

# Berean Baptist Academy

## Student Handbook

### 2018-2019



Producing G.R.A.D.S. through our Bulldog Values:  
Absolute Truth ● God-like Love ● Moral Excellence ● Unity of the Spirit.

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# Introduction

## LETTER OF Welcome FROM THE SENIOR PASTOR OF BEREAN BAPTIST CHURCH

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Dear Parents,

As the pastor of Berean Baptist Church, I want to thank you for allowing us the privilege to minister to your child. The goal of our Academy is to prepare our students intellectually and spiritually. We desire that our students will be successful in the colleges and careers that they choose. We also desire that they find success, as the Bible defines it, in their service of King Jesus.

Our priority is to provide an environment where your child can receive an excellent education from a Biblical worldview. We make every effort to equip our students with all that they need to do the will of God, by the grace of God, to the glory of God.

It is imperative that every student who attends our Academy also faithfully attends our church or one of like faith. It is a privilege to attend BBA, and students who refuse to embrace the standards, values, and beliefs we hold to be true will not be permitted to return.

The Bible states, "...a threefold cord is not easily broken." When a home, church, and Christian school are unified in their desire to "train up a child in the way he should go," that child will be well prepared for a future committed to glorifying God. We believe that the final years of middle school are critical and still formative; therefore, it is imperative that our students' parents fully support the objective of the church and school.

Regardless of whether or not you are a member of this church, I am available to you as a pastor and want you to know that I think of everyone in the Academy as a part of our family. You are always welcome to any worship service, Bible study, or special activity.

Proclaiming Christ,  
Sean E. Harris  
Pastor

## LETTER FROM THE HEAD OF SCHOOL

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Dear Parents,

Thank you for considering Berean Baptist Academy. BBA exists to provide an excellent education firmly grounded in a Biblical worldview that challenges students to *recognize* God in all academic pursuits, to *understand* the truths He reveals through learning, and to *apply* those lessons to their individual life. Our educational programs prepare students for college, careers, and Christian living.

Your choice of Christian education is one of great importance. By your choice alone, we understand that you desire the best for your student spiritually, academically, and socially. The faculty and I realize there are many educational opportunities in our community, and we do not take your trust in us lightly. We dedicate ourselves to our partnership and will always strive to create an environment that promotes learning spiritually, academically, and socially. Dedicated to Pastor Sean's "Threefold Cord Vision," it is our desire to form a partnership, which sees your student's intellectual success and their lifelong dedication to Christ. Do not hesitate to contact the faculty or me with questions or concerns. Only together can we achieve our goals of college, career, and Christ-centered living.

I look forward to an exciting year of growth. God bless you as we learn and grow together in Christ. Thank you again for your trust in Berean Baptist Academy.

Serving Christ through Education,

Jack Farmer  
Head of School

# Updates to Handbook

## **Policy Statement**

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The handbook policies stated herein may be amended during the year if the administration deems it necessary. The BBA learning community will be notified of any changes with an effective date of when the policy adjustment will take effect.

# About Berean Baptist Academy

## **Mission Statement (Why We Exist)**

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Berean Baptist Academy exists to provide our students with Christ-centered, academic excellence in a safe and secure environment where our students develop a Christ-centered, Biblical worldview.

## **Ministry Statement (How We Operate)**

---

The school is an extension of the Christian home and church, not a replacement for them. It is important that children mature in a Christian home, faithfully attend a Bible-believing church, and receive a Christian education. As such, Berean Baptist Academy operates in conjunction with the home and church. Therefore, we require regular church attendance for the student and his family, which will better prepare the student to excel in the academic setting.

## **Purpose Statement (What We Want To Accomplish)**

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BBA exists to assist parents with their God-given responsibility to raise children who will serve God throughout their life by providing an education designed to build a biblical worldview and academic excellence.

## **Statement of Faith (Who We Are)**

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Berean Baptist Academy, as a ministry of Berean Baptist Church, believes and teaches the doctrines of the Christian faith as embraced by the historic, Biblical, Baptist position.

We believe in the verbal inspiration and authority of the Scriptures. We believe the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages. We believe in the Deity and virgin birth of Jesus Christ. We believe that God justifies by faith alone and accounts righteousness by the merit of our Lord and Savior Jesus Christ's substitutionary atonement. We believe that salvation is "by grace" plus nothing and minus nothing. The conditions to salvation are repentance and faith. We believe in the visible, personal, and premillennial return of Jesus. We believe in the everlasting conscious punishment of the lost.

Berean Baptist Academy believes in the verbal, plenary inspiration of the Bible. In the unity of Spirit, Berean Baptist Academy limits the use of various English translations to the King James Version and the English Standard Version. Both versions will be recognized in classrooms by all teachers.

Berean Baptist Church and Academy believe that God assigned two genders via biology and that all student should accept their God-given gender. Therefore, each gender is expected to dress according to the dress code for their gender and to utilize appropriate designated gender specific facilities to include restrooms and locker rooms.

## **Vision Statement (Who We Want To Become)**

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The goal of BBA is to produce **G.R.A.D.S.:** Growing disciples of Jesus Christ who become **R**esponsible citizens, are **A**cademically excellent, are capable of **D**iscerning truth and godliness, and become **S**ervant leaders who serve Christ and others.

Therefore, BBA has established the following student outcomes to measure our ability to produce **G.R.A.D.S.:**

A student who is a **Growing** disciple will:

- Believe in the person and work of Jesus Christ
- Integrate biblical principles and values into life
- Exhibit Christ-like virtues and ethics
- Know the Bible narrative, concepts, and major doctrines
- Recognize that they are an image bearer of God
- Actively participate in their local church by being a member and serving in a ministry

A student who is a **Responsible** citizen will:

- Utilize and care for all resources responsibly as a gift from God
- Respect diversity while rejecting sin and false doctrines
- Work well with people and work hard to accomplish goals
- Work with little or no supervision
- Practice financial stewardship
- Seek to promote Christ's kingdom

A student who is **Academically** excellent will:

- Analyze and synthesize concepts within various contexts
- Possess a broad base of knowledge
- Pursue ongoing learning to prepare for the next stage, to include a career
- Exhibit the ability to integrate content from multiple subjects
- Exhibit the ability to think creatively and critically
- Utilize technology responsibly and effectively

A student who is **Discerning** will:

- Make ethical decisions from a biblical worldview
- Think logically and ascertain the truth
- Possess the ability to develop, articulate, and defend a biblical worldview
- Make decisions in dress and deportment that presents themselves as modest and appropriate to the setting
- Participate in social media in a manner that promotes godliness and sensitivity to others
- Choose entertainments that do not detract from the reputation of Christianity

A student who is characterized as a **Student** leader will:

- Use their gifts and talents to serve others
- Cultivate their talents and use them in ministry
- Steward their time and resources in order to assist others
- Model a Christ-like lifestyle with their peers
- Humbly serve their parents and siblings at home

-Actively care for members of the greater community through prayer and acts of service

## **Philosophy of Education (Luke 2:52 holistic philosophy)**

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The Bible teaches that Jesus increased in wisdom, stature, and in favor with both God and man (Luke 2:52). Our Lord has provided us with His salvation to accept and His example to follow; therefore, BBA seeks to develop the total person in the following areas:

### **Spiritual**

- To lead the student to accept God's gift of eternal life through faith in Jesus Christ alone as Savior
- To develop attitudes and values consistent with the teaching of the Scriptures
- To instill a personal responsibility to God for individual behavior (Romans 12:1-2; Colossians 3:1)

### **Academic**

- To teach all subject matter in light of the Scripture, since God's Word is the source of absolute truth (John 17:17)
- To promote an instructional program to meet individual needs more adequately
- To provide academic excellence (2 Timothy 2:15)

### **Physical and Social**

- To stress the development and care of the body, since God created man a tri-partite being (body, soul, and spirit) whose body (for the Christian) is the residence of God the Holy Spirit (1 Corinthians 6:19)
- To encourage wholesome forms of recreation and exercise (1 Timothy 4:8)
- To emphasize personal cleanliness and good grooming
- To expect dress consistent with biblical standards (Romans 12:1, 2)
- To stress appropriate friendships and relationships among boys and girls and between genders (2 Timothy 2:22)
- To teach patriotism (Romans 13:1-4)

## **History of Berean Baptist Academy**

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In the fall of 1975, Berean Christian School opened with 38 students with the oldest students in the 10th grade and the youngest in K4. The school expanded by one class each year until eventually graduating three seniors during the spring of 1978. In 1982, the school changed its name from Berean Christian School to Berean Baptist Academy. In 1985, student enrollment climbed to 184 students. In 1989, Berean opened the main school building at 518 Glensford Drive which allowed the student body size to increase exponentially. By 1995, enrollment reached 305; however, school enrollment dropped to 256 in 2005.

Due to spacing restrictions, modular educational buildings were added to alleviate spacing restrictions and to provide more space for academic instruction. By 2010, Enrollment climbed over 400 students in 2010, and BBA has continued to exceed 400 students for the past five years. During the 2017-2018 school year, BBA enrollment exceeded 450 students and saw the completion of a new elementary building.

Presently, the Academy operates in four locations on the BBC campus using two playgrounds, two multisport gyms, and a multisport athletic field. Indeed, the future is bright for “The Home of the Bulldogs.”

### **Affiliation**

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Berean Baptist Academy is registered and recognized by the North Carolina Department of Non-Public Education (NCDNPE). BBA is also a member of the Association of Christian Schools International (ACSI), North Carolina Christian Schools Association (NCCSA), and the American Association of Christian Schools (AACS).

### **Accreditation**

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Berean Baptist Academy is currently pursuing accreditation with the Association of Christian Schools International (ACSI).

# School Leadership

## **Pastor**

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The pastor of Berean Baptist Church is the head of all ministries including the Academy, as a ministry extension. He operates as the Chairman of the School Advisory Board. He is responsible for ensuring that the School Advisory Board operates within their designated role as an advisory board and as the direct line supervisor for the Head of School. It is Pastor's responsibility to cast the vision for the Academy and to approve the school's mission and philosophy of operations.

## **Head of School**

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The Head of School is a direct employee of the Pastor of Berean Baptist Church. He shall be the representative of the Pastor in relations with the faculty, staff, students, and patrons of the Academy. The Head of School is directly responsible for the daily operations of the Academy. The Head of School shall select and hire appropriately qualified persons to serve as members of the faculty and administration. The Head of School shall have direct supervision of the faculty and staff and shall coordinate the activities of the entire organization. The Head of School shall hold regular meetings of the faculty and staff to see that the general policies of the Pastor are understood and followed.

## **Principals**

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The pre-school, elementary, middle, and high school principals report to the Head of School. Each principal is charged with the comprehensive responsibility for all activities involving students and faculty in their respective divisions (pre-school, elementary school, middle school, high school).

## **Director of School Advancement**

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The director of school advancement reports to the Head of School. The director is primarily responsible to communicate with prospective families and re-enrolling families during the admissions process. In addition, the director communicates with both current students and alumni to develop strategies to improve school programs as well as build relations with surrounding communities and news media outlets to promote the image of the school. This would include but not be limited to representing the school at local meetings, devising and managing external fundraising, and facilitating the various exchange programs.

## **Director of Athletics**

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The director of athletics is responsible to the Head of School and collaborates with respective departmental principals for elementary, middle school, and high school departments.

## **Director of Finance Manager**

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The Business Office Manager reports to the Head of School. Responsibilities include keeping accurate records of financial accounts, preparing financial reports, developing strategic financial planning policies, and ensure the financial health of Berean Baptist Academy.



## **Advisory School Board**

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The role of our School Advisory Board is to safeguard the vision and mission of the school. The Board provides the Pastor and the Head of School advice on the goals set for the school and on the daily operations of the school. The board is not responsible for the decisions that affect daily operation.

## **Current School Leadership**

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### PASTOR OF BEREAN BAPTIST CHURCH:

Pastor Sean Harris

### MEMBERS OF THE SCHOOL ADVISORY BOARD:

Pastor Sean Harris

Florence McEachern

Dr. Steven Wilson

Mark Smith

Jack Farmer

Susan Mosely

Angela Hylland

James Battie

Nate Torberson

Jeff King

### HEAD OF SCHOOL:

Jack Farmer

### ADMINISTRATIVE ASSISTANT:

Mary Stubbs

### PRINCIPALS:

Jeff Woosley (High School)

Caleb Warren (Middle School)

Loretta Nally (Elementary School)

Sandra Adams (Preschool)

### DIRECTORS:

Don Adams (School Advancement)

Ty Smith (Finance)

Daniel Knox (Athletics)

### BUSINESS OFFICE:

Dawn Wiggins (FACTS Management)

Mary Stubbs (Upper School Records)

Breeanna Farmer (Lower School Records)

Bianca Hurst (Public Relations)

Linda Plain (Receptionist)

### FACULTY LEADERSHIP:

Jamie Stiles (Curriculum Specialist)

Debi Smith (Lower School Fine Arts)

Robbie May (College Advisor)

Alicia Meads (Summer Day Camp)

Sejung Ra (Upper School Fine Arts)

# Admissions

## General Admission Requirements

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### Spiritual

Berean Baptist Academy adheres to strict admission policies. Applying students must give a clear testimony of salvation. The parents and student must be faithful attendees at Berean Baptist Church or a church of "like" faith.

### Academic

Academically, students must be ready for the grade level for which application is made. Determining variables may include testing of mental ability, reading level, math achievement, and review of grades in former schoolwork. BBA does not offer SLD (Specific Learning Disability), EH (Emotionally Handicapped), ADHD (Attention Deficit Hyperactivity Disorder), or ADD (Attention Deficit Disorder) special needs programs and therefore, acceptance would be determined on a case-by-case basis.

Due to resources, BBA may not be able to accept students with certain 504p medical conditions and acceptance will be determined on a case-by-case basis.

Testing of new students is conducted to determine grade level placement and may be a factor in determining acceptance. It is the desire of the school to place each student in a grade where he is capable of success.

All students enter BBA on a probationary status for the first grading period of each year.

## Non-Discrimination Policy

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Based upon the legal rights granted religious schools, BBA makes enrollment decisions based upon religious criteria, including doctrinal and lifestyle issues. BBA does not discriminate based on race, color, sex (as determined at birth and not subject to change), national origin, age, or any other characteristic protected by law. As a private, Christian institution, admission and attendance at the Academy are a privilege rather than a right. BBA does not have a special education program and therefore, cannot accept students with learning hindrances that would require an Individual Education Plan.

## Communicable Disease

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While it is not the intent of Berean Baptist Academy to discriminate against any child, a safe learning environment must be provided for the students. This includes protecting them from exposure to communicable diseases. In the best interest of both the sick and well child, it is the policy of BBA not to accept students who have been diagnosed as carrying a communicable disease or potentially lethal disease. This policy includes, but is not limited to, diseases such as syphilis, gonorrhea, tuberculosis, and acquired immune deficiency syndrome (AIDS). This applies to students known to be infected with HTLV-III/LAV as well as students testing positive for the presence of antibodies to the AIDS virus.

## **Philosophy Agreement**

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Berean Baptist Academy places a crucial emphasis on students having a good attitude toward learning, discipline and spiritual growth. Students who are repeatedly uncooperative, as well as students who exhibit a hostile attitude toward the Bible, prayer, parents, teachers, administration or others will be asked to transfer. BBA reserves the right to not transfer any student from the school whose attendance is not deemed an asset to the school or its program. It is our wish to preserve the integrity of our program and the positive learning environment of each classroom so that meaningful, productive learning takes place.

All parents of PK3 – Grade 12 students need to be in harmony with the aims and purposes of BBA. The school may request the withdrawal of even a well-behaved student if the parents of that student become excessively disruptive, slanderous, abusive, disorderly, uncooperative, or threaten retaliatory legal action.

## **Procedures for Admission**

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Berean Baptist Academy utilizes an application packet, placement exams, record reviews, interviews, and administrative review before offering an opportunity for enrollment. Potential students can be denied enrollment at any point during the enrollment process. Each potential student must complete these steps before receiving an admissions decision.

### ***Step 1***

We ask that all families, in the Fayetteville area, schedule a tour of the school. If you live outside of Fayetteville, we ask that you still schedule the tour so that we can schedule a virtual tour with your family.

### ***Step 2***

To begin the Online Application process, Create an Account. Then log in to your account and create a “New Student Application” for your child. You will then have the flexibility to log in and out of your account and access your open application.

After submitting the application, you will be able to track online your admissions status at the school by logging in to your account. There you will be able to print the completed applications, monitor when the school receives supplemental application forms. A non-refundable fee of \$125 must be submitted with each application.

### ***Step 3***

All students are given a baseline assessment. The assessment allows the principals to discuss specific academic areas of interest within our curriculum.

### ***Step 4***

All students must interview with a principal before being accepted into the Academy. All application forms must be complete and a baseline assessment completed before an interview is scheduled

### **Step 5**

If a student is accepted into the Academy, the family will need to complete the online enrollment and submit the non-refundable enrollment fee of \$125, pay all resource fees (books and learning management), and complete Bulldog Basics before starting class.

Student course schedules for middle school and high school are determined by comparing the student's records with graduation requirements and current course offerings.

### **Procedure for Reapplication**

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Berean Baptist Academy reviews all students annually for enrollment. Student records, behavior, church attendance, and parental support are all factors in determining re-enrollment. Students desiring to re-enroll at Berean Baptist Academy must complete the following steps:

- Submit a re-enrollment application
- Pay the non-refundable application fee to reserve potential student roster spot
- Have no outstanding debt to the Academy

Accepted students will receive an acceptance letter via email. The principal will schedule a conference with any student potentially being denied re-enrollment. Upon acceptance, the student's book and resource fees are due.

### **Enrollment and Re-enrollment Procedures**

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Berean Baptist Academy reviews all students annually for enrollment. Student records, behavior, church attendance, and parental support are all factors in determining re-enrollment. Students desiring to re-enroll at Berean Baptist Academy must follow the steps below:

### **Complete The Appropriate Packets**

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The online re-enrollment process uses a "primary" enrollment packet and a "secondary" packet. The primary packet is what parents have traditionally completed in the past to re-enroll students, to provide requested signatures/authorizations and to submit updates on student and household contact information.

The secondary enrollment packet is primarily used to collect requested signatures/authorizations from a second parent/guardian of a student.

### **Enrollment Packet in RenWeb**

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In order to complete our online re-enrollment process, you will access ParentsWeb through your existing RenWeb login. If you do not have a login, please follow the Instructions for Creating a ParentsWeb Login listed below.

#### ***To access ParentsWeb:***

- Go to the ParentWeb access portal through the school's website ([www.bbafnc.org](http://www.bbafnc.org))
- Type in the school code: BB-NC
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on the Family Information button in the left menu.

- Click on the Enrollment/Re-enrollment button.
- Our Online Enrollment system will open with a link to the enrollment packet for {Student First Name}.

The online re-enrollment process takes approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later.

The Instructions and Resources page of the enrollment packet contains supplemental enrollment forms that also must be submitted, such as the annual pastoral reference. Further instructions on these forms are provided online.

### **Setting Up RenWeb Account**

- Go to the ParentWeb portal through the school website ([www.bbaunc.org](http://www.bbaunc.org))
- Select Create New ParentsWeb Account.
- Enter BB-NC into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the Create Account button.

You will receive an email from RenWeb Customer Support containing a link that will allow you to create your username and password. For security purposes, the link will remain active for 6 hours.

- Please click on the link.
- A Change/Create Password screen will open.
- You may use the default username provided or create a new username.
- Then type in your desired password into the Password field and Confirm field.
- Click on the Save Username and/or Password button.
- Close the window.
- Log into ParentsWeb as instructed above.

Administration will schedule a conference with any student potentially being denied re-enrollment. Upon the completion and submission of the enrollment packet, the student's book and resource fees are due.

### **Transfer Students**

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All potential transfer students follow the same admissions process as potential new students.

### **International Students**

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All international students must provide a complete transcript translated into English prior to issuance of an I-20. The transcript should be submitted as part of the initial admissions process. Prior to issuance of an I-20, it will be determined if a student will be attending for credit or not for credit. A written agreement will be established on the part of the student and the Office of Admissions regarding the status of each international student admitted.

### **For Credit International Students.**

International students enrolling for the purpose of gaining credits toward graduation must exhibit a level of English proficiency that will allow them to fully participate in all assignments in all courses in which they enroll. We require evidence of English proficiency by requesting scores be submitted from the TOEFL. Adjustments may be made for accommodating non-native English speakers in classes where formal writing is a major component. However, because credits will accumulate toward graduation, it is imperative that exchange students be held to the same standards as other students. In order to help students, adjust to academic writing, students determined to have need will be required to take Basic English Composition course designed to help them with academic writing. This course would be counted as an elective credit for graduation purposes.

### **Auditing International Students**

International students not attending for the purpose of accumulating credits toward graduation will receive a transcript that notes that coursework was modified. More flexibility is granted in terms of English proficiency as well as fulfilling requirements for specific courses. However, we expect all international students to participate fully in the life of our school including participating in coursework.

### **Withdrawing Students**

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Parents may withdraw a student for any reason with a seven (7) day notice. The school also has the right to ask students to withdraw giving a seven (7) day notice. This provision is separate and apart from suspension or expulsion under the school's disciplinary policies. If a child is withdrawn from school and receives any funds from the school, that child or the children in that child's family will not be readmitted to the school.

When a child is withdrawn from school, either by the parents or guardians, or at the request of the school administration, the following policies shall govern that withdrawal:

- REGISTRATION FEES obligate the school to hold a place in the school for the student. These fees are non-refundable and are charged each year for new and returning students. These fees cover the school's costs for paperwork, staff interviews, and record updates and changes. This fee is non-refundable in full or part whether the student fails to complete enrollment or withdraws before the end of the year.
- TUITION is charged on an annual basis. BBA will refund tuition only if a notice of withdrawal is given to the school in writing, signed by the parent or guardian, two weeks before the child is withdrawn. If a child is withdrawn by the request of the school, one week's tuition will be charged and the remainder refunded.
- TRANSCRIPTS will not be released until all books are returned and bills are paid.
- THERE is a withdrawal fee.

BBA reserves the right to make exceptions to this policy on an individual basis.

### **Enrolling in Other Schools**

When BBA receives a request for student records between school years, the student is withdrawn from the Academy, even if they were enrolled for the upcoming school year. The first request to transfer a student's record is free; however, there is a fee for subsequent requests. Academy graduates who request additional transcripts will be charged a fee. Please see the financial section or financial sheet for a schedule of fees.

## **Parental Involvement Expectation**

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Berean Baptist Academy expects parents to be involved in their children's educational experience. Therefore, it is highly encouraged that at least one parent to attend the Back to School Festival. We strongly request that parents make appointments for the parent and teacher conference days. Parents are also highly encouraged to attend other events throughout the school year. You can subscribe to the school's calendar via the website for up to date information about all school events. You can also follow Berean Baptist Academy (@bbafnc) on FaceBook and Instagram.

# Finances

## Application Fee

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The annual application fee for new students is \$125. This fee is non-refundable.

## Enrollment/Re-Enrollment Fee

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There is a \$100 fee for both new and returning students. This fee covers records processing, standardized tests, and financial payment setup. This fee is collected following student acceptance to the Academy and is due upon acceptance.

## Tuition Fees

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The cost of tuition all classes offered at the Academy. Berean Baptist Academy does not charge fees for athletics, books, fine arts, standardized tests, learning management/technology systems, lab fees, or electives. Tuition covers a comprehensive educational opportunity for all students.

- Preschool Morning: \$4,100 (\$372.73 monthly) (No Discounts)
- Preschool Day: \$5,200 (\$472.73 monthly) (No Discounts)
- Preschool Full Day: \$5,900 (\$536.37 monthly) (No Discounts)
- \*Elementary (K5-5th) \$5,200 (\$472.73 monthly)
- \*Middle School (6th-8th) \$5,300 (\$481.82 monthly)
- \*High School (9th-12th) \$5,400 (\$490.91 monthly)

\*Multi-child discounts are available for K5-12<sup>th</sup> Grade: 2<sup>nd</sup> Child – 15%; 3<sup>rd</sup> Child – 30%; and 4<sup>th</sup> child – 50%.

Accounts must be paid in full by August 1 or enrolled in the FACTS payment system. Those who complete enrollment by March 15 and start school on the first day of the year will receive a 2% discount\*. Those who select a one-time payment will receive a 3% discount. Those who select one payment per semester will receive a 2% discount. Those on the 11-month payment plan will be billed on either the 5th or 20th of each month beginning in August through June.

## International Student Tuition and Fees

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All international students must pay \$9,500 which includes educational cost, lunches, and insurance. International students should expect to pay up to \$6,000 as a housing stipend to the host family. Host families, may at their discretion, waive or lower the stipend, but cannot raise the fee above the previously indicated amount. International students may receive lower fees if they have an accepted insurance company or live with a family member in the Fayetteville community.

## Extended Care Fees

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Families who desire to utilize the Academy's extended care program may pay \$12 daily for the morning or afternoon care, or \$15 daily for both. The charge is per student, or the family may elect to be billed annually, according to the following schedule:



- \$1,800 (\$180 monthly) for 1 child
  - \$2,400 (\$240 monthly) for 2 children
  - \$3,300 (\$330 monthly) for 3 children
- Any student on campus before 7:45 AM or after 3:15 PM will be directed to extended care.

## **Miscellaneous Fees**

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### Admissions and Processing

- Transcripts: \$5 (First Five Free to Currently Enrolled Seniors Only)
- Records Transfer: free first copy, \$20 each additional copy
- Returned Checks: \$30
- Delinquent Payments: \$50
- Kindergarten Graduation: \$100
- Senior Graduation: \$150
- Withdrawal Fee: \$500

### Discipline

- Detentions: \$12 per day, \$40 per Saturday
- Technology Confiscation Fee: \$25
- In School Suspension: \$80
- Lost/Damaged Book: Replacement Cost

### Student Programs and Services

- Individual meal: \$5 (K5-12th); An additional entrée is \$2 each.
- Holiday Care (K3 & K4 only): \$40 per day per student)

## **Facts Payment System**

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All families are required to establish a facts financial account for miscellaneous fees throughout the year.

## **NC Opportunity Scholarship**

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Students receiving the NCOS should notify the academy as soon as possible. Each family must present their award letter to the financial office.

## **Delinquent Payments**

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Tuition accounts that are 30-days past due will be withdrawn from the Academy. Incidental accounts that are past due will have their extended care service suspended until the account is brought current.

## **Available Discounts**

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- Tuition: 15% second child, 30% third child, 50% each additional child
- Referral/New-Family Fee: 20% off the lowest tuition for the first year of the new family, and 10% off if that family returns the second year.

## **Tithing Discount**

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BBA families that tithe to Berean Baptist Church may receive a tuition discount, provided the following conditions are met:

- The discount is available to any BBA family who contributes to the General Fund of BBC. Contributions given for a specific project are not included.
- Ten percent of one's giving from July 1 to June 30 of the next year will be applied to the tuition. No cash rebates will be given for any reason. This includes, but is not limited to PCS, mid-year moves, expulsion, or withdrawal. This discount is strictly for those who have children that are returning to BBA.
- Discounts will not be given unless an individual has a written record of having given a minimum of \$3,000 to the General Fund of BBC from July 1 to June 30 of the next year.
- A maximum of \$1,000 per child enrolled will be given to a family. Example: \$3,000 of contributions equals a \$300 discount.

Tithes given to another ministry do not qualify.

# Attendance

## **NC Compulsory Attendance Law**

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Berean Baptist Academy complies with the state compulsory attendance law (G.S. 115C-378). This law states that students under the age of 17 must maintain school enrollment in similar fashion to their public school counterparts. Ten unexcused absences within any school year can result in prosecution by the local district attorney.

## **Excused Absences and Notifications**

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BBA requires immediate notification in the event of an absence. The school recognizes the following absences as excused, but will still count toward course failure due to absence:

- Personal Illness
- Death in the family
- Medical or dental appointment
- Local Disaster
- Pre-Scheduled Family Day
- Pre-Scheduled College Day

## **Unexcused Absences**

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All unexcused absences will be handled in accordance with the state law as stated below:

- The principal or the principal's designee shall notify the parent, guardian, or custodian of his or her child's excessive absences after the child has accumulated three unexcused absences in a school year. After not more than six unexcused absences, the principal or the principal's designee shall notify the parent, guardian, or custodian by mail that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education. Once the parents are notified, the school attendance counselor shall work with the child and the child's family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem. The attendance counselor may request that a law enforcement officer accompany him or her if the attendance counselor believes that a home visit is necessary.
- After 10 accumulated unexcused absences in a school year, the principal or the principal's designee shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and the student's parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal or the principal's designee determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal shall notify the district attorney and the director of social services of the county where the child resides. If the principal or the principal's designee determines that the parent, guardian, or custodian has made a good faith effort to comply with the law, the principal may file a complaint with the juvenile court counselor pursuant to Chapter 7B of the General Statutes that the child is habitually absent from school without a valid excuse. Upon receiving notification by the principal or the principal's designee, the director of social services shall determine whether to undertake an investigation under G.S. 7B-302.

- Documentation that demonstrates that the parents, guardian, or custodian were notified and that the child has accumulated 10 absences which cannot be justified under the established attendance policies of the local board shall constitute prima facie evidence that the child's parent, guardian, or custodian is responsible for the absences.

### **Completing Missed Work**

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Students who receive an excused absence may complete any missed assignments based upon the following formula: # of days absent + 1 day. Any student with an unexcused absence will receive a zero for work assigned that day, or for any quiz or test (quarter, semester, and final exams are excluded).

### **Failure due to Excessive Absence**

Students who miss more than 10% of the instructional time for a single class in grades 6-12 or more than 10% of the total time in grades K5-5 will not receive credit for the class or grade-level. Therefore, any student in HS or MS who misses more than 10% of a class period (10-minutes in HS or 5-minutes in MS) will be considered absent for that class period. NC attendance requirements to receive credit for academic courses require Family Days and College Days be counted into absence total.

### **Start of the School Day Tardies**

Any student who is late at the start of the school day will be considered tardy and must report to the office to receive a tardy slip. Students who arrive more than 10-minutes after the start of the school day will need to be checked-in by their parent or guardian. When a student is tardy six times he or she will receive a recorded absence and each sixth tardy thereafter.

### **Checking-in and Checking-out**

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Every student must sign-in and out of school between homeroom and 3:00 PM with the front office. Any parent of a driving student may contact the front office via telephone, email, or written note to allow their student to sign-out and in for appointments. Any student caught off campus without signing out, or proper office notification will fall under discipline for not being in the appropriate place at the appropriate time.

### **Field Trips**

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Berean Baptist Academy students may participate in field trips for educational purposes when the teacher schedules them. The administration will approve all field trips, and students who do not desire to attend will be required to utilize one of their family days to receive an excused absence.

### **Family Day**

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Each family is granted four (4) family days per year. This absence is considered excused if the Academy is notified before noon on the preceding school day. Notifications given the morning of will be considered unexcused absences. Written notification may be submitted to the student's first period teacher, the principal, or central records.

## **College Day**

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Each junior and senior is granted four college days per year to visit a prospective college. Written notification is required before noon on the preceding school day. Written notification may be submitted to the student's first period teacher, the principal, or central records.

# Academics

## Course Scope and Sequence

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The course and sequence for BBA meets or exceeds the North Carolina Department of Education requirements. Additionally, under the guidelines of North Carolina some courses may receive high school credit. Such courses will not count in the student's GPA for high school. Additionally, the scope and sequence prepares most students for acceptance at one of the University of North Carolina system schools. Completion of the scope and sequence does not guarantee acceptance at an UNC system school.

## Elementary Curriculum

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The curriculum for all grades has been structured so that the students will receive training in all academic subjects required by the state of North Carolina. Subjects are taught from a Biblical viewpoint using ABeka, BJU Press, and Positive Action.

## Middle School and Secondary Curriculum

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The curriculum for middle school and high school has been structured so that the students will receive training in all academic subjects required by the state of North Carolina. Subjects are taught with a focus on developing critical thinking skills and a Biblical worldview. The middle school and high school use a variety of resources to include BJU Press and Summit Ministries.

## Biblical and Core Values Integration

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Berean Baptist Academy is firm in its belief that the purpose of education is to point students to God. Therefore, all classes, regardless of grade level, integrate scripture, spiritual principles, and our core values to promote our vision of G.R.A.D.S. Therefore, character expectations, social interactions and classroom discussions are designed to promote and establish a biblical worldview.

## Grading Scale

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BBA utilizes the following grading scale:

100 – 90	= A	69 – 60	= D
89 – 80	= B	59 – 50	= F
79 – 70	= C		

## Homework

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Parents and students should expect homework nightly. The amount of homework will vary from course to course and from level to level. Homework is essential to reinforce learning objectives. Teachers are available until 3:30 pm after school to answer questions and offer assistance free of charge. If additional support is needed, paid tutoring is available.

When a student is absent, they or a parent (age dependent) is expected to communicate with their teachers to determine what work they are required to make up. Parents can track assignments via the school's online learning system: RenWeb.

## **Grading Policy**

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All assignments are due at the beginning of the class period unless otherwise instructed by the teacher. All assignments will lose 10 percentage points from the highest grade earned when turned in within one day of the assignment due date. Assignments not turned in at the next class session following the due date will receive a zero. Students who do not submit a benchmark assignment will not receive course credit until the assignment is submitted and accepted. All benchmark assignments turned in after the grace allowance described above will still receive a zero in the grade book.

## **Grade Reports**

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Berean Baptist Academy issues grade reports weekly via the RenWeb system. The database emails a weekly progress report to parents. Grades are updated within 7 days for “on-time” assignment submissions. Late work grade corrections may exceed the 7-day window. Quarterly report cards will be sent home in electronic format within one week of the end of the quarter.

## **Deficiency Notices**

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Berean Baptist Academy issues a nightly email at 6:00 pm via the RenWeb database. This email is sent to parents whose student(s) scored a grade lower than 70 or who did not turn-in an assignment. This email will serve as the notification of a missing assignment and it is the responsibility of the parent to track this email.

## **Academic Awards**

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The elementary and middle schools will conduct an end-of-year award ceremony.

## **Achievement Testing**

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Berean Baptist Academy administers several achievement tests to various grades throughout the year. Currently, all grades, first and above, take the Iowa Basic Skills Test and Cognitive Abilities (CogAt) Test each spring. This test satisfies the state standard for demonstrable progression. The results are made available in the students’ end of year reports. Additionally, eighth-graders and freshmen take the Preliminary SAT 8/9, and sophomore and juniors take the Preliminary SAT 10/11.

## **Plagiarism**

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Plagiarism is defined by the American College Dictionary as *“copying or imitating the language, ideas, and thoughts of another author and passing off the same as one’s original work.”* To be more specific, it involves the copying of someone else’s writing without giving proper credit to the original author. Whenever you use someone else’s words, thoughts or organization of thoughts, you must give them credit. The proper way to give credit for information obtained from someone else’s writing is with a notation. Plagiarism is cheating. Students found to plagiarize will be given a “0” for the assignment and will have to redo it to receive course credit. In addition, they will receive a one-day suspension.

## **Fayetteville Tech Community College Partnership**

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Berean Baptist Academy participates in the FTCC High School Connections program. The program offers eligible juniors and seniors the opportunity to complete select technical career path programs while in high school, or to earn college transfer credits to four-year

institutions to include any UNC system school. Students participating in the program may take a core course at FTCC but must pass the course to avoid potential summer school attendance. Parents must sign an agreement with BBA recognizing that potential failure will result in summer school, and that they are responsible for all transportation to and from the FTCC campus. Additionally, parents must sign all registration forms for FTCC and pay any fees associated with the program.

### **Advanced Placement**

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Berean Baptist Academy may offer Advanced Placement courses through The College Board based on the number of qualified and interested students. Students who take these courses must take the AP Exam in order to receive AP credit and the benefit of the 6.0 GPA scale. Students are invited into the program by their PSAT results and The College Board's recommendation, teacher referral, and parental consent. Students who are not projected for success by the College Board may take the courses provided the parent(s) sign a statement of understanding that the student cannot transfer from the course once the school year begins, even in the event of failure. Any student who fails the course will be required to take the non-honors level course in summer school.

### **Promotion and Retention**

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To earn one credit/pass a course, a student must earn a 60 for the yearly average in a subject that meets for 36 weeks (one full year) five days per week. (For example, if a student receives a 59 the first semester, the student will pass for the year if the student earns a 61 for the second semester.) If, however a student fails only one semester and does not pass for the year, the student must recover the missed half-credit during summer school. A student who fails both semesters must repeat the course via independent study.

### **Summer School**

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The middle school conducts summer school for six-weeks in the summer for students who fail to achieve a passing score of 60 or higher during the normal school year. Students who fail more than two core subjects (math, science, history, or English) will need to repeat the middle school grade.

The elementary school will conduct summer school for six-weeks for students who fail to achieve a passing score of 60 or higher during the normal school year. A student who is required to attend summer school and does not attend is subject to retention. Enrichment program opportunities are available for those interested.

### **Books and Equipment**

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Berean Baptist Academy currently uses printed textbooks. Most textbooks are paperback, and belong to the student. All English novels belong to the school.

BBA expects all students in grades 9-12 to have and maintain an operational computer or tablet that meets the following requirements:

- Internet connection
- Microsoft Office 2010 or newer (Word, Excel, and PowerPoint)
- Personal Virus Protection



Students are financially liable for their own computer systems and any printed books that belong to the school.

### **Honors Program**

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Many courses are offered in high school as honors courses. Honors courses require additional work beyond non-honors courses. Each course instructor will determine, with administration approval, the content of the course work. The student should expect a heavier workload when taking honors courses. Students will receive invitations into the honors program based upon their Standardized Test scores, teacher recommendation, and previous grades. Students who do not test at or above grade level and earn a "B" or higher during the preceding year are not recommended for honors courses. However, any student may take an honors course provided the parent(s) sign a statement of understanding that the student cannot transfer from the course once the school year begins, even in the event of failure. Students will be awarded grades based upon the 5.0 scale. Should a student fail the course, they will be required to take the non-honors course in summer school.

### **National Collegiate Athletic Association Eligibility**

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Students who may play a college sport must have 16 core courses. Click [http://web1.ncaa.org/ECWR2/NCAA\\_EMS/NCAA.jsp](http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp) to access the NCAA Eligibility Center. Enter our school code: 341296 to find BBA courses that meet these requirements.

### **High School Class Credits**

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**All students are required to earn the indicated credits to graduate high school at Berean Baptist Academy. Classes with an asterisk (\*) have an honors level offering to qualified students.**

#### **Students Entering Freshman Year in 2018-2019**

##### ***Freshmen***

\*Beginning Literature and Composition  
\*World History  
Algebra 1  
\*Physical Science  
Bible  
Physical Education & Health  
1 elective for credit

7 Total Credits

##### ***Sophomores***

\*World Literature and Composition  
\*American History 1 or Honors  
\*Biology  
\*Geometry  
Bible  
2 electives for credit

7 Total Credits

**Junior**

- \*American Literature and Composition
- \*American History 2
- \*Algebra 2
- \*Chemistry
- Bible
- 2 electives for credit

7 Total Credits

**Senior**

- \*British Literature and Composition
- \*Government & Economics
- \*1 Senior Level Math (Pre-Cal & Trig or Statistics)
- \*1 Senior Level Science Course
- Bible
- 2 electives for credit

7 Total Credits

Summary of Credits required for Class of 2022 and after (Freshmen and after)

4 English	4 Math
4 History	4 Science
2 Foreign Language	1 PE & Health
5 Additional Electives	

24 Total Credits + 1 Bible Credit per year in attendance

28 Total credits for students who attend BBA all 4 years.

**Courses Required for the Class of 2019 through 2021**

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Sophomores

- \*World Literature and Composition
- \*American History 1
- \*Biology
- \*Geometry
- Bible
- 2 electives for credit
- 7 Total Credits

Junior

- \*American Literature and Composition
- \*American History 1

\*Algebra 2  
\*Chemistry  
Bible  
2 electives for credit  
7 Total Credits must be earned – 7 Total Credits Available

### Senior

\*British Literature and Composition  
\*Government & Economics  
\*1 Senior Math (Trig/Stats/Consumer)  
\*1 Senior Level Science Course Being Offered  
Bible  
2 electives for credit  
7 Total Credits must be earned - 7 Total Credits Available

### **Summary of Credits Required for Graduation (Sophomore through Senior Classes)**

4 English	4 Math
4 History	3 Science (UNC requires 4)
2 Foreign Language	1 PE and Health
4 Additional Electives	

22 Total Credits + 1 Bible Credit per year in attendance  
26 Total credits for students who attend BBA all 4 years.

### **Special Considerations**

Students may satisfy elective credits through the Fayetteville Technical Community College's High School Connection program while earning college credits. Students who desire to enter UNC system schools must take physics, trigonometry or statistics, and two years of foreign language electives (two-years of the same language is preferred).

### **Graduation Honors**

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#### **Valedictorian and Salutatorian**

For the graduating class of **2016-2019** the valedictorian and salutatorian must have the following qualifications:

- The highest two GPAs respectively
- Taken 75% of all Honors and Advanced Placement courses
- Attended BBA for their Junior and Senior Year as full-time students
- Only Fayetteville Tech Community College "college transfer" courses can apply to this competition

For the graduating class of **2020 and beyond** the valedictorian and salutatorian must have the following qualifications:

- The highest two GPAs respectively
- Attended BBA for their Junior and Senior Year as full-time students

**Distinguished Honor Graduates**

Students whose GPA exceeds 3.5 on the unweighted scale will be recognized as “Distinguished Honor Graduates” during the graduation ceremony and program.

**Honor Graduates**

Students whose GPA exceeds 3.0 on the unweighted scale will be recognized as “Honor Graduates” during the graduation ceremony and program.

**Biblical Worldview Award**

All seniors are required to write a comprehensive final paper early in the 4<sup>th</sup> quarter that analyzes a teacher-approved book selected from the BBA literary canon. The analysis will include at least a 2-page literature review, a 2-page historical analysis, and a 2-page theological analysis. Students will present and defend their paper to a review board who will determine who has demonstrated a strong Biblical worldview worthy of recognition during the graduation ceremony. Students will turn in the analysis on the first Friday (that is a school day) in April. The student will defend their graded analysis during English the first full week of May.

# Dress Code

## General Guidelines for Dress and Appearance

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Berean Baptist Academy desires to present an appearance that reflects a person who is capable of discerning appropriateness and modesty and who is prepared to work in a professional environment. The uniform/dress code is reflective of the philosophies of Berean Baptist Church and Academy. The principals have the final word on any questions concerning uniform/dress code violations or questions.

The uniform/dress code applies when students are on campus during the school day, in extended care, on field trips, or at athletic activities as a student-athlete. The uniform/dress code may be relaxed for special events and activities. Students must arrive, remain, and leave school in approved attire. A student must meet the appropriate school dress code at all times on campus and for attendance at any school function on or off campus. This includes summer camps and Driver's Education courses offered on campus.

When students are allowed to wear non-uniform items, we ask parents to understand that like the U.S. Military, our professional medical community, and other organizations, we hold an appearance standard that best reflects Berean Baptist Academy and to choose clothing items wisely. If a student wears an item or any items that do not reflect Berean Baptist Academy's organizational appearance, they may be asked to change clothing or not to wear an item in the future.

## General Guidelines

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### All Students

- Tattoos are not acceptable, whether permanent or temporary.
- Body piercing is not permitted (except for girls' ears).
- Uniforms must have a proper fit.
- Shoes that have laces must be laced and tied, and all footwear must have a proper fit.
- BBA/BBC t-shirts may be worn on Fridays.
- Hats may not be worn on campus during school hours (8:00-3:15).

### Girls

- Girls' hair must present a neat, conservative, and professional appearance. Faddish and exaggerated styles to include shaved portions of the scalp other than the neckline, designs cut in the hair, and unbalanced or lopsided hairstyles are prohibited. Bangs should not fall over the students' eyes. Hair colors must be of a natural color. Hair holding devices are authorized provided that are not excessively large, excessively ornate, or athletic in nature (unless in Physical Education). Small bows, designs, and embellishments are authorized. All hair devices when worn should not by themselves or by how they hold the hair prevent or impede another student's ability to see instructional material in the classroom. Braids, cornrows,

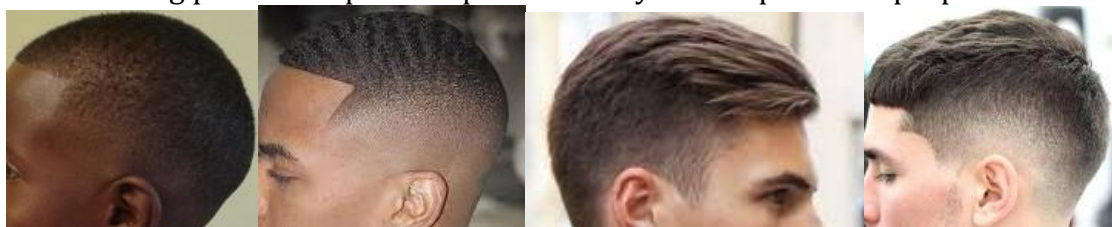
and twists should be of uniform dimension and be neat in appearance. Hair extensions should have the same general appearance as the student's natural hair.

- Proper age appropriate undergarments must be worn at all times. No underwear lines or bra straps may show.

### Boys

- Boys' hair must present a neat and conservative appearance. Haircuts are to be traditional and masculine in nature. Hair must not cover any portion of the ear and must be worn above the eyebrows. No braids, dreadlocks, ponytails, man buns, cornrows, designs, or faddish haircuts will be allowed. Hair coloring or dyeing and extreme hairstyles are not permitted. A single part that does not curve or create a design may be cut into the hair at the point where a traditional part would be combed into the hair. Hair length may not exceed two inches from the scalp. Flat-tops, undercuts, and burst fades should have a tapered transition without a distinguishable line where the hair changes length.

The following pictures depict acceptable hairstyles that present a proper transition:



The following pictures depict unacceptable hairstyles that do not present a proper transition:



- Boys must be clean-shaven. Sideburns may not be below the bottom of the ear.
- Boys may not wear earrings on campus at any time or at school-related events on or off campus. Any necklace that is worn should be tucked in the shirt at all times.
- Young men must wear shoes, socks, and belts. They may not wear sandals.

### K5-5<sup>th</sup> Grades

The Elementary School wears uniforms that abides by the general guidelines of the High School dress code.

#### Elementary Only Variations:

- Boys may wear the black, blue or khaki uniform pants or shorts with either the red, black, or white school polo shirt. Specific uniform brand pants may be purchased through the uniform companies.

- Girls may wear the plaid uniform jumper (reaching to at least the top of the knee) and a matching shirt. Girls may also wear a black or khaki skort, pants, or capris with either the red, black, or white school polo. Socks, anklets, or tights that coordinate with the uniform should be worn. Shorts under the jumper are required. Young ladies who do not wear shorts under their jumpers may not use the playground equipment or participate in P.E.
- For safety, Elementary Student shoes must be closed toe for both genders. Girls sandals must have a back strap.
- For safety, Girls in grades 2 and below are not allowed to wear hoops or earrings that dangle. If worn, the student will be asked to remove the earrings.
- AWANA shirts may be worn on Wednesdays for students who participate in the BBC AWANA program.

### **6th-8th Grades**

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The Middle School wears uniforms that abide by the general guidelines of the High School dress code.

#### **Middle School Only Variations:**

- Only Academy jackets may be worn inside the classroom.
- BBA Polo is the uniform top for Mondays through Thursdays. Students may wear a BBA/BBC designed t-shirt on Fridays. Students may purchase the polo, by ordering them through the coffee shop (for dry fit), in any color from one of the uniform suppliers. All knit options will be available for purchase in the coffee shop. All clothing should be loose fitting, not tight, or clingy.

#### **6th-8th Grade Girls**

- Young ladies may wear skirts, slacks, capris, or knee-length shorts during the school day.
- The top of the pants must be at or near the normal waistline. All slacks, capris, shorts, and skirts should be khaki, blue, or black in color.
- Jeans and “skinny” pants are not allowed. Velour lounge pants, sweat pants, and pajama-type pants are not permitted.

#### **6th-8th Boys**

- Young men in grades 6-8 must wear Dockers-like slacks, knee-length shorts, cargo shorts, or cargo pants during school hours.
- All pants and shorts must be khaki, blue, or black. Pants may not be denim or denim in appearance. Jeans of any color are not permitted.
- “Skinny” pants are not permitted. Elastic waistbands or leg cuffs are not permitted. Pants must be long, straight, relaxed, or loose fit pants that fit properly, are clean, and are in good condition. Pants may not have any holes or frays.
- Pants must be worn at or near the waistline.

## Middle School Friday Dress

- A student may wear any BBA/BBC t-shirt, sweatshirt, or hoodie untucked as a reward for no uniform violations. A student may wear denim on Friday provided pants and shorts follow the dress code for tightness and length.

## 9th-12th Grades

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### 9th-12 Grade Girls

- Ladies may wear skirts, slacks, capris, or walking shorts during the school day purchased from any store. Slacks must be loose fit (not fitting close to the body; not tight), and free of holes or frays. Jeans or jean skirts are not permitted Monday through Thursday. Jeans are defined as any pants of any color and material that has external pockets in the rear of the garment and/or have a metal rivet near the front pocket. Many companies like Levi's makes colored pants that would match in color pants worn in the "Dockers" style but are still designed as jeans. "Skinny" pants are not permitted. The following pants are an example of colored skinny pants that are not permitted.



- Pants must be worn at or near the waistline. The length of shorts, when worn in the normal designed position (not rolled at the waist), must rise no higher than one dollar bill width from the top of the kneecap when standing. The hemline, slit, or bottom of the dress or skirt may not rise higher than one dollar bill width from the top of the kneecap when standing. Slits must be sewn (not pinned). If leggings are worn, the dress or skirt must still reach the minimum length. The fit of the skirt must allow the student to sit modestly. The following skirt is a good example of proper length and fit.





- The shoulders and the front and back torso must always be covered. No cleavage may be visible.
- The neckline shall extend no lower than three fingers from the indentation where the neck meets the breastbone. All tops must fit modestly loose but not gap open in a revealing nature. No cleavage may be visible. Off the shoulder tops are not allowed. Racer back tops are not allowed. Blouses and shirts must extend beyond the waistline of the lower garment when hands are raised. The midsection cannot be visible at any time.
- Proper undergarments must be worn at all times. No underwear lines or bra straps may show.
- Sheer garments may not be worn. Undergarments may not be seen through outer tops.
- T-Shirts, sweatshirts, hoodies, to include BBA and BBC shirts, are not authorized for wear Monday through Thursday.
- Girls are to wear safe and appropriate footwear. Platform shoes and heels that exceed 2 inches are not permitted. Excessive fringes, fur, and decorative designs are not permitted. Flip-Flop Style beach shoes are not permitted

### 9th-12th Grade Boys

- Boys may wear Dockers-like pants, walking shorts, cargo shorts, or cargo pants in any color during school hours. Pants must be a loose fit (not fitting close to the body; not tight), and free of holes or frays. Jeans or jean shorts of any color are not permitted Monday through Thursday. Jeans are defined as any pants of any color and material that has external pockets in the rear of the garment and/or have a metal rivet near the front pocket. Many companies like Levi's makes colored pants that would match in color pants worn in the "Docker" style but are still designed as jeans. "Skinny" pants are not permitted.
- The following pants are an example of pants that are not permitted.



- Gentlemen are not allowed to wear joggers. Jogger style pants are pants that have elastic cuffs at the bottom of the pants leg and/or an elastic waistband or drawstring.



- Gentlemen may not wear pants that rise above the ankle bone.
- Pants must be worn at or near the waistline.
- All shirts must contain sleeves. All shirts must have a collar. All collared shirts must be tucked into the pants and belts must be worn. All shirts must fit loosely and may not be tight.
- T-shirts, sweatshirts, hoodies, to include BBA and BBC shirts, may not be worn Monday through Thursday.
- Non-hooded jackets may be worn any day.

### **High School Friday Dress**

- Athletes may wear their uniform jersey when a game is played at home on a Friday. The student is responsible for any damage that may occur to the jersey during the day.
- All students may wear any BBA/BBC t-shirt, sweatshirt, or hoodie untucked as a reward for no uniform violations. All students may wear denim on Friday provided pants and shorts follow the dress code for tightness and length.

# Behavior Policies

## Authority of the School

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The school has the authority over the students from the time they arrive on campus each morning until the students depart campus at the end of the day. This includes any school-related activity regardless of time or location (i.e. sporting events).

While the school does not have authority over students outside of the school day and activities, the consequences of their conduct may extend to any occurrence which reflects adversely on the good name or reputation of the school even if an event occurs outside of school activities. Students are reminded that any faculty or staff member has the authority to correct unruly individuals at any place and at any time. Therefore, by enrolling their children, parents agree to support the school's student/behavior policies as articulated.

## Student Servant Leadership

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BBA is dedicated to training servant-leaders for the Kingdom of God at the Academy. Therefore, we are just as committed to character development as intellectual learning—we believe both are essential parts of God's sanctifying work in the life of a disciple of Christ. For our example, the Lord Jesus modeled the ultimate servant leadership when He washed the feet of the disciples. Moreover, He modeled for us the truth that leaders lead by serving others (Mark 10:44).

Students at the Academy will be expected to serve in numerous ways. These acts of service are all designed to teach them the importance of living to help others and the importance of a solid work ethic. Students will be expected to help with a variety of age-appropriate, safe tasks to enhance and support the school. The tasks could involve the setup and takedown of chairs, tables, and other things as needed. Tasks might include helping other students with a newly taught concept or supporting teachers as aides. Students could also be asked to vacuum, wipe down boards, desks, tables, or take out the trash. Other tasks may include making copies, organizing bookshelves, answering the phone, filing documents, or working in the office. All of these tasks are similar to the chores children would be expected to do in their homes. Parents who object to their children being in an atmosphere that stresses the biblical philosophy of servant-leadership ideas may wish to consider another school.

We believe that learning to do these tasks to the glory of God is an essential part of the students' character development and better prepares them for what God has for them in the future. This volunteer work also helps reduce the cost of operating the school and helps keep tuition at a minimum.

## General Behavior Expectations

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A high standard of conduct is required of each student for the purpose of maintaining order and building Christ-like character. Therefore, all students must:

- Be obedient to all classroom and school rules
- Exhibit an attitude of respect toward individuals and property
- Be honest and trustworthy
- Attend all classes daily and be on time unless appropriately excused

- Be prepared for each class
- Be properly dressed

## **Bullying and Harassment**

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The United States government defines bullying as unwanted, aggressive behavior among school-aged children that involve a real or perceived power imbalance. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as:

- Sarcastic “compliments” about another student’s personal appearance
- Pointed questions intended to embarrass or humiliate
- Mocking, taunting, or belittling
- Non-verbal threats and/or intimidation such as taking an aggressive posture towards a person
- Demeaning humor relating to a student’s race, gender, ethnicity, or personal characteristics
- Blackmail, extortion, demands for protection, money, or other involuntary donations
- Blocking access to school property or facilities
- Deliberate physical contact or injury to person or property
- Stealing or hiding books or belongings
- Threats of harm to students, possessions, or others
- Spreading rumors
- Excluding someone from a group on purpose.<sup>1</sup>

Berean Baptist Academy complies with the NC laws against bullying and cyber bullying (G.S. 115-407.15 & G.S. 14-458.1). Additionally, BBA investigates all accusations of sexual harassment and refers offenders to local authorities.

Those who are bullied or harassed or witness one of these actions are encouraged to report the incident immediately. Reports can be directed to any member of the school faculty. The faculty will convey the report to the administration and they will begin an investigation within 72 hours of notification. All reasonable measures will be exercised to ensure resolution occurs in a timely manner so that justice is not rushed or delayed.

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<sup>1</sup> Bullying Definition. *Stopbullying.gov*. Retrieved from <http://www.stopbullying.gov/what-is-bullying/definition/index.html> on December 3, 2013

## **Cyber Bullying**

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Cyber bullying is the use of computers, websites, the Internet, cell phones, text messaging, chat rooms, and/or instant messaging to ridicule, harass, intimidate, humiliate, or otherwise bully another student.

## **Cheating**

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Cheating involves taking information from some outside source and presenting it as if it came from the student's own mind. Cheating is also determined by the nature of the assignment. Unless specified by the teacher, all work is to be considered non-collaborative and should be treated as a solo assignment and not a group assignment. If it is determined that a student has indeed cheated, the following actions will be taken:

- The student will receive a zero (0) on the assignment, project, or test.
- In addition to receiving a zero, the student must still complete the assignment or project to receive yearly/semester credit for the class.
- The principal will be notified and will confer with the student.
- The parents will be notified.
- If the student holds any leadership position in a class, club, or athletic team, he/she may lose his/her position, as well as academic honors or awards.

## **Corporal Punishment for K5-5th Grade**

The administration, school board, and faculty strongly support the Scriptural admonition of Biblical discipline, which sometimes includes corporal correction when a child's behavior warrants it; however, none of our personnel will act in the place of the parent to administer corporal correction.

On occasion when discipline problems arise, either flagrant or on a continuing basis, and other methods of discipline are not effective, the parents of the students will be called to come to the school and administer corporal correction or if they prefer, take their child out for a day. In most cases, if the parent chooses to administer corporal correction, the child may return to class. If the parent chooses not to administer corporal correction or chooses not to respond, then the student may not return to school for at least one day. Some of the areas in which corporal correction may be required are disobedience, disrespect, willful defiance or temper tantrums, fighting, destruction of property, and cursing or profanity.

## **Detention**

Detentions will involve specific responsibilities, and there will be a charge equal to the Extended Care fee for each weekday of detention served. A Saturday detention will be served from 8:00 a.m. until 12:00 p.m., and there will be a \$40.00 charge per day served.

## **Locker and Reasonable Suspicion Searches**

While each student's locker is considered private and off-limits to other students, we reserve the right to search any property of the student if a staff member suspects any illegal or unauthorized materials or any prohibited activities. This search may include, but is not limited to, automobiles, backpacks, purses, pockets, lockers, desks, offices, and the person. Such a search may be conducted without prior notification of the student or parents. By registering a child in Berean Baptist Academy, parents give consent to such searches.

## **Zero Tolerance Policies**

**BBA has zero tolerance for weapons, alcohol, drugs, immorality, and bullying.**

### ***Alcohol and Drugs***

Berean Baptist Academy may dismiss students for involvement in any alcohol or drug related incidents. BBA does not condone social media references to these items and students who appear to be using or involved in the use of either item may be dismissed from the Academy.

### ***Sexting and Sexual Misconduct***

Sexting is the sending, receiving, or forwarding of sexually explicit messages, photos, or images via cell phone, computer, or any other digital device. Students engaged in such activities are subject to state laws and school discipline. Violation of this policy, whether on or off campus, may result in expulsion and the notification of local law enforcement. Likewise, students engaged in physical misconduct may be dismissed from the Academy. In all cases, the parents of all parties will be notified.

### ***Sexual Immorality***

Any BBA student who is engaged in a sexually immoral relationship or who has engaged in a sexually immoral relationship during the school year will be subject to corrective action ranging from a ten-day suspension with probation to dismissal from the Academy.

Students who are dismissed from the Academy will not be allowed to withdraw from the Academy with credits earned, but will be allowed to attend summer school to recover credits for courses required for grade progression. Students who are allowed to continue attendance on probation will not be allowed to attend any off-campus events, participate in sports for one full season and any partial season (if discovered during a season), and will be removed from any offices and honor societies.

### ***Threatening, Intimidating, or Causing Bodily Harm***

These actions may fall under bullying and/or fighting. If the administration believes that the actions qualify as either bullying or fighting, then the student may receive anywhere from detentions to expulsion depending on the nature of the incident or incidents.

### ***Weapons***

Berean Baptist Academy will issue corrective discipline when students bring a firearm, training firearm, or knives to school. Students who bring a small pocket style knife or a training firearm, such as an airsoft gun or BB gun, will receive at a minimum a school suspension. Students who bring larger hunting style knives may be dismissed from the Academy. Students who bring a firearm to school will be dismissed from the Academy and local law enforcement will be contacted.

## **Discipline Procedures and Responsibilities**

Berean Baptist Academy seeks to administer balanced discipline that promotes biblical principles and actions that glorify God. Therefore, a range of corrective actions may be utilized when disciplining students in accordance to the severity of the infraction. The severity of the correction is at the discretion of the principal and the Head of School. This means that a student may be asked to leave Berean Baptist Academy after the first offense if it is determined by members of the administration that the offense severely compromises the mission, purpose, values, or vision of the Academy.

Berean Baptist Academy currently utilizes the following categories to define discipline infractions. These categories are not an all-inclusive list and a variety of infractions may be classified under a single category. Each category holds its own range of disciplines as defined below.

### **Discipline Categories and Corrective Actions**

#### **Activities Detrimental to the Academy:**

To preserve the integrity of the Academy, the following activities whether on campus or off campus are considered detrimental to the reputation of Berean Baptist Academy. Actions may include but are not limited to activities involving drugs, weapons, theft, tobacco, vaping, alcohol or other illicit activities. Any illegal activity is subject to be reported to law enforcement officials. **Corrective action will range from suspension and probation to dismissal.**

#### **Bullying:**

The use of superior strength or influence to intimidate (someone), typically to force him or her to do what one wants. For an act to be considered bullying it must meet certain criteria. This includes hostile intent, imbalance of power, repetition, distress, and provocation. When reported this may include cyber based bullying that occurs in the realm of private message applications and chat applications. **Corrective action will range from suspension to dismissal.**

#### **Deceit:**

Deceit is defined as behavior or speech that is intentionally meant to fool or trick someone. **Corrective action will range from principal conference to dismissal.**

#### **Disobedience:**

Occurs when a student violates or fails to obey any lawful, general instructions or written rules in the handbook or classroom. **Corrective action will range from a warning to dismissal.**

#### **Disrespect:**

Disrespect is speech or behavior which shows that you do not consider someone or something is valuable or important. Such actions and speech may include but are not limited to ignoring, rolling eyes, talking back, arguing, mocking, or making derogatory comments about another person. This category is not limited to student-to-teacher actions but includes student-to-student actions. **Corrective action will range from a warning to dismissal.**

**Disruptive Behavior:**

Occurs when a student interrupts the normal course or unity of the classroom or school common areas. Disruptive behavior may include but is not limited to talking or calling out answers without permission, leaving desk without permission, throwing or pretending to throw objects. **Corrective action will range from a warning to dismissal.**

**Dress Code Violation:**

Occurs when the student is not in the prescribed uniform or dress code for the day or event. **Corrective action will range from a warning with parental notification to dismissal.**

**Fighting:**

Fighting is to be engaged in the act of striving to overcome a person by blows or weapons. Fighting includes but is not limited to punching, hitting, slapping, kicking, or shoving. **Corrective action will range from suspension to dismissal.**

**Horseplay:**

Horseplay is defined as rough, loud, energetic or noisy playful activity. Horseplay may include but is not limited to running in the halls, yelling indoors, play fights, wrestling, or chasing each other outside of playground games. **Corrective action will range from a warning to dismissal.**

**Inappropriate Use of Technology:**

Inappropriate use of technology occurs when a student is using any authorized technology device in a manner that is not right or suited for some purpose or situation. This may include but is not limited to watching videos in study hall, emailing during class, playing games, chatting, or working on another class. Teachers will not give permission to watch videos or play games not related to academic classes. **Corrective action will range from a principal conference to dismissal.**

**Insubordination:**

Insubordination occurs when a student willfully disobeys the lawful order of a school official or treats a school employee with contempt or is disrespectful in language or deportment. **Corrective action will range from suspension to dismissal.**

**Not in Appointed Place:**

Occurs when a student is not where one is scheduled to be located or authorized to be located. This may include but is not limited to being out of class without permission, in an off-limits area, skipping class/school, in office areas, or in another class without both teacher's permission. **Corrective action will range from detention to dismissal.**

**Plagiarism:**



Previously defined under academics. **In addition to academic consequences, corrective action will range from detention to dismissal.**

**Possession of an Unauthorized Technology Device:**

All authorized technology must have an academic purpose or an emergency medical purpose. The Administration at Berean Baptist Academy has determined certain devices do not meet the academic threshold. These devices would include but are not limited to cellphones, smart watches, other wearable technologies that possess audio recording, photography, video recording, or communication ability. These devices must be turned off and secured in the designated location as determined by their school principal. **Corrective action will range from principal conference to dismissal.**

**Profanity:**

Is the use of offensive language, gestures, or words in spoken or written form to include private messaging applications, social media shares, and heat of the moment situations. **Corrective action will range from suspension to dismissal.**

**Property Damage:**

Occurs when a student causes physical harm to Academy property or the property belonging to another student. Corrective action for intentional damage will range from detention and the cost of repair/replacement to dismissal. Corrective action for accidental damage will be the cost of repair/replacement. **Students will not be held accountable for property damage due to the negligence or disobedience of the owner.**

**Provoking Speech:**

“Provoking” and “reproachful” describe those words or gestures which a person would expect to induce a breach of the peace under the circumstances. Such speech may include but is not limited to racial comments/jokes, cutting remarks, derogatory gender remarks, slang phrases meant to degrade or belittle. **Corrective action will range from principal conference to dismissal.**

**Public Display of Affection:**

Public display of affection is defined as acts of physical intimacy in the view of others, and while such actions may be allowed at home, they are not acceptable on campus. Off campus incidents reported to the Academy will result in parental notification. All social media posts depicting certain displays of affection may result in the Academy requiring the post to be deleted. Such affections may include but are not limited to hugging, kissing, caressing, holding hands, bumping, or rubbing against each other in a sensuous manner. **Corrective action for on campus incidents will range from principal conference to dismissal.**

**Sexual Harassment:**

Sexual harassment is bullying or coercion of a sexual nature, or the unwelcome or inappropriate sexual gestures, actions, written or visual media, or speech. Sexual harassment as defined by law may include but is not limited to a range of actions from mild transgressions of a repetitive nature or creates a hostile environment to sexual abuse or sexual assault. **Corrective action will range from suspension and probation to dismissal.**

**Sexual Immorality:**

Sexual immorality are actions that range from sexual touches to intercourse. Infractions that occur off campus are and will be subject to Academy correction. **Corrective action will range from suspension and probation to dismissal.**

**Skipping Class:**

Skipping class is defined as missing more than 10-minutes of class without authorization. **Corrective action will range from detention to dismissal.**

**Social Media Infractions:**

Occurs when a student places or allows content to be placed on one's social media account(s) that does not align with the core values and Christian character of the Academy. Such posts may include but are not limited to shared videos, liked posts, or comments against the school or members of the school. **Corrective action will range from principal conference to dismissal.**

**Stealing:**

Stealing is the taking of something that you are not supposed to have without asking permission. Stealing may include but is not limited to "borrowing" without permission, not turning in unidentified belongings, or taking something that belongs to another person. **Corrective action will range from suspension to dismissal.**

**Tardy:**

Tardy is defined as arriving or doing something late. A student will be considered tardy when he is not in his assigned seat at the beginning of class as instructed by the principal. **Corrective action will range from warning to dismissal.**

**Unprepared for Class:**

Being unprepared is defined as not being ready to deal with something due to not having the required materials or resources to accomplish the task. In an academic setting this may include but is not limited to not having a notebook, writing instrument, or textbooks. **Corrective action will range from warning to dismissal.**

**Unsecured Belongings:**

A belonging is considered unsecured when it is not protected against risk or loss. This may include but is not limited to gym bags or backpacks unlocked, bags not in a locker, not locking a locker, or leaving items unattended. **Corrective action will range from warning to dismissal.**

**Disciplinary Fees**

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Discipline sanctions that require supervision outside the normal scope of the classroom will have an appropriate fee applied to cover the cost of the supervision.

# Conduct, Activities, and Procedures

## Cell Phone Usage

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Students may bring their cell phones to school, but they must be placed in their locker and turned off. If a student has their cell phone the teacher will refer the student to the principal's office. In addition to the principal referral, students will be charged the technology confiscation fee of \$25.

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

## Fundraising

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Fundraisers are held to benefit the school and our families. The school receives no federal assistance, nor is it endowed or supported by any organization. Students and parents are asked not to solicit outside fundraising campaigns for the Academy

## Lockers

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Berean Baptist Academy provides lockers for students to use in grades 6 – 12. Students are expected to keep their lockers locked, clean, neat and orderly. No writing, stickers, or permanent pictures will be permitted on lockers. Lockers are subject to periodic unannounced inspections. Students should not open or store items in other students' lockers. Students must not share their locker combinations with other students. Students who have a locker that does not contain a built in lock will need to provide their own lock. Students willfully prevent their lockers from properly locking may be considered insubordinate and subject to the disciplinary sanctions for insubordination.

## Lost and Found

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Lost and found items may be discarded at the end of each week for health and sanitation reasons. Please label all clothing, books, etc. to help avoid "lost" items.

## Lunch / Snack Policy

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Berean Baptist Academy runs a hot lunch program. Students may either purchase lunch or bring lunch from home. On half-days there will not be a lunch break. There may also be days when students will have the opportunity to purchase special items as part of a fundraising activity or event. Parents will be notified when this occurs.

## Patriotism

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Berean Baptist Academy endeavors to instill within our students a love and support for our country. This includes attachment to our country's land and people, admiration for its customs and traditions and devotion to its well-being. Quoting the pledges while facing the American flag, the Christian flag and the Bible is a daily requirement of all BBA students.

## **Reporting of Child and Sexual Abuse**

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Berean Baptist Academy is obligated by North Carolina law to report the reasonable suspicion of abuse. Any suspicion of child abuse must be reported to and discussed with the administration.

BBA will cooperate with local authorities during child abuse investigations. When interviews are done with a BBA student, a member of the faculty or staff will be present for the questioning.

## **School-sponsored Activities**

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The standards of conduct that are expected of students at school are expected of students during school-sponsored activities. This is true whether the activity is held during school hours or not.

A written policy regarding the supervision of students on school-sponsored, overnight activities will be followed to insure the safety of all participants. This policy will be reviewed with sponsors and student participants prior to such activities.

## **Socials**

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Berean Baptist Academy will not be responsible for any party or social event that is not officially sponsored or approved by the school administration.

## **Stewardship**

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Berean Baptist Academy is God's property. As such, respect for the appearance and care of the school is expected of all students. Sitting on desks or tables, carving and defacing desks or tables, eating in restricted areas, throwing things and littering are not permitted. Willful damage or destruction of school property will not be tolerated. All willful damage, as well as damage done by reckless behavior, must be paid for. All students should report damage to school property immediately to the school office.

## **Toys and Live Animals**

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No toys or live animals are to be brought to school without permission. Some classes will have planned "show and tell" or special days; however, permission will be granted for students to bring items that fit within given parameters for the event.

## **Videotaping**

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Berean Baptist Academy is in the process of acquiring and installing videotaping equipment on school property. At the discretion of the administration, videotapes may only be viewed by approved administrative personnel only for either disciplinary purposes or for classroom observation.

## **Visitors**

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All visitors—whether parents, guest speakers or students—**must have prior permission from the administration (at least one day in advance) and are asked to first report to the school office to sign in.** Advance notice does not apply to elementary lunch visits. All visitors must meet the following criteria:

- A parent or guardian may visit who wishes to observe the classroom or has been asked by the teacher to address the class.
- A visitor to a student must be on the student account as an emergency contact or approved pick-up person and able to present ID at sign-in..
- A student visitor should be a student who is sincerely interested in attending the school (during the current school year or the following). Out-of-town friends may visit the school with administrative approval. Guests should limit their visits to one day.
- Visitors should be willing to meet the appearance and conduct standards set forth in this handbook.
- Visitors are asked to be as quiet as possible in the classrooms, hallways, etc.
- Visitors should not loiter in the school office, classrooms, hallways, etc.

### **Communication Using Technology**

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Every student in grades 6-12 receives an official school email supported by Google. This email is the accepted means of communication between students and teachers. Students are expected to email their teachers with concerns, questions, and homework submissions from their school email with a proper subject line that contains their course name (Question regarding World History or World Literature: Review of *A Knight's Tale*). Emails that do not come from the official school email or without a subject line may be delayed in being answered or missed depending on junk mail settings. Teachers are not expected to check their junk mail. The school email will be utilized for all RenWeb notifications.

### **Internet Policies**

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The computers at Berean Baptist Academy serve as a resource for enriching curriculum and learning objectives. Students will be instructed to avoid objectionable areas and will be encouraged to be responsible users. Parents are encouraged to discuss the dangers of the internet with their child.

A student wireless network is provided by BBA for educational purposes only. Content and restriction filtering protocols have been established inside the school network to prevent access to questionable, objectionable, or illegal activities.

Students should not attempt to bypass any of these safety protocols. Non-educational activities (gaming, non-instructional video streaming, social media, etc.) are not permitted during school hours from 8:00-3:00.

Under no circumstances should a student gain access to the staff network at any time. If a student accesses the staff network for any reason at any time, the student will be subject to disciplinary action.

### **Student E-mail and Communication Policies**

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Berean Baptist Academy is registered with Google as educational institution and is able to provide free email accounts to our students. This can be a tremendous resource for communication, unlimited online storage through Google Drive, and free use of Google applications for typing documents, creating presentations, and making spreadsheets.

Student email accounts are currently only available to students in middle school and high school.

Technology can be a tremendous tool for learning and productivity, and the desire of Berean Baptist Academy is to help students discern the appropriate uses for technology and equip them to use it sensibly and properly. To ensure the safe usage of technology, the following guidelines have been established.

1. E-mail accounts have been created to enhance learning inside the classroom and to increase communication between the school and students, and all email activity should be limited for this purpose only.
2. E-mail or posted messages that include inappropriate words or expressions which intend to injure, intimidate, bully, or harass others are not allowed. These prohibited behaviors include, but are not limited to, derogatory comments with respect to race, religion, gender, age, or disability.
3. Each student will create his own password. Because each student is responsible for his the email account, passwords should **not** be shared with any other student under **any** circumstances. If a student believes his password or account is compromised, he must contact administration immediately.
4. Students are not permitted to send files, pictures, videos, internet links, or music unless specifically authorized by a teacher or school administration.
5. All information related to the student e-mail account or school-owned device shall not be considered confidential and may be monitored at any time by administration. Berean Baptist Academy reserves the right to inspect student email accounts or school-owned devices at any time.
6. Students are not to subscribe to any newsletter, blog, or website using their school email account. Email accounts also shall not be used to create social media accounts.
7. Students are not to use school email accounts to promote any item or topic without administrative approval. This includes using a personal email account and sending to school-issued email accounts.

BBA administration reserves the right to inspect student accounts if there is suspicion that a policy has been violated. This includes but is not limited to inspecting files, videos, e-mails, or other related items located inside a student email account or on a school-owned technology device.

### **Social Media Content**

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Berean Baptist Academy will not monitor or require registration of any social media accounts. BBA believes it is the responsibility of parents to monitor their student's social media accounts to ensure that all content is appropriate. Any student with a social media account is responsible to monitor their accounts to ensure that no one has hacked the account and posted items that may be deemed inappropriate.

Should a student discover a post that was not posted by them, they should delete the post and contact a member of the administration (a principal or the head of school) to report the incident. This will be considered an act of good faith that the student did not post the

material. However, if no such report exists and the student account is reported for inappropriate material, the administration will deem the material as approved by the student and depending on the nature of the material the student may be dismissed from the academy.

# Arrival and Departure Procedures

## Closed Campus

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Berean Baptist Academy operates a “closed campus,” which means that only those with a viable reason for being on campus during school hours are permitted to do so. Visitors are asked not to attend practices for athletics or fine arts. In addition, students are not allowed to leave campus without administrative approval.

## Parking Lot Regulations

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For the safety of our students, parents, visitors and staff, we ask that everyone observe a speed limit of 10 mph on school and church property. Never drive carelessly or recklessly on school grounds or as you approach the building. Please use designated pickup and drop off locations.

## Student Drivers and Vehicles

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Student parking is located in the parking lot beside the athletic field. Students who drive on campus in a reckless manner will be subject to disciplinary actions. BBA reserves the right to search any vehicle on campus when a reasonable suspicion exists.

The following guidelines are to be observed by student drivers.

- The office must have on file a copy of the student’s driver’s license and proof of insurance.
- Upon arrival on campus, all students must proceed to an area where there is adult supervision.
- No loitering in the parking area at any time.
- The speed limit while on school property is 10 mph.
- Students are not to visit their cars during the day without teacher approval.
- BBA does not regulate students riding with other students. Parents, please provide your child with your expectations in this area.
- Leaving the school grounds during the school day is not permitted unless special permission is granted by the administration.

## Operating Hours

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Berean Baptist Academy operates classes between the hours of 8:00 am and 3:00 pm. The start time for the various school levels may vary. All students, regardless of grade level, may arrive on campus without incurring extended care fees at 7:45 am. Students who remain on campus after their 15 minute dismissal period must enter extended care or athletic practice/games.

## Drop off Procedures

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Each building on the Berean Baptist Academy campus has a designated drop-off point. Please do not drop off students before reaching the drop-off point. Parents may choose to park and escort their student inside. All entrances are the covered locations located outside at each building. The primary locations are as follows:



- Elementary School – Covered area in front of the building
- Middle School – Covered area on the side of the building closest to the preschool
- High School – Covered area in the front of the building

### **Pickup Procedures**

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Pickup times and procedures are covered during the orientation period of the Back to School Festival. Dismissals are often staggered to help with the flow of traffic. Parents may utilize the primary designated drop-off points for pickup. Parents who wish to park and exit their vehicles must park in a designated parking spot. Parents may not park in the drive-through lanes.

### **Extended Care**

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BBA operates extended care hours before and after school. Students who arrive between 6am and the start of class are required to report to early care. Middle school and high school students should report to the gym. Elementary students are expected to report to the lunch room. Students arriving between 6am and 7:45am will be charged for extended care.

Students who remain on campus after their 15 minute dismissal time or are not picked up by a parent within 15 minutes after athletic practice ends will enter extended care. Likewise, students who are waiting for a practice to begin will enter extended care. Students are charged from the moment they enter extended care unless they are waiting on a sports practice to begin. Evening extended care ends at 6pm. **Students left after 6pm will be charged \$15 every 15-minutes beginning at 6:01 pm.**

### **Emergency Closings**

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In the event of an emergency on campus (fire, police, environmental, or a lockdown), parents will receive notification via text message and a detailed email with instructions for picking up children. Official notifications will be sent via the RenWeb program. Please do not call the school as phone lines may be required to communicate with emergency personnel.

### **Weather Delays or Closings**

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Berean Baptist Academy will make weather related decisions concerning the school day as the need arises. Official notifications will be sent via text message and email through the RenWeb program.

# Student Health and Safety

## Student Illness or Injury

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Berean Baptist Academy allows students to call home in the event of an illness, or BBA will call for the student. Students should never contact parents directly via personal cell phones. If the situation is a medical emergency due to sickness or injury, the school will contact emergency medical personnel, and then contact the parents. Students who vomit, have diarrhea, or have a fever that exceeds 100 degrees must remain out of school for 24 hours from the last instance of illness. BBA requests that parents respond within one hour of any notification of illness.

Berean Baptist Academy employs a school nurse to administer first aid, minor emergency care and assessments, and to liaison with medical responders when required.

## Medication

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Berean Baptist Academy will not issue over-the-counter medication to students without verbal parental consent at the time of administration. The school staff may administer prescription medicine provided there is a physician's note prescribing the medicine on file, a parental consent on file, and the medication remains in the original pharmacy labeled container containing directions and expiration date. All medications, whether prescribed or OTC, will be secured in the school office.

Some conditions such as asthma, allergic reactions, diabetes, etc., may require emergency medications. In these cases, the student may be permitted to conduct self-medication provided the student is able to demonstrate the required level of maturity, and that both a physician's and parental consent form are on file in the central office. The principal or any school designee reserves the right to intervene and discontinue self-medication when the policy or health plan is not followed.

BBA does not assume any liability for students who self-medicate without physician and parental permission or for students who fail to follow the above school policy for medication.

## Asbestos

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All BBA buildings have been inspected by a licensed inspector and no "asbestos containing" building materials were found.

## Insurance

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Accident insurance covering students while at the school or while participating in an Academy sponsored activity is provided by Berean Baptist Academy. This insurance is supplementary to personal medical insurance. The school does not accept financial responsibility for accidents occurring at the school or school functions as agreed to in the liability release form. All questions regarding claims should be directed to the Director of Finance.

## **Immunization**

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BBA follows the state mandate for student immunization, and all parents are required to submit a current shot-record, or the authorized “religious objection” statement.

## **General Safety and Health Concerns or Announcements**

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### **Lunch**

BBA will serve lunch to any student who does not have a lunch. However, the student account will be charged the amount of the meal.

### **Vending Machines**

MS/HS students may purchase items from the vending machines during lunch. Classroom teachers may provide other opportunities for purchases as a reward for meeting class goals.

# Parent, Student, and Teacher Communication

## Student Email

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Every student 6th-12th grade at Berean Baptist Academy receives an official school email supported by Google. This email is the accepted means of communication between students and teachers. Students are expected to email their teachers with concerns, questions, and homework submissions from their school email with a proper subject line that contains their course name (Question regarding World History or World Literature: Review of *A Knight's Tale*).

Emails that do not come from the official school email or without a subject line may be delayed in being answered or missed depending on junk mail settings. Teachers are not expected to check their junk mail. The school email will be utilized for all RenWeb notifications.

## RenWeb

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Every BBA family is required to create a RenWeb Parent Account. This account provides the school with an accurate email address for critical and routine communications. Furthermore, this account allows the parent to view their child's grades, homework assignments, attendance records, and to receive information concerning upcoming events. Parents are encouraged to regularly monitor student homework and grades through RenWeb.

Note that posted homework may change as a teacher needs to adjust lessons plans accordingly throughout the week. Parents are encouraged to check for updates regularly during the school week.

## Elementary Packets

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Classwork papers are sent home per teacher preference. A test packet with note from the school will be sent home every Monday. Please sign and return by Wednesday morning. Parents may send a note requesting further review time; however, these packets should be turned in on Wednesday morning.

## Parent Teacher Conferences

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Berean Baptist Academy hosts two parent teacher conferences each school year. They are scheduled for the Friday following the close of the first and third quarters. Should a parent desire a conference outside of these times, they may email the teacher or call the school office to request a meeting.

## Teacher Email

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BBA faculty has an official school email supported by Google. The faculty emails are [firstname.lastname@bbafnc.org](mailto:firstname.lastname@bbafnc.org). Teachers are expected to communicate periodically throughout the quarter concerning special school events and major projects. Additionally, teachers are expected to return any emails within 24 hours of receiving an email, provided the email is received on a weekday. Any email sent on a weekend may have a delay in the response time.

Should you not receive a response, please call the school office requesting verification of receipt. If you feel that a teacher is not communicating in an adequate manner as described above, you may contact the respective department principal.

### **Conflict Resolution Procedures**

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Berean Baptist Academy operates in alignment with the teachings of Jesus Christ concerning conflict resolution. Parents are expected to speak with the teacher or appropriate administrative office via email, phone, or in a personal conference to resolve all academic and discipline issues before seeking the assistance of the principal. If a satisfactory resolution is not reached, parents may contact the principal to mediate a meeting between the parent or administrative office and the teacher. If a satisfactory resolution is not reached, the parent may request a meeting with the pastor or his designated representative, the principal, and the teacher or administrative office.

Believing that scripture forbids Christians from seeking lawsuits against one another, all members of BBC and those placing their children in BBA agree to submit to binding arbitration in the event that any matter cannot be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. Notification of arbitration can occur sixty days (60 days) after the initial meeting to resolve the conflict.

### **Online Teacher Evaluations**

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Teacher evaluations are posted online for parents. Any parent may submit an evaluation of their teacher's performance.

### **Parent Teacher Organization**

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Berean Baptist Academy has a voluntary PTO program. The PTO exists to provide support to the BBA faculty and administration. The PTO board consists of a president, vice-president, treasurer, secretary, parent liaison, and teacher liaisons. The PTO meets at least quarterly to plan and coordinate events that support the school and assist in fundraising.

### **Parent Volunteers**

In conjunction with the PTO board, the Academy will maintain a list of volunteers who are willing to help the school. If you are able to volunteer, and would like to be added to the list, please contact a member of the PTO board or the school office. We do require all volunteers to dress accordingly and act in accordance with the Academy's standards. All volunteers must give permission for a criminal background check to be conducted before volunteering at BBA.

## **Student Programs and Organizations**

### **Athletics**

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Intramural basketball and cheerleading are offered to students in 3rd-5th grade. More information is provided to the students throughout the year.

Berean Baptist Academy offers middle school, junior varsity, and varsity sports depending on student participation levels. The sports that are offered for young ladies are volleyball, basketball, cheerleading, golf, soccer, and cross-country. The sports that are offered for young men are soccer, basketball, golf, baseball, and cross-country.

All athletes must maintain the eligibility requirements as outlined in the **Athletic Manual**. The athletic department issues this manual before each season, and it requires both parent and player signatures before competitions begin.

### **Fine Arts**

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Students are encouraged to participate in the Fine Arts program at Berean. Opportunities are provided to students to provide performance opportunities to students through various school programs. In addition, students in grades 3 – 12 participate in the North Carolina Christian School Association (NCCSA) fine arts competition in the areas of academics, speech, music, and Bible.

### **Student Government**

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Berean Baptist Academy operates a student government under the supervision of a designated faculty member. The Student Government plans, coordinates, and leads chapel services, student outreach events, and special in-school events to include the annual Get Acquainted Days, Homecoming, and Spring Formal. The student body votes members to the government in May for the upcoming school year. All officers and representatives are expected to attend meetings during the summer. Student government positions consist of a president, vice-president, treasurer, secretary, and two representatives from each grade. Qualifications are maintained in the principal's office and can be requested.

### **Fundraisers**

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Berean Baptist Academy holds fundraisers each year. These present a fun and exciting opportunity for students to demonstrate school spirit, help the school and enjoy a bit of friendly competition. Funds raised support a specific school need. Parental participation in fundraisers is greatly encouraged and appreciated!

### **Yearbook**

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Berean Baptist Academy in connection with the yearbook publishers makes every attempt to have the yearbooks available in the month of May. Provided there are no delays in capturing spring events the yearbooks there yearbooks should be available. If for any reason the yearbooks are not available by the end of school, parents will be notified. The yearbook staff and advisor produce the yearbook with assistance from a professional yearbook publisher. It serves as a colorful and endearing reminder of the special times and experiences that characterize students' days at Berean Baptist Academy. Parents may support the yearbook with business ads and personal congratulatory messages. Details are sent home each year regarding this opportunity.

## **Community Service**

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All grades participate in some form of community service, and all students are expected to participate in community service projects. Failure to participate in the community project may also limit their participation in other activities such as field trips. Participation in these projects helps us to fulfill part of our mission which is to train students to serve the Lord and others.

As a school, we participate in corporate community projects together. In addition to any school-wide community projects, students are expected to participate in departmental or individual class service project. Any community service projects will be communicated in advance to school families.