it implements student discipline that encourages growth and change.

DISCIPLINARY PROCEDURES

While discipline by the home or school may become necessary at some point, Wheaton Academy's goal is for all students to display maturity, develop self-control and self-discipline, and show kindness and respect to others. 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, is in conflict with the Standards of Conduct, or has a negative effect on the overall culture and community at Wheaton Academy, the student will be disciplined. The highest Christian standards are to be maintained at Wheaton Academy at all times. Wheaton Academy attempts to provide a positive learning environment for all students regardless of race, nationality, ethnic origin, or gender. Behavior that undermines the well-being of students will not be tolerated. Wheaton Academy expects that all students and adults will be treated equitably, fairly, and respectfully.

The behavior listed in this Handbook is not intended as an all-inclusive list of prohibited behaviors and activities but rather serves as an illustration of the types of behaviors and activities that are unacceptable. Therefore, students should ask permission and not assume questionable behavior is or is not acceptable if it is not listed in the handbook. Students should realize that their commitment to living a life of integrity and following the standards outlined in God's Word is ongoing, not limited to the school day.

A student may be disciplined for misconduct that occurs on or within sight of school grounds; on a school bus; at a school bus stop; traveling to or from school or a school event; off school grounds at a school event or activity reasonably related to school; or before, during, or after school hours. A student also may be disciplined for misconduct that occurs anywhere or anytime, if the conduct interferes with, disrupts, or adversely affects the school, the school environment, school operations or processes, school personnel, another student, or an educational function. Wheaton Academy is not required to apply discipline in a progressive manner.

Further, if 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 that 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 that the teacher deems to be chronic, flagrant, or otherwise worthy of special handling will be referred to the administration. Additionally, Wheaton Academy will partner with local law enforcement when necessary and deemed appropriate.

INFRACTIONS AND LEVELS OF DISCIPLINE

Level 1 Behaviors	**Level 1 Consequences**
• Dress Code Violation • Disrupting class • Tardiness • Inappropriate use of AI • Use of cell phone on campus	• Detention • Communication home • Meeting with parent/guardian
Level 2 Behaviors *Repetitive Level 1 Behaviors* • Cutting class • Profanity • Leaving school grounds without permission • Repeated missed detentions • Defiance of faculty and staff authority • Cheating or plagiarism • Dishonest use of AI • Lying or dishonesty • Unauthorized technology use • Excessive absences from school • Unsafe driving on campus • Gambling	**Level 2 Consequences** • Detention • Loss of privilege • In School Suspension • Out of School Suspension • Meeting with parent/guardian • Meeting with administration • Work hours
Level 3 Behaviors *Repetitive Level 2 Behaviors* • 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 • Stealing from school personnel, school buildings, parked cars, or students • Vandalizing or misusing school property and other students' property • Any acts that directly or indirectly jeopardize another person's health, safety, and welfare • Profanity or profane gestures (sexual innuendos). • Gang solicitation and/or activities, including dress, signage, etc. • Inappropriate use of technology in an unsafe way towards self or others • Sexual immorality • Sexting • Racial slurs or racist behavior (including inappropriate attempts at humor) • Use of language (verbal, written, electronic or virtual) that is threatening in nature or could be construed as a threat • Possession, use, distribution, purchase, sale, or being under the influence of alcoholic beverages, illegal drugs, cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis-infused product under Ashley's Law), drug paraphernalia, look-alike drugs, controlled substances, tobacco or tobacco products, any alternative nicotine product, vape, or any cartridge or component of an alternative nicotine product on school grounds or at a school-related event • Pulling fire, police, or medical alarms or tampering with fire or safety equipment • Planning or committing arson • Fighting or physical aggression • Violation of the Human Dignity Policy (See pg. 26) • Bullying	**Level 3 Consequences** • Out-of-school suspension • Disciplinary probation • Meeting with administration • Loss of driving privilege • Expulsion • Notification of law enforcement

The Principal, or school administrator, will notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel. They will also notify such officials of verified incidents involving firearms and/or drugs on school property.

Additionally, the Principal, or school administrator, will notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS). Wheaton Academy may also make reports to the police of other incidents when deemed in the best interest of the school or school community.

Students are expected to cooperate with school personnel and be honest in all investigations regarding conduct. If a student refuses to cooperate or engages in dishonesty, it may result in disciplinary action including, but not limited to, suspension or expulsion.

STUDENT CONSEQUENCES AND ACCOUNTABILITY

Detentions
For certain disciplinary infractions, students may be asked to spend additional time outside of the school day serving a detention. Students earn detentions for failing to observe school standards concerning behavior, obedience, respect for authority, etc. Detentions are served on Wednesday mornings and after school. Students and parents will receive notifications of detentions via email and onCampus messages.

Detentions will be assigned as appropriate for consequences and accountability. Students are expected to serve their detentions within the week their detention is assigned. Students will not be permitted to take finals until the detentions are completed.

Disciplinary Probation
To ensure that students who have made mistakes seek to change their 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 for expected behavior. A meeting will occur with the administration and parents to review the terms of the probation. Parents, students, Principal, and/or school administrator will be required to sign an acknowledgment of the probationary guidelines and expectations.

Periods of probationary status may be implemented due to the following:

- When a student returns from temporary removal from campus or a suspension.
- After a cheating incident.
- When deemed necessary by the administration as a result of other serious or recurring disciplinary situations.

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. If the student fails to satisfactorily remediate his or her behavior by the end of the probation period or continues to demonstrate inappropriate behavior during the probation, as defined in the probation guidelines and expectations, the student may be asked to re-apply for the following school year, may be considered for expulsion, or may be requested to withdraw from Wheaton Academy.

Temporary Removal from Campus
Wheaton Academy administration may determine that a student should be removed from campus for a temporary period of time in response to a disciplinary infraction. While not considered a suspension, this period of time may be used to complete an investigation, determine appropriate consequences for behaviors, collaborate on a support plan, or simply allow some distance between the student and the school community. During the time of temporary removal from school, the next steps will be determined, including a possible expulsion or permanent removal from school, and the student may not participate in school activities or be on campus.

A student who is temporarily removed may make up and receive equivalent credit for work missed during the period of removal. Where appropriate and available, the student may be provided remote access to his/her classes, at the discretion of the administration. It is the student's responsibility to make arrangements with the student's teachers to make up missed schoolwork.

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 that constitute a violation of community

standards and warrant removal from the classroom, a suspension may result. A student who is suspended may make up and receive equivalent credit for work missed during the period of suspension. It is the student's responsibility to make arrangements with the student's teachers to make up for missed schoolwork. A suspended student is not permitted to be on school property or to participate in any school activity, including off-campus co-curricular activities or athletic events.

Parents will be provided with notice of the suspension, the length of the suspension, and information regarding the behavioral offense. Before a suspended student is permitted to return to school, the student and his/her parents must give assurance that the student can control his/ her behavior and follow the school's Standards of Conduct (see page 9). The student will be placed on disciplinary probation for the remainder of the school year and will be asked to reapply for the following school year.

Any student receiving a school suspension will automatically be suspended from all co-curricular activities for the length of the suspension.

Student Accountability

Wheaton Academy administration is committed to the overall well-being of its students. At times, Wheaton Academy may require a student to seek support from outside agencies, at the parent's expense. Wheaton Academy reserves the right to request a student to seek outside counseling, undergo testing for drugs and/or alcohol, or attend counseling for drugs and/or alcohol.

REAPPLICATION AS A RESULT OF DISCIPLINE

All students suspended, disciplined for serious or recurring issues, or placed on probation during a school year may be required to reapply for admission to Wheaton Academy if they desire to continue as a student the following year. Students may also be asked to reapply for repeated behaviors that did not 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 in which the student has been involved will be required. Although students who are required to reapply may participate in course selection and other pre-registration processes throughout the spring, they will not be officially 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 creates a situation in 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 the following:

- The threat to use, use, or possession of firearms, knives, incendiary, or other such harmful devices, weapons, replicas, imitations, or look-alikes on school grounds or at any school-related activity.
- Verbal, written, or electronic threats, harassment, intimidation, or any language that could be construed as a threat to any student or staff member in or out of school. This includes threats on Social Media.
- Any action in the school or community that 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 or "look-alike" substance on Wheaton Academy property.
- Inappropriate use of technology.
- Repeated cheating.
- Any offense determined by the school to warrant expulsion.

Offenses deemed expellable will result in immediate out-of-school suspension pending an 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.

Parent and guardian requests to withdraw a student must be directed to the administration and they will be in communication regarding the appropriate steps that need to be taken to ensure the student can smoothly transition to the next school.

STUDENT HEALTH INFORMATION

ALLERGY PROCEDURES

School attendance may increase a student's risk of exposure to allergens that could trigger an allergic reaction, including a food-allergic reaction. It is the responsibility of parents and students to notify Wheaton Academy of any and all known allergies. Wheaton Academy is committed to reasonably accommodating students' allergies and strives to reduce the risk of exposure to allergens and provide timely treatment of an allergic reaction. Please direct all questions or concerns regarding allergies to the school nurse.

Parents are required to identify the student's allergies online at the time of registration and must inform the Principal, the student's teacher(s), coaches, activity sponsors, and bus driver of any allergies. Parents may submit a completed Allergy Emergency Action Plan provided by the Illinois State Board of Education and located on the ISBE website (www.isbe.net) as a guide for responding to an allergic reaction.

Parents are encouraged to educate their student(s) in the self-management of allergies, including hand washing, safe and unsafe foods, and products, strategies for avoiding exposure to allergens, symptoms of allergic reactions, and how and when to tell an adult they may be having an allergy-related problem. Parents are also encouraged to consider providing a Medic Alert bracelet for the student.

Wheaton Academy has an "allergy aware" policy, which states that foods containing any type of nuts must not be consumed on Wheaton Academy's campus or during off-campus activities (games, field trips, tours, etc.). Insofar as certain diets require significant protein, Wheaton Academy will have one small peanut zone in a portion of the Student Union for students who need to eat nuts or nut products at lunch. This is the only place on campus where nuts of any kind may be eaten. This restriction includes all foods containing nut products like granola bars, candy bars with nuts, cookies with nuts, peanut oil, etc. There is no way to ensure that reactions will never occur, but with everyone's help, the risk of allergic reactions can be reduced.

ATHLETIC PARTICIPATION REQUIREMENTS

For each Wheaton Academy student-athlete, a physical examination form, signed and dated by a licensed physician, physician's assistant, or nurse practitioner, must be current and uploaded into the student's August Schools file in order for the student to try out, practice, or compete in athletics at Wheaton Academy.

- Physical examinations are good for 395 days from the date the physician completes and signs the exam.
- Athletes without a current physical on file will not be allowed to try out, practice, or compete beginning on day 395 and until a current physical is uploaded in August Schools.

- Wheaton Academy strongly encourages all students who will (or might) participate in interscholastic athletics to get a physical exam in late May or June if possible.

IHSA physical examination compliance will be monitored by the Athletic Office.

- All physical examination forms will be kept in August Schools and approved by the School Nurse.
- These forms are completed by parents and uploaded onto the August Schools website before the beginning of the school year or athletic season. Extra forms may be obtained from the August Schools website.

CONCUSSION AND HEAD INJURY PROCEDURES

The impact of a concussion diagnosis is both a medical and academic concern. Current medical research indicates that the most important factor in recovery at any age is to provide cognitive and physical rest. Cognitive stimulation can be identified as reading, studying, video games, computer use, texting, television, driving, and any loud or bright environment. Physical activity will be regulated and/or not permitted while a student is recovering from a concussion. Physical activity is defined as anything that may increase the heart rate and trigger symptoms. The student must be initially evaluated by a health care provider, and proper documentation must be provided to the school nurse or athletic trainer. The healthcare provider will establish appropriate levels of cognitive and physical activity based on the student's symptoms throughout the recovery. After proper documentation has been received, the Wheaton Academy Concussion Oversight Team will work together to provide an interdisciplinary and collaborative approach in assisting the student through the phases of recovery. This team consists of the athletic trainer, athletic director, and school nurse.

Parents/guardians are required to sign an acknowledgment that they fully understand the information on concussions and head injuries, as provided by the Illinois High School Association. Students may not participate in any covered activity, field trip athletic event, or other competition until the parent/guardian has signed the acknowledgment form and returned it to the school. Wheaton Academy reports instances of concussions consistent with State law.

CONTAGIOUS AND CHRONIC INFECTIOUS DISEASE

Wheaton Academy abides by all applicable laws and regulations regarding communicable and chronic infectious diseases and works in cooperation with state and federal government health agencies to enforce the applicable laws and regulations.

When students are diagnosed with a communicable or contagious disease, it is preferred that parents contact the school nurse. Examples include but are not limited to strep throat, strep-related diseases, chicken pox, measles, mumps, and pink eye (conjunctivitis). If a student contracts an illness that is considered contagious or communicable to others, it is imperative that the student remain home until cleared by a doctor to return to school. Wheaton Academy reserves the right to disclose necessary information regarding student health concerns to notify students and staff. Student health information will remain as confidential as possible. Wheaton Academy will work with students and parents to assist in making up all missed work due to absences of this nature. Students will not be penalized for such absences.

DIABETES AND EPILEPSY PLANS

For a student with diabetes or epilepsy, the student's parent must submit a diabetes care plan or seizure action plan, signed by the student's parent, to the school office. The student's parent must submit a diabetes care plan or seizure action plan for the student at the beginning of the school year, upon enrollment, as soon as possible following diagnosis, or when the student's care needs change during the school year. Parents are responsible for informing the school promptly of any changes to the diabetes care plan or seizure action plan and their emergency contact numbers.

It is the responsibility of the student's parent to ensure that the student's health care provider's instructions concerning the student's diabetes management during the school day are clearly outlined in the diabetes care plan. The diabetes care plan must include the treating health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription, the methods of insulin administration, and a uniform record of glucometer readings and insulin administered (Illinois State Board of Education form).

It is the responsibility of the student's parent to ensure that the student's health care provider's instructions concerning the student's epilepsy management during the school day are clearly outlined in the seizure action plan. The seizure action plan must include the treating health care provider's instructions concerning the student's epilepsy management during the school day, including a copy of the signed prescription and the methods of administering those prescriptions. The Principal will assign a delegated care aide to perform any activities and tasks necessary to assist with the student's epilepsy management, as well as school compliance with the seizure action plan.

HEALTH INFORMATION SHARING

While it is the obligation of Wheaton Academy to safeguard student medical information, the school also must balance matters of privacy and confidentiality with safeguarding the interests and well-being of its students and community. Thus, parents/guardians and students must consent to allow access to pertinent information to employees and agents of Wheaton Academy who need to know the medical and/or psychological information necessary to serve the best interests of the student and/or the community. Wheaton Academy will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody.

In the event of a disclosure of student health information required by law, every effort will be made to notify the student and/or parents/ guardians in advance. Parents will be required to provide signed consent for the release of student information prior to the release of information to outside agencies, including academic tutors, health care providers, etc.

ILLNESS

To prevent the spread of illness, students exhibiting the following symptoms must be kept home:

- Fever of 100.4°F or higher within the past 24 hours.
- Severe coughing, sore throat, or difficulty swallowing.
- Diarrhea or vomiting within the past 24 hours.
- Undiagnosed rash (student may return to school with a doctor's note that rash is not contagious).
- Discharge from eye (e.g., pinkeye) or ears, or profuse colored nasal discharge (student may return to school when discharge is clear after being on antibiotics for 24-48 hours, according to doctor's instructions).
- Unusual lethargy, irritability, persistent crying, or difficulty breathing (student may return to school when symptoms subside).
- Evidence of a contagious or communicable disease.

Students with a cough, runny nose, vomiting, and/or diarrhea may return after 24 hours of no symptoms. With a combination of these or other symptoms, parents may be contacted by a school nurse for follow-up to determine if further action is required, including medical clearance to return to school.

Parents should err on the side of caution when deciding when a student who has been sick is ready to return to school. When in doubt, students should be kept home from school to prevent the spread of illnesses. Parents must provide a physician's note if the student will be absent for an extended period of time due to illness.

If a student becomes ill during the school day, the student will be sent to the nurse's office after obtaining permission from the student's classroom teacher. The nurse will then make arrangements for proper care or contact the student's parents should the student need to go home.

STUDENT INJURY

If a student is injured during the school day, the student's teacher will tend to the student's needs, and the nurse will be summoned if necessary. First aid will be administered if needed. If the student's injury is minor and the student is able to resume classwork, the student will return to class. If the student requires medical attention or cannot resume classwork, the student will be sent to the school office, and the nurse will contact the student's parent. Wheaton Academy has installed Blue Point Emergency Management System in all buildings on our campus. Blue Point is a system where there are medical and police emergency pulls in strategic locations, including every classroom. In the event that emergency action is necessary, the Blue Point Emergency process allows anyone to contact first responders in

case of a medical emergency or an active threat by utilizing the emergency pull. A call to 911 is also required. The system also communicates cohesively with all faculty, staff, and students during a crisis, and there is an administrative group that is notified any time the system is activated. For any injury, emergency or not, the Principal or designee will contact the student's parent as soon as possible thereafter. As a follow-up, the person who witnessed the injury/medical event should complete an Accident Injury Report found on the WA Team Drive>Business Office Forms. The completed form should be returned to the Business Office as soon as possible.

MEDICAL EXCUSE FROM PHYSICAL EDUCATION CLASSES

All PE excuses from a parent/guardian need to go through the nurse's office. If a student needs to be excused for more than two days, a note from a licensed healthcare provider must be provided.

MEDICAL INFORMATION

Each student's Vital Health Record and Treatment to Consent forms must be updated every year in August Schools. Students are not allowed to attend school if these forms are not completed. They are used to provide information in the event of a medical emergency and provide information on approved medication dosages for the school nurse. Every student must be covered by health insurance and verify health insurance on the Vital Health Record.

PHYSICAL EXAMINATION AND IMMUNIZATION REQUIREMENTS

Wheaton Academy complies with the Illinois Department of Public Health and the Illinois State Board of Education with regard to documentation of immunizations, school physicals, eye examinations, and dental examinations. All medical forms, including physicals, permission forms, consent to treat, and care plans, can be found on each student's August Schools account. All medical requirements are due yearly on September 1 and must be uploaded to August Schools.

9TH GRADE REQUIREMENTS

Illinois School Physical/Health Certificate due by September 1 – Please upload to August Schools. All 9th-grade students are required to provide a *Certificate of Child Health Examination* form. This form can be obtained from the student's treating physician, online, or upon request from the school office. Proof of physical examination and required immunizations must be less than one year old at the start of the student's 9th-grade year. Dental exams must be provided by May 15 of the student's 9th-grade year. Transfer students are also required to provide proof of a vision examination, completed by a doctor specializing in diseases of the eye or a licensed optometrist, dated within the past 12 months.

Immunizations due with the School Physical – School Dental Examination form are due by May 15 of the student's 9th-grade year. All 9th-grade students enrolling in school in Illinois for the first time are also required to provide proof of a vision examination, completed by a doctor specializing in diseases of the eye or a licensed optometrist, dated within the past 12 months. Proof of this examination is due by September 1.

TRANSFER STUDENT REQUIREMENTS

All transfer students are required to provide a Certificate of Child Health Examination form, as well as the Proof of School Dental Examination form, due within 30 days of transfer. If transferring from an Illinois school, the 9th-grade physical from the previous school can be used.

PROOF OF REQUIRED EXAMS AND IMMUNIZATIONS

Students entering an Illinois school for the first time (home-school and out-of-state transfer) must submit evidence of a vision examination, completed by a doctor specializing in diseases of the eye or a licensed optometrist, dated within the past 12 months. Proof of this examination is due by September 15.

Transfer students who are admitted and enrolled after September 15 of the current school year shall have thirty days following registration to comply with these health examinations, immunization, dental examination, and eye examination requirements, as applicable.

12TH GRADE REQUIREMENTS

All 12th-grade students are required to provide proof of the meningitis vaccine (MCV4). Incoming 12th-grade students must provide proof of two doses in the form of (1) a letter/note signed by a licensed healthcare provider identifying the date the MCV was administered, (2) a printout from the licensed provider's electronic medical record (EMR) that indicates the vaccine was administered, or (3) a current Certificate of Child Health Examination specifying the date the vaccine was administered.

MEDICAL EXEMPTIONS

Medical or religious exemption requests for immunizations must be submitted to the nurse by September 15 of the current school year with the required health examination and immunization forms. Information regarding exemptions is available from the school nurse and the Illinois State Board of Education.

STUDENT-ATHLETES

Student-athletes, regardless of their year in school, must present proof of an annual sports physical, less than 395 days old, prior to participating in athletic practices or competitions.

MEDICATION ADMINISTRATION

Any medication, prescription, or non-prescription, must be approved by the student's parents and physician. Permission forms must be kept on file in the school nurse's office. If students are found to be in possession of medication at school without permission, they will be referred to the Principal or designee. With parent/guardian and physician written permission, students with asthma, diabetes, and life-threatening allergies may carry their property/medication labeled as life-saving medication (inhaler, insulin/glucagon, and epinephrine).

Chaperones (not a nurse) will dispense medication on overnight trips.

Prescription Medication

Only prescriptions authorized by a physician will be administered, in accordance with State regulations. The physician's order is valid for one year from the date written. Absolutely no verbal orders from a physician will be accepted. Parents must provide a completed Prescription Medication Form, signed by the treating physician and parent, on an annual basis. Parents are responsible for providing all medication. Parents must bring the medication to school. All prescription medications must be in the original container and have a pharmacy label that includes the student's full name, doctor's name, telephone number, name of the medication, the strength of the medication, and specific directions regarding the dosage and administration of the medication. The nurse or a staff member designated by the Principal shall administer prescription medication unless the student has authorization and documentation to self-administer. All prescription medications will be kept in a secure location to be accessible only by those individuals designated by the Principal.

The nurse will keep a written record of all medication dispensed, including the date, time, and reason for administration.

Non-Prescription Medication

Long-term use (greater than two weeks) of any non-prescription medication will require a physician's order. Short-term use requires written parental consent only.

Self-Administration of Medication

Students with allergies, asthma, diabetes, or seizure disorders may be allowed to carry and self-administer emergency medication, with parent and physician approval. Authorization by a physician and parental consent are required for the self-administration of medication. Wheaton Academy will work with the students' parents to develop and adopt a Seizure Action Plan, an Asthma Action Plan, an Individual Health Care Action Plan, and/or an Illinois Food Allergy Emergency Action Plan for any student that appropriately notifies Wheaton Academy of his or her status and potential need for self-administered medication in accordance with state law. Parents must provide the prescription label for the medication, which must contain the name of the medication, the prescribed dosage, and the time or times at which or the circumstances under which the medication is to be administered.

Undesignated Epinephrine Injectors

Schools are permitted by law to voluntarily maintain a supply of undesignated epinephrine auto-injectors (e.g., EpiPens). An undesignated epinephrine injector means an epinephrine injector prescribed in the name of the school. This undesignated medication is intended for emergency use if a student or staff member demonstrates a medical emergency from an undiagnosed allergy. It is not meant to be used by students with known allergies and standing orders for epinephrine auto-injectors. Wheaton Academy maintains a supply of undesignated epinephrine injectors. The school nurse or any other trained employee may administer undesignated epinephrine to any student that he or she, in good faith, believes is having an anaphylactic reaction. Neither Wheaton Academy nor its employees incur liability for the administration of good faith administration of emergency epinephrine. If a student is injured or harmed from the administration of epinephrine that was obtained and administered in compliance with the law, Wheaton Academy and its employees will not be held responsible for the injury unless the epinephrine was administered with a conscious disregard for safety. If a parent/guardian does not wish for their student to receive this medication in case of emergency, a written request will be accepted. Please refer any questions to the nurse.

Wheaton Academy shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of asthma medication or of an epinephrine auto-injector, the storage of any medication by school personnel, or the self-administration of medication. A student's parent must indemnify and hold harmless Wheaton Academy and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of authorized medication or the storage of any medication by school personnel.

Undesignated Opioid Antagonist

Schools are required to maintain an undesignated supply of opioid antagonists and administer as necessary according to state law. The school nurse or any other trained employee may administer an undesignated opioid antagonist to a person that he or she, in good faith, believes is having an opioid overdose.
Wheaton Academy shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the good-faith administration of an emergency opioid antagonist. If a student is injured or harmed from such an administration of medication that was obtained and administered in compliance with the law, Wheaton Academy will not be held responsible for the injury unless the medication was administered with a conscious disregard for safety. If a parent/guardian does not wish for their student to receive this medication in case of emergency, a written request will be accepted. Please refer any questions to the nurse.

Ashley's Law

For information regarding the administration of medical cannabis-infused products, please see the Board Policy Manual.

Sunscreen

A student may possess and self-apply a topical sunscreen product while on Wheaton Academy property or while attending a Wheaton Academy-sponsored activity or event without a physician's prescription or note, provided the topical sunscreen product has been approved by the United States Food and Drug Administration. Wheaton Academy staff is not responsible for the application of topical sunscreen products. Wheaton Academy is not responsible for the provision of topical sunscreen products.

GENERAL INFORMATION

ACCIDENT INSURANCE

Most accidents that occur while at school or while participating in a school-sponsored function will be the parents' or guardians' responsibility. For this reason, Wheaton Academy requires all students to show proof that they are either covered under a family health insurance plan or proof of having purchased a policy through the school's student insurance provider. Please contact the Business Office for more information.

AGE OF MAJORITY

Living daily with one's parents or guardian(s) and under their authority is a requirement of a student at Wheaton Academy. As a condition of continued enrollment, students who turn 18 must agree to the school's continued and ongoing communication with parents or guardians as stated in the policies and handbook of Wheaton Academy. When a student turns 18, the school shall have the right to communicate with the student's parent or guardian regarding any matter in the best interest of the student. Prior to the student turning 18, the student and parent or guardian will be required to grant permission for Wheaton Academy to communicate directly with the student's parent/guardian.

ANIMALS ON SCHOOL GROUNDS

Based upon concerns related to hygiene as well as to help maintain safe and healthy conditions for the students, staff, and visitors to Wheaton Academy, the following policies are enforced when bringing an animal on school grounds:

- The animal owner assumes all risks for the safety of persons or property when an animal is brought on school grounds.
- Animals, except service dogs, are prohibited from school grounds Monday through Friday from 7:00 a.m. until 3:00 p.m. or unless permission from the administration has been granted.
- All animals must be on a leash and attended by an adult at all times.
- A clean-up/carry-out policy for all animal waste will be adhered to at all times.
- Animals are not allowed on athletic fields.

EMERGENCY CLOSING PROCEDURES

Wheaton Academy uses BrightArrow to notify parents and students of emergency or time-sensitive information, such as weather-related school closings or other important school events. Such communication will come in the form of emails, voice calls from Wheaton Academy, or text messages. It is the parent or guardian's responsibility to provide Wheaton Academy with the most current contact information, including home address, all phone numbers, and email addresses. Parents and guardians may email new information to aroberts@wheatonacademy.org.

Information regarding emergency school closings will also be posted on the school website, wheatonacademy.org, as it becomes available. Weather-related school closings are also posted on the Emergency Closing Center at emergencyclosingcenter.com.

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 Wheaton Academy's wonderful facilities, the school has 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 by 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 Instrumental 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 for securing their personal belongings.

FOOD DELIVERY TO CAMPUS

The delivery of food to students by outside vendors is not permitted during the school day. Students may not call and order food to be delivered to campus. If parents would like to deliver lunch for their students, they may bring it to the front office.

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 bring only 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. 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.

Decorations, etc. on the inside should meet appropriate Wheaton Academy and Christian standards. The hallway is not an appropriate place to store personal belongings. Any personal belongings must be with the students or 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. School authorities may exercise the right to search lockers and their contents at any time at the school's sole discretion. For more information, please see the Search Policy below.

LUNCH

During lunch, all students may eat lunch in designated areas on campus. Weather permitting, students may choose to eat outside the main Academic Building. Juniors and seniors may have the exclusive privilege of using the Senior Lounge to eat their lunches. Juniors and seniors may also leave campus during lunch, as it is a designated upperclassman privilege. Privileges such as these are based on patterns of responsible cleanup and mature behavior.

Freshmen and sophomores do not have off-campus lunch privileges on any days and may not leave campus for lunch unless prior permission is given by their parents, and they have signed out. Violation of this standard will result in immediate

discipline, including, but not limited to, a potential loss of driving privileges. Any student in a vehicle with an underclassman during lunch will likely lose off-campus lunch privileges.

NCAA

Athletes intending to register with the NCAA for college should complete their applications before their senior year. Registration information is available in the College Guidance Counselor's office. Additional information can be found online at www.ncaa.org. For further information about college athletics advising, please contact Bart Gregersen at bgregersen@wheatonacademy.org.

NON-DISCRIMINATION

Wheaton Academy admits students of any race, color, nationality, ethnic origin, ancestry, and gender and does not discriminate on these bases in its educational policies, financial aid, athletics, and other school-administered programs, consistent with its Statement of Belief. Wheaton Academy will be in general compliance with the applicable sections of the Illinois School Code, the Illinois Administrative Code Title 23, Section 425, and with relevant case law.

Wheaton Academy shall comply with applicable federal and state laws prohibiting discrimination. consistent with its Christian faith and beliefs; and it complies with applicable state and federal laws, relevant case law, and state and federal rules and regulations.

To remain in compliance with the nondiscrimination requirements pursuant to 23 Ill. Admin. Code 425.20(a)(2)(H), Wheaton Academy provides equal opportunities for student participation in academics and co-curricular activities based on the individual needs and abilities of each student, free of unlawful bias, prejudice, and harassment.

PARENT-SPONSORED, NON-SCHOOL ACTIVITIES (OUTSIDE OF SCHOOL)

Wheaton Academy understands and appreciates that parents may choose to organize events for Wheaton Academy students, both on and off school grounds. Wheaton Academy is not liable for non-school-sponsored/non-school chaperoned social gatherings, even if the commonality is Wheaton Academy students.

OFF-CAMPUS LEARNING DAYS

Due to increased access to technology through the 1:1 Technology Initiative, learning can take place beyond Wheaton Academy's campus. Such days will occur if school closes for an emergency or inclement weather. Also, the school will typically schedule 2-4 off-campus learning days each school year for professional development or other special events. Students will be expected to check OnCampus and meet the expectations for each of their classes appropriately.

PARENT-SCHOOL COMMUNICATION

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

- Daily, parents may access the school's website for bell schedules, changes to schedules, times and locations of athletic contests, lunch menus, etc.
- Also, a weekly publication entitled WA Weekly will be distributed via email, giving parents information on current and upcoming events or activities. The WA Weekly may also be found on the Wheaton Academy website.
- Current information about students' grades will be available through OnCampus. Information about accessing OnCampus will be distributed by Student Services during the registration process. Teachers will update student

grades once a week and keep a list of current assignment due dates. Some, but not all, assignments may be available to be downloaded through OnCampus.

- Formal parent-teacher-student 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 for initiating communication at any time they have a concern regarding their student.
- Emergency communication will be handled by the BrightArrow 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 speak to the Head of School. If there is a disagreement with the Head of School, then and only then, they should contact the President of the Board to meet with the Executive Committee for final disposition of the matter.

PUSHCOIN

Please note upon graduation or withdrawal, the family can request a refund for the balance in their student's Pushcoin account. Any Pushcoin accounts that have a balance of $10 or less will be donated to Wheaton Academy's Annual Fund.

SCIENCE & TECHNOLOGY CENTER

For the protection of this facility, no food or drink is allowed in the Science & Technology Center hallways, classrooms, or research spaces without teacher permission and supervision. The outdoor classroom on the second floor is primarily a learning space, and priority is given to groups reserving it for that purpose. Students are allowed to use that space to collaborate, study, or read, with prior teacher approval and supervision. The courtyard is designed to be a student space but must be used in consideration of the learning occurring in the surrounding labs and classrooms. Students must receive permission from a teacher before using the space, and the courtyard may be closed at different times during the day to minimize interruptions of adjacent classes and labs.

Because of the nature of the equipment in the Idea Lab, students must receive training, permission, and supervision before independently using any of the equipment or facilities in the basement of the Science & Technology Center. Priority use for all the equipment (including 3D printers, hand tools, and materials) is given to classes.

Use of the space and equipment can be given to students for independent projects, but only if the project itself is consistent with the Wheaton Academy vision and mission and if a teacher approves and supervises the work.

SCHOOL SPONSORED TRAVEL

- Since all students and parents have the signed Wheaton Academy universal permission slip on file with August Schools, field trips and other off-campus trips will not require a permission slip. Additional permission slips may be needed in some cases for international travel or specific third-party venues. Details will be communicated by the teacher or sponsor.
- Whenever possible, Wheaton Academy provides transportation for off-campus co-curricular activities and events via school (or contracted) vehicles driven by school employees.
- If school transportation is not available, Wheaton Academy occasionally uses student drivers and allows students to ride with student drivers if prior written parental permission is obtained.
- 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.

- Parents are given the prerogative to drive their children home from events and should inform the sponsor if they are doing so, 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 playing loud music, will not be tolerated. Students who violate these standards will be subject to appropriate discipline.

SEARCH POLICY

In order to provide for the safety and supervision of students, to maintain discipline and order in the school, and to otherwise provide for the health, safety, and welfare of all persons within the schools, the Principal or designee is authorized to conduct reasonable searches of property and equipment owned or controlled by Wheaton Academy, as well as of students and their personal effects while on Wheaton Academy property or at Wheaton Academy-sponsored events.

The Principal or designee may inspect and search property and equipment owned or controlled by Wheaton Academy (e.g., lockers, coat hook areas, desks, parking lots, school-owned electronic devices), as well as personal effects left there by a student, without notice to or the consent of the student. Students shall have no reasonable expectation of privacy in these places or areas or in their personal effects left therein.

A search of a student’s personal possessions, including but not limited to his/her vehicle, cell phone, electronic devices, bag, or other personal belongings, may occur when any member of the faculty or school administration has a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or Wheaton Academy policies and rules.

In addition, in the school’s ongoing efforts to ensure compliance with its rules and student engagement in appropriate behavior, and to maintain a substance-free and safe school environment, the school may choose to conduct a random search of any area of the school premises as well as any item of a student’s personal belongings or items in a student’s possession at any time and without prior notice. Students who refuse the requested search may be subject to disciplinary action, which could include expulsion. Searches conducted by authorized school personnel at the behest of law enforcement agencies shall be conducted in accordance with the standards applicable to such law enforcement agencies.

If a search produces evidence that a student has violated or is violating the law or Wheaton Academy’s policies or rules, such evidence may be seized and impounded by the Principal or designee, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

SECURITY

Although Wheaton Academy is a Christian school, it is still necessary for all students 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 Wheaton Academy athletic facilities and the school rents its educational buildings every week, Wheaton Academy students should not ever leave clothes or personal effects unlocked in the gym. Please do not bring cash or valuables to school! Personal belongings (bags, books, cell phones, video cameras, musical instruments, etc.) should all be locked up at all times. Wheaton Academy is not responsible for personal belongings. Students should keep their cars locked at all times and never leave valuables visible. Wheaton Academy reserves the right to search any vehicle on school property. Students are strongly encouraged to leave valuables at home or lock them in the trunk. Wheaton Academy is not responsible for personal items lost, stolen, or damaged on its property.

VIDEO SURVEILLANCE

Wheaton Academy currently authorizes the use of unconcealed video surveillance cameras across its property to (1) promote and ensure the health, safety, and general welfare of all students, staff, and visitors; (2) safeguard the school buildings, equipment, parking lots, and grounds; and (3) deter and prevent criminal behavior. The Principal or designee shall determine and specify all locations where video surveillance cameras will be placed and operated. Video surveillance cameras shall only be used in areas where no reasonable expectation of privacy is maintained by students, staff, or visitors. Such areas include,

but are not limited to, hallways, cafeterias, classrooms, parking lots, exits and entrances to the buildings, and buses. Video surveillance cameras are strictly prohibited from being placed or operated in washrooms, locker rooms, showers, or changing areas. Video surveillance cameras shall also not record audio.

Live camera access and reviewing capabilities are limited to school administrators and authorized personnel.

Wheaton Academy will provide law enforcement footage as part of an ongoing investigation. Live camera footage access can also be given to Emergency Services during an active emergency, such as a bomb threat or active shooter situation. Other than under these circumstances, Wheaton Academy will not disclose video footage unless required by law.

Video recordings may be used by the Administration as evidence in any student disciplinary proceedings.

Parents/guardians may request camera footage to be reviewed by Administration through a written request to the Principal if it pertains to their student or family. Administration will conduct the review and communicate the findings to parents. It is at the Administration's sole discretion whether parents will be shown video footage. If approval is granted, parents will be shown the minimum amount of footage necessary in an Administrator's office.

SEX OFFENDER NOTIFICATION

State law requires parent notification that information about sex offenders is available to the public. Parents may find the Illinois Sex Offender Registry on the Illinois State Police website at: www.isp.state.il.us/sor/.

Please contact the Principal or designee for information regarding sex offenders and school visitation.

SPIRITUAL LIFE: CHURCH AND HOME

It is important to remember that while a Christian school provides 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 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. 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 the parent that has enrolled them) and actively participate in their local church.

STUDENT-GENERATED AND STUDENT-LED EVENTS, PERFORMANCES, AND PROMOTIONAL MATERIALS

It is expected that any student-generated or student-led events, performances, or promotional materials (movies, flyers, chapel skits, etc.) would be God-honoring, demonstrate good taste, manifest high quality, and reflect the expectations 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. To facilitate accountability in this area, students are required to have their events, performances, and promotions approved by a faculty member before viewing by Wheaton Academy or the general public. That faculty member will use the following criteria in the evaluation and will uniformly apply these expectations to student work:

- The work will respect human dignity and therefore be free of sexual innuendos, profanity, excessive or gratuitous violence, and derogatory messages toward a gender, race, religious, ethnic, political, or other group.
- The work will respect Wheaton Academy, its faculty, and authority in general.
- The work will not glorify sin but accurately represent sin in a fallen world.
- The participants will uphold standards of modesty and appropriateness in clothing, message, and purpose regardless of age or gender.

- 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.

STUDENT RECORDS

Wheaton Academy respects all confidential information related to students. All personal records of students and families on file are kept in the strictest of confidence. Information pertaining to the admission, enrollment, academic progress, health, discipline, or disenrollment of a student will be kept confidential, unless the student's parent(s) has given written permission for disclosure, or such disclosure is otherwise required by law.

Wheaton Academy reserves the right to share what it considers directory information (student name, parent(s) name(s), student home address, and student/parent email address with its affiliated organizations, including the Wheaton Academy Institute and Wheaton Academy Foundation. Parents who do not wish to share this information must submit their request in writing on an annual basis.

If a student's parent is to be denied access to student records and school-related information regarding the student, it is the responsibility of the student's other parent to provide a certified copy of the court order, parenting agreement or plan, or other documentation that specifically revokes these rights or prohibits access to the school office.

A student and/or parent (or guardian) shall, upon request, be entitled to a copy of the student's official school record. A student's official school record shall include the student's transcript, academic records, and medical records created and maintained by Wheaton Academy. Documents created or maintained by Wheaton Academy - including, but not limited to - emails, assignments, and assessments are not deemed student records. Upon graduation, transfer, or withdrawal from Wheaton Academy, only the student's transcript will be retained by Wheaton Academy. Wheaton Academy shall notify parents and students of the opportunity to pick up the student's cumulative school records upon graduation, transfer, or withdrawal, at least ten calendar days before the destruction of the non-transcript portions of the student's school records.

Official and unofficial transcripts and graduation diplomas will be withheld for the graduating student until all unpaid tuition and fees are received. Official transcripts will be withheld for transferring students until all unpaid tuition and fees are received.

Upon initial enrollment at Wheaton Academy, parents must provide the school with an original or certified copy of the student's birth certificate within 30 days of enrollment. If the school does not receive the birth certificate within 30 days, pursuant to Illinois law, the school must report the failure to provide a birth certificate to the State Police.

Wheaton Academy requests certified copies of student records for students transferring to Wheaton Academy within 14 days of enrollment. Wheaton Academy sends unofficial records for students transferring out of the school to other schools within 10 days of the request. Parent consent to release records is required to request and receive records from other entities, consistent with federal and State law.

STUDENT TRAVEL SAFETY AND PROTECTION POLICY

Wheaton Academy reserves the right to evaluate whether a student is fit to travel with the school. Student participation in all school-sponsored and school-related trips is at the discretion of Wheaton Academy. Even if a student has been accepted to go on a school-sponsored trip, Wheaton Academy still reserves the right to evaluate whether a student is fit to travel up until the date of the trip's departure. If any of the following situations apply to a student, he or she may not be permitted to travel as part of a Wheaton Academy-sponsored trip:

- Student has been asked to re-apply to Wheaton Academy.
- Student is currently on probation.
- Student has been hospitalized due to a behavioral or emotional diagnosis while a student at Wheaton Academy. Students may not travel if hospitalized due to behavior or emotional diagnosis within the past calendar year.
- Student has engaged in self-harming behavior or expressed suicidal ideation while a student at Wheaton Academy.
- Student has been involved in a level II or III disciplinary infraction while a student at Wheaton Academy.

- Student has a physical or medical condition that cannot be accommodated due to the trip destination and/or itinerary.
- Student has been identified as having other issues of concern to Wheaton Academy personnel related to academic, behavioral, or attendance standing.

A student likely will not be placed on a trip or will be removed from a trip if any of the above situations occur after the trip application period but before trip departure. In some circumstances, the school may also ask families to purchase a "cancel for any reason" trip insurance policy for trip application approval.

Wheaton Academy reserves the right to request permission to speak with doctors, counselors, or other appropriate personnel to determine whether a student is fit for travel.

Additionally, even if a student is deemed fit to travel, Wheaton Academy reserves the right to send a student home once a trip has departed in the event of violations of the student travel policy or other significant behavioral issues.

UPPERCLASSMAN PRIVILEGES

Junior Privileges

Junior privileges help to prepare students for the responsibilities and privileges of being an upperclassman. These privileges go into effect at the discretion of the administration, typically at the beginning of the school year. The continuation of junior privileges depends upon the overall ability of the class members to accept the responsibilities that necessarily go along with the additional privilege. Misconduct or academic ineligibility will result in the revoking of these privileges. Junior privileges include going off campus for lunch and parking in any student-designated parking lot.

Senior Privileges

Senior privileges go into effect at the discretion of the administration, typically at the beginning of the school year. 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 or academic ineligibility will result in the revoking of senior privileges. Senior privileges include parking in any student-designated parking lot, going off campus for lunch, going off campus after signing in for Study Hall, preferred seating in chapel, and the opportunity to participate in the senior trip.

VISITORS & VOLUNTEERS

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 before 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.

Parents are encouraged to contact the school office about volunteer opportunities. Coordination of parent volunteers at school and in classrooms will be arranged with teachers. Parent volunteers must sign in and out upon entering and exiting the school building and will be given a visitor's badge. Individuals in recurrent volunteer positions are required to complete the background check procedures implemented by Human Resources.

WINTERIM COURSES

Winterim is an innovative curricular feature started at Wheaton Academy in 1991. Modeled after the college January term concept, the two-week-long Winterim is designed to increase learning opportunities and has become an enormously valuable and popular component of Wheaton Academy education. Not only are students given fifty to sixty courses to choose from each year beyond the normal high school curriculum, but they also have the unique opportunity to travel around the world through a variety of educational and mission trips. Also, Wheaton Academy students have the rare opportunity to experience a profession firsthand before deciding on a major. Winterim truly means opportunities for Wheaton Academy students. It is also

interesting to note that numerous Christian high schools all over America have patterned Winterim programs after Wheaton Academy's Winterim.

Winterim classes are specifically designed to complement the yearly school curriculum. The courses provide an in-depth study of subjects or skills that will broaden students' understanding of the world around them. The Winterim school day is divided into two sessions: a morning course and an afternoon course. These courses are three hours in length, and full-time students are required to enroll in both sessions. (Partnership students are welcome to enroll in one or both of the sessions.) The longer class periods make it possible to offer courses that ordinarily could not be held in a shorter class time. The length also allows the opportunity for various field trips in the classes.

Attendance

Due to the concentrated two-week framework of Winterim, consistent attendance is very important. Even one class or internship day missed is a significant absence. The absence of more than 15%, which may equate to only one or two classes, may result in no credit being awarded for Winterim. Students will then be required to make up the credit at another approved time outside of the semester. Winterim credits are required toward graduation credit. Parents are strongly discouraged from stretching Christmas vacation into Winterim. Each absence will be considered on an individual basis, taking into account the purpose or reason for the absence, as well as the student's past academic and attendance records.

Credits

All morning and afternoon courses receive one-half of a semester credit (.5) each while trips and full-day courses receive a full (1.0) semester credit. Each student is required to earn one full Winterim credit per year as a graduation requirement. Winterim courses will not count toward fulfilling non-Winterim graduation requirements.

Students receive a Pass/Fail grade for Winterim.

Athletics

The Winterim experience may cause conflicts with winter athletics, and thus Wheaton has established a Winterim Athletic Policy. Students involved in Freshman/Sophomore/JV level winter athletics may miss part of the season due to a Winterim experience without losing their place on the roster. Students must understand that by missing part of the season, they will need to earn their way back to their prior position. Because of the level of commitment that is expected at the Varsity level, students will need to choose Winterim experiences that do not conflict with winter sports or choose not to participate in Varsity sports.

Schedule

The Winterim school day is divided into 3-hour sessions. Students take one course per session and must complete two sessions. Wheaton Academy's lunch program, minus a la carte soups and salads, will continue during Winterim as usual, however, students are welcome to bring a lunch from home. Students must eat lunch on campus.

Enrollment Process

Student Services will announce the enrollment schedule in the fall. The process is largely determined by seniority. The class sizes for Winterim courses are smaller than the class sizes of our semester courses; therefore, space is limited. Seniors, juniors, sophomores, and freshmen will directly enroll in courses online when they register in OnCampus.

Note: Students who do not enroll by deadlines will enroll in person in Student Services from the remaining available courses.

WINTERIM INTERNSHIPS

Wheaton Academy desires to create unique opportunities for students to engage in career-shaping activities and help them discover how God has uniquely equipped them to positively impact the world. An internship provides a student with a firsthand perspective of the skills and tasks needed to be successful in a potential career path.

The experience can engage students in business strategy, digital transformation, sales, marketing, or operations of a for-profit or not-for-profit business. It can also give them a glimpse into the engineering, computer science, real estate, food service, wealth management, commodities trading, education, or healthcare industry.

Wheaton Academy places such high value on these experiences that students must complete one internship sometime in their four years.

While Wheaton Academy encourages students to use the two weeks of Winterim to pursue an internship, alternate timing may be available based on the internship opportunity, nature of an experience, and student availability. We will work with the host and students to create the best experience possible.

Objectives of our Internship Program

- Provide students with realistic, challenging experiences in for-profit and non-profit businesses.
- Help students learn about business and careers with hands-on experience.
- Prepare students by developing leadership, management, and other employment skills.
- Expose students to professional expectations.
- Create mentoring relationships where professionals share the benefits, drawbacks, and paths for entering the profession.
- Intentionally engage students to answer questions, provide information, and resources about different careers and industries
- Reinforce how important it is to think, be curious and problem-solve.

Student Enrollment Criteria

- Student has had no more than ten excused absences during the year prior to the internship.
- Student has had no unexcused absences during the year prior to the internship or suspension from school for any reason during the year prior to an internship.
- Priority for internship placement will be shown to those students who are in good standing with Wheaton Academy. Students who are on any type of school probation must complete an additional interview with the Internship Coordinator for acceptance into the program.

Expectations of the Student Intern – Students agree to the following terms BEFORE the Winterim internship experience:

- Students should attempt to make arrangements for an internship with an internship host before completing the online internship application.
- An internship host needs to be someone outside of the student's immediate family (immediate family includes parent and siblings) unless an exception is requested and approved.
- Students should show their internship host these internship guidelines and ensure their internship host understands the purpose and requirements.
- Students understand that the school is not liable for any injuries that they may sustain as a result of this internship.
- Students understand that they may be removed from the internship if they do not follow the guidelines or if they perform poorly.

Students agree to the following terms DURING the Winterim internship experience:

- Students must work a minimum of 60 hours for the internship. Students will arrive at the location on time each day, as required and agreed upon with the host. Students' workday should not exceed eight hours on any given workday.
- In most cases, students should be working at their location for each day. Exceptions are allowed for project-based assignments or virtual work environments.
- Students must submit their Internship Portfolio following the completion of their internship.
- Students are expected to conduct themselves in a manner that complements the business' expectations and policies, maintaining high standards of professionalism while at the internship location.
- Students are responsible for their own transportation to and from the internship location.

WINTERIM TRIPS

In addition to the many courses and internships, Wheaton Academy strives to provide unique opportunities to grow in relationships and service across the globe through trips. Going on a Winterim trip with Wheaton Academy is a chance to bond with staff and other students in a concentrated manner outside the normal classroom environment. Some trips may require weekend travel.

Types of Trips

Each Winterim trip has a clear purpose of ensuring that Wheaton Academy provides a balance in the Winterim curriculum and of communicating a clear expectation for each trip's activities and mission. Each trip leader has designated the purpose of each trip on the individual trip pages. See the description below to further clarify each purpose.

- Educational: The purpose of the trip is to use travel to strategically expose students to academic lessons that enhance their learning experience.
- Adventure: The purpose of the trip is to teach the students skills through hands-on adventure and experience.
- Leadership Development: The purpose of the trip is to strategically train and equip students with leadership skills through experiences in another environment or culture.
- Faith in Action: The purpose of the trip is to provide an opportunity for students to step outside themselves as they put their faith in action through interactions with other people and cultures.
- Service and Mission: The purpose of the trip is to provide an opportunity for students to physically serve and live among people in an impoverished community primarily to be the hands and feet of Jesus.

Policies for Winterim Trips

Most of the trips offered each year are introduced to the student body in the spring semester for the following January. This timing allows trip sponsors to make the necessary preparations. Incoming sophomores, juniors, and seniors are welcome to apply for these trips at this time, but seniority and potential trip prerequisites are first considered when building trip rosters. In the fall semester, a few additional trips or trips with additional availability on their rosters may be presented to the student body. Transfer students, freshman students, and students who missed the spring application window are welcome to apply during this application window.

Important Trip Policies

- Code of Conduct: Students are also required to sign a student code of conduct for travel as an extension of the Parent-Student Handbook. Students must understand that while traveling, they represent their home, school, and Jesus Christ. Their conduct, words, and attitude will always reflect that reality. They must read and understand the expectations required for their specific Winterim trip. Failure to abide by the policies will result in immediate removal from the trip at the family's expense. Families should consider these policies and their student's maturity before committing to a Winterim trip.
- Commitment: Once a student applies and is accepted, and the roster is published, the student may NOT switch to another Winterim trip.
- Due Date: Applications and deposits received after the deadline will be taken into consideration once all other Winterim trip applications have been processed.
- Grade Requirements: Students are applying for trips open to their grade level in the fall of the following school year.
- Freshman Applicants: Wheaton Academy is excited about the opportunity for freshmen to travel on Winterim trips during their first year at Wheaton Academy. The school may require a brief interview with the Winterim Coordinator and/or trip sponsors with freshman students for trip placement purposes.
- Passports: Travel rules require a passport to be valid for six months AFTER the last day of international travel. All participants (chaperones and students) who are traveling internationally during Winterim must have a passport that does not expire before June 20 of the year in which the Winterim trip is taken.
- Payments: All trips must be paid in FULL by the due date set forth by the trip sponsor, or the end of October, whichever comes first. Parents will automatically receive reminders when payments are due. If it meets the guidelines to do so, families are welcome to raise funds for their student's Winterim trip. Please contact the Winterim Coordinator or trip leader for more information regarding the collection of tax-deductible donations.
- Refunds: A refund of the deposit will be given if a written request is made to the Winterim Coordinator BEFORE the rosters are finalized in mid-September. Once a student has committed to a trip and the trip sponsor has begun purchasing items for the trip, any money that has been used or spent from a deposit or subsequent payments cannot

be refunded. The deposit ensures a spot for the student on the trip and helps trip leaders solidify budget and trip costs. No refunds can be granted or transferred to another account within Wheaton Academy for Winterim mission trip donations.

- Student Health: In order to ensure the safety of students and chaperones, students who participate in trips at Wheaton Academy must be in good health, both physically and emotionally. For students who are struggling with health issues and wish to go on a Winterim trip, a meeting must be set up with parents, the student, a Wheaton Academy school administrator, and other necessary personnel. This meeting is to make certain that appropriate plans and staff are in place to successfully handle any health issues while on a trip. This meeting is necessary to determine the best course of action for the Winterim trip and all participants before commitments are made.
- Tuition Account: Students who wish to participate in a Winterim trip must be current in their Wheaton Academy tuition account at the time of application and until the trip departure.
- All student travel policies apply to Winterim.

Trip Cancellation Insurance

All students must have current medical insurance when traveling on Winterim trips. If a student's health insurance lapses or is no longer valid at the time of the trip, parents must contact the Business Office Manager to purchase school health insurance. Furthermore, the school does purchase a trip insurance policy for all students traveling on Winterim trips. This policy does not cover trip cancellations. Wheaton Academy encourages families to consider purchasing cancellation insurance if desired. The school recommends a "cancel for any reason policy" that must be purchased within 14 days of the confirmed roster date. This policy offers the flexibility to cover most reasons for cancellation.