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ARTICLE I INTRODUCTION

Section 1.1 Philosophy of Christian Education

Berean Bible Baptist Academy (BBBA) is dedicated to the belief that true wisdom can only begin with a clear understanding of the Bible. We believe that Biblical wisdom manifests in the knowledge and fear of the Lord which results in a hatred of sin and a love for truth and righteousness, as Proverbs 9:10 says, *“The fear of the LORD is the beginning of wisdom: and the knowledge of the holy is understanding.”* Since knowledge is factually the same for both the Christian and non-Christian alike, in order for one to gain wisdom as God desires us to have, we must recognize God as the supreme source of all knowledge and wisdom. We believe that as Creator of this universe, God, through His Word, has given us an instruction book with which to guide our lives. Deuteronomy 6:5-7 says, *“And thou shalt love the LORD thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up.”*

We therefore accept His right to govern all the affairs of man including the education of those whom He has created. Because God instituted the local church, BBBA is a ministry of Berean Bible Baptist Church of Chula Vista. We are told in Proverbs 22:6 to *“Train up a child in the way he should go: and when he is old, he will not depart from it.”* This biblical command can only be fulfilled through the combined efforts of the home, the local church, and the school.

Section 1.2 Purpose of Christian Education

- 1.2.1 It is our desire and aim to help parents fulfill their legal and spiritual responsibility to train their children. Both the Word of God and the laws of the State of California are clear in making parents responsible for the education of their children.
- 1.2.2 Our goal is to mold a young person who demonstrates academic excellence, and displays the spiritual and social maturity to glorify God by:
 - 1.2.2.1 Offering a Christ centered program of education with high academic standards relating all subject matter to God's Word;
 - 1.2.2.2 Teaching the fundamental elements of education and bring each of the students to the place where they can read with comprehension, compute accurately, spell correctly and write both legibly and intelligently;
 - 1.2.2.3 Helping parents direct according to biblical standards, the development of every student: spiritually, intellectually, physically, and socially;
 - 1.2.2.4 Developing, where possible, each student's talents in service for God within the local church.

Section 1.3 Principles of Christian Education

- 1.3.1 Because the philosophy and purpose of BBBA is to train young people to bring honor and glory to our Lord and Saviour Jesus Christ, all rules and guidelines established in this handbook will be aimed at accomplishing that purpose. Since we believe that training a young person is accomplished

in a consistent manner through home, church and school, when a young person enrolled at BBBA has an attitude or character that does not reflect a Christ-like attitude, or has been involved in immoral behavior) whether at school or away from school, they will be asked to withdraw.

1.3.2 Since we are a ministry of Berean Bible Baptist Church, all families, (parents and children) who have children enrolled at BBBA are expected to be active, regular attending members of an Independent Bible-believing Baptist church. Regular attendance is defined as being at least 3 of the 4 weekly services

1.3.2.1 BBBA is not a reform school and attendance is a privilege and not a right.

1.3.2.2 BBBA will accept students from other Independent Baptist churches as long as that church is of like faith and practice and the student(s) and the parents agree by written statement that they believe the doctrines as listed in Section 2.0 (Statement of Faith) of this handbook.

1.3.2.3 They must also sign all regular paper work that is required for ordinary enrollment of Berean Bible Baptist church members which includes, but is not limited to, acceptance of handbook, financial obligations and discipline statements.

1.3.2.4 Since BBBA is a ministry of Berean Bible Baptist Church, their pastor will also be asked to sign an agreement accepting Berean Bible Baptist Church doctrinal stands and will be asked to fill out a questionnaire regarding their involvement in the local Baptist churches as a student and as a parent of those students.

- 1.3.2.5 Just as it is with members of Berean Bible Baptist Church, if it becomes apparent that they are not regularly attending the local church (3 out of 4 services) their continued enrollment will be subject to review and they may be asked to withdraw.

ARTICLE II STATEMENT OF FAITH

The BBBA hold to the Statement of Faith of Berean Bible Baptist Church of Chula Vista. A copy of the full Statement can be obtained at the School office upon request. A brief summary of the Statement is as follows:

- 2.1 We believe the Bible to be the perfect and infallible Word of God and that the King James Bible is the most accurate transmission of God's Word in the English language. We believe the Bible was written by men under God's divine inspiration and control; inerrant and infallible in whole and in the part, in all areas, in the original manuscripts, and the complete and final authority in faith and life. (1 Thes. 2:13; 2 Tim. 3:15 - 17; 2 Pet. 1:20, 21; Psalm 19:7-9; Rev. 22:18-19).
- 2.2 We believe in the Biblical account of creation; that by His Word, God created the heavens, the earth, and all their hosts; that man was created by God in His own image; that each individual is a living person from the moment of conception. (Gen. 1:1-31; 2:7; 5:3; Exodus 20:11; Heb. 11:13; Psalm 139:13-16; Lk. 1:41, 44; Jn. 1:3; Rom. 5:12-24; 1 Cor. 15:22; Col. 1:15-19; Heb. 11:3).
- 2.3 We believe in one God, eternally existing in three persons – the Father, the Son, and the Holy Spirit - Who are identical in essence, equal in power and glory, and possess precisely the same attributes and perfection. (Deut. 6:4; Matt. 28:19; Lk. 3:22; 2 Cor. 13:14).

- 2.4 We believe that man was created in the image and likeness of God, in innocence and without sin. But in Adam's sin the race fell, inherited a sinful nature, became spiritually dead and separated from God. (Gen. 1:26; 3:1-24; Rom. 3:10-18; 5:12, 19; Eph. 2:1-3).
- 2.5 We believe that the Lord Jesus Christ, the eternal Son of God, became man without ceasing to be God; having been conceived of the Holy Spirit and born of a virgin, in order that He might reveal God and redeem sinful man by voluntarily giving Himself as a sinless sacrifice on the cross (Jn. 1:1,2,14,18; Lk. 1:34,35; 24:36-43; Rom. 2:12,13; 3:24-26; 8:34; Heb. 4:14-16; 2 Cor. 5:21).
- 2.6 We believe that salvation is the gift of God's grace given to all who believe and place their faith in the shed blood and bodily resurrection of our Lord and Saviour Jesus Christ. The all-sufficient and completed work of Redemption accomplished through His death and resurrection is fully appropriated at the moment in time by those who receive by faith the free gift of salvation offered in the one true Gospel. (Rom. 1:16; 5:1; 10:17; Acts 16:14b; Eph. 1:7; 2:8, 9; Jn. 1:12, 13; Rom. 9:16; 2 Cor. 5:21; Phil. 1:6; Titus 2:11-14; 3:5-7; 1 Pe. 1:18- 19; Jn. 5:40; 6:44; 3:36).
- 2.7 We believe all regenerated people are baptized into the Body of Christ by the Holy Spirit the moment they receive Christ as their Savior. The local church, as established in Scripture, is made up of redeemed individuals who have joined together for worship, instruction, fellowship, and service, exhibiting the true love of God to each other (Matt 16:16-16; Jn 1:12; Acts 15:6-11; Rom 8:9; 8:14-27; 10:13-17; 1 Cor 1:2; 10:32; 12:13; Gal 3:2,14; Eph 2:13-18; Js 1:18).
- 2.8 We believe that all Christians are first to be separated wholly unto the Lord, then as a necessary result: separated from worldly and sinful practices being holy

and opposed to the course of this present age; separated from apostasy and unbelief; separated from disobedient brethren and doctrinal compromise with respect to all ministry and service; and separated from those who are not walking according to truth (Amos 3:3; Rom 12:1-2, 16:17; 1 Cor 6:19-20, 15:33; 2 Cor 6:14-18; Gal 2:9-11; 2 Thes 3:6,14-15; 1 Tim 6:3-5; 2 Tim 2:19-22, 3:1-5; 1 Pet 1:13-16; 1 John 2:15-17; 2 John 10-11).

- 2.9 We believe that civil government is ordained of God for the welfare of human society to promote and protect the good and to restrain and punish evil. Christians should pray for rulers and for those that are in authority over them and to give due loyalty, respect, and obedience to them. However, where the demands of civil law would militate against the supreme law and will of God, Christians should obey God rather than man (Dan. 4:17; Matt. 22:17-21; Acts 4:19, 5:29; Rom. 13:1-7; 1 Tim 2:1-4; Acts 23:5; Titus 3:1; 1 Pe. 2:13,14).

ARTICLE III SCHOOL POLICIES AND PROCEDURES

Section 3.1 Accreditation

- 3.1.1 *A Beka Academy* credits on the basis of its accreditation through FACCS. They are also a member of the Association of Christian Schools, International (ACSI). Its courses have been approved for NCAA scholarship eligibility, as well, and its students have been accepted into many colleges across the United States. For an additional annual fee, parents have the option to enroll their child to be under the A Beka accreditation program. Our school follows the very same strict guideline that is approved by their program.

- 3.1.2 Accreditation by a stated governmental agency is an administrative mechanism designed as an attempt to attain uniform education for all children in government schools. It was established as a governmental means of causing local public school districts to meet what the state educational agencies determined to be minimum academic and facility standards for government schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may not be Christian, nor have a Christian philosophy of education.
- 3.1.3 Accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests. This school does not seek accreditation by any outside educational institution, but does endeavor to provide the highest possible academic program.

Section 3.2 Administration

- 3.2.1 BBBA is a wholly owned ministry of Berean Bible Baptist Church of Chula Vista, which is incorporated under the rules and regulations of the State of California and considered a non-profit, tax exempt organization under both the California FTB Code 23701d and IRS Section 501(c)(3).
- 3.2.2 The daily operations of BBBA are under the administration of the Administrator/Principal who in turn answers to the Pastor of the church.

Section 3.3 Admission

BBBA will accept students that are members of a local Independent Baptist church that agree with our doctrinal and separational stand regardless of race, color, or national and ethnic origin. If your desire is to enroll your child(ren) at BBBA, please fill out the Application Form as soon as possible; enclose your registration fee of **\$ 200** plus **\$ 250** for the books per child and return no later than three weeks prior to start of school. Once we receive the application we can begin the process of enrolling your child. The cash or check (made payable to Berean Bible Baptist Academy or BBBA) you send for the registration and books will be held until your child has been accepted. Once he/she has been accepted as a student(s), the cash or check will be deposited. If we are unable to accept him/her, your cash or check will be returned with a letter of explanation why we cannot accept your child. If applicant is **6th grade** or below please have the parent fill out application. All **7th – 12th grade** students should fill out their own applications and have their parents sign accordingly.

3.3.1 Admission Procedures

- 3.3.1.1 This Student Handbook must be read thoroughly. We reserve the right to make changes or revisions to this Handbook at any time.
- 3.3.1.2 Fill-in, sign, and submit the Application for Enrollment along with accompanying fees.
- 3.3.1.3 Schedule a parent, pupil, and Pastor's interview. Parents will be notified of acceptance within one week.
- 3.3.1.4 Attend a Parent or Guardian and student orientation.
- 3.3.1.5 Provide a copy of the latest Immunization Record.

3.3.2 Age

A student must be 4 years and 9 months of age by September 1 of the school year to be considered for the Kinder 5 program.

3.3.3 Placement

Upon enrollment, a Diagnostics Test may be administered as a tool of placement. It is the basis on which a student is promoted or retained.

3.3.4 Financial Information

This Academy is dependent upon the registration and tuition of the students and gifts for operating expenses. All contributions (except registration and tuition) are tax deductible. We reserve the right to use the school finances in any way we deem necessary and/or appropriate.

We require prompt payments of all financial obligations. Students will not be allowed to begin a new school year unless all previous financial obligations are paid in full.

3.3.5 Fee Schedule – See Enrollment/Re-enrollment forms

3.3.6 Miscellaneous Expenses

The following are other expenses that may be incurred to students during the course of the school year:

- Fine Arts Competition (Lancaster, CA)
- Extra resource books
- Lost report card
- School yearbook
- Sports fees
- Property damage
- Field trips

3.3.7 Billing

Payments are computed either on a 9-month, 10-month, or 11-month schedule. Tuition is due on the first of each month. In the event that it should become necessary to withdraw a student, Parents are responsible for the current month's tuition payment. A **\$15 late fee** will automatically be charged if payment is not received by the tenth of each month of the school year. If payment has not been made by the last day of the month, BBBA has the right to refuse admittance to school until tuition is brought current. An account that remains delinquent until the first of the following month, may constitute the suspension of the student until tuition is brought current.

There will be a **\$ 25 fee** charged for any returned checks. Two returned checks will require future cash payments only.

3.3.7 Refund Policy

Any refunds for unused months may only be given for reasons of expulsion, early withdrawal, or residence relocation. The application and registration fees are non-refundable and non-transferable. Tuition already paid for the first month of the school year is non-refundable and non-transferable should the students cancel for any reason.

3.3.8 Payment Procedure

Payments for tuition and other school fees should be made at the school office in person between 8:00 am – 4:00 pm, Monday through Friday. It can also be mailed at the church mailing address: 881 Kuhn Drive, Suite 102, Chula Vista, 91914. Checks or money order should be made payable to BBBA.

Section 3.4 Affiliation & Curriculum

- 3.4.1 BBBA is affiliated for educational purposes with the A Beka Academy in Pensacola, Florida. This curriculum is hailed throughout the nation for its strong integration of biblical truth with a high level of scholastic training. Together with over 38,000 other students enrolled, we use the DVD curriculum offered by them. We believe that when used properly and consistently with their recommendations and procedures, any student can and will (based on student's desire and performance) get excellent education coupled with Biblical truth.
- 3.4.2 English, Math, Science, History, and Bible are the subjects comprising the core curriculum of BBBA. High school electives include Spanish I and II, choir, ensembles, violin, string instruments (guitar, ukulele, bandurria), home economics, physics, plane geometry, pre-calculus, keyboarding, and speech.
- 3.4.3 The Statement of Faith and Practice given by the A Beka Academy (<http://www.abekaacademy.org>) is in agreement with the doctrines and principles of this church/school. Because of that, we know that the curriculum will not be filled with humanism and false teachings, and will give the students a sound, Bible based education.

Section 3.5 Attendance

- 3.5.1 A written excuse signed by a parent or legal guardian must be presented at the office when a student returns to school after an absence. A phone call by the parent or guardian is appreciated on the day of the absence; however a note is still required. If there is no written note, it is noted as an unexcused absence.

3.5.2 These are the only excused absences:

- Illness (to be verified),
- Quarantine under the direction of county or city officials,
- Medical, dental, optometry or chiropractic appointments,
- Funeral services for a member of the immediate family,

3.5.3 All students will be given the equivalent of five (5) days during the school year to use for personal reasons aside from those listed above. Once a student has accumulated five (5) days, any other absences outside of those listed in numbers 1 – 4 will be noted as unexcused absences.

3.5.4 Whenever possible, doctor, dentist, music and all other appointments should be scheduled in the afternoon or after normal school hours. Foreseeable absences for personal or medical reasons should be covered by having a note sent in advance.

3.5.5 Excessive absences will inhibit a student's progress. This is particularly true in classes like PE where one's presence is required to accumulate the necessary class hours for credit.

3.5.6 All students are expected to be in school for the complete day. Any variation from this should be preceded by a note from a parent on the day that the student will leave early.

3.5.7 Students are considered tardy if they are not in the correct learning center and in their seats at the start of the school day, or in their seats at the end of a break, ready for study within three (3) minutes after

the bell/whistle has sounded. Tardy students at the beginning of the school day will be noted on their report cards and cannot be excused unless there is a signed note from the parent/guardian at the time of the tardy. Tardy students from class breaks will be given demerits.

Section 3.6 Attitude

- 3.6.1 “School Conduct” and “Classroom Conduct” are rules that are given to help the school and classrooms operate more efficiently. It is impossible to have the foresight to be able to predict every situation and have a rule for it when that offence occurs. Our desire is not to make it so strict that the students cannot have fun, nor is it our desire to allow them to run the school. These rules are set to give the student a guideline of what they can and cannot do. If a student is a part of or causes an offence that has not been specifically mentioned, it will be dealt with under the criteria set forth under Article V – Discipline Policies.
- 3.6.2 The administration/staff of BBBA reserves the right to question the conduct of any student that is not in agreement or practice with the attitude and philosophy of this church and/or school. The Bible tells us that our actions in life come from our heart (Prov. 20:11; 23:7; Matt. 12: 34-37; Luke 6:45; Prov. 16:9). When a student continues in an attitude or action that disrupts the school, the parents will be notified and they may be asked to withdraw.

Section 3.7 Automobile Policy

- 3.7.1 No student may drive on campus without a valid California Drivers License and proof of insurance. If a student will be driving to school either by

himself/herself, or carpooling, a copy of the driver's license and proof of insurance must be on file in the office.

- 3.7.2 Both parents and administration must approve all students carpooling.
- 3.7.3 After arriving at school, students will not be allowed to return to or loiter around their cars. If a student needs to get something from his car, he must get permission.
- 3.7.4 No two or more students should ever be alone in a vehicle without an adult in the vehicle at the same time. Under no circumstances will a boy and girl (who are not related) be allowed to arrive at or leave the campus alone.
- 3.7.5 After school, and any school-related function, students will not allowed to be taken home by the parents of/or another student without written permission from the parent/guardian of the student needing to be taken home.

Section 3.8 Books and Magazines

- 3.8.1 Students will be allowed to bring other appropriate books apart from their own textbooks, to read after their scheduled lesson for the day is completed.
- 3.8.2 If the book that is brought is viewed and found inappropriate by the school personnel, that student will be asked to take the book home and not bring it back.
- 3.8.3 The only magazines that will be allowed at school will be those used by the student for research and only then if that magazine is approved prior to it being used in the classroom.

Section 3.9 Boy/Girl Relationships

- 3.9.1 School staff will discourage any form of dating and boyfriend/girlfriend relationships among students at BBBA.
- 3.9.2 Pairing off as couples during school hours and functions will not be allowed.
- 3.9.3 All students are to keep their hands to themselves. No hitting, kicking, or display of inappropriate affection allowed. Violation could lead to demerits, detention or expulsion. Public display of affection between two students will result to suspension on first occurrence and expulsion on the second offence.

Section 3.10 Break Times

- 3.10.1 There is only one break (recess) time in the morning - 10:00 am to 10:20 am

Section 3.11 Campus Property

- 3.11.1 No student is allowed in any other area of the BBBA campus except for the area around the school.
- 3.11.2 All other places on the BBBA campus are off limits except when given written permission by school personnel, and/or accompanied by school staff. A note of approval to be elsewhere on campus by the parents must also be approved by the school administration.

Section 3.12 Classroom Property

- 3.12.1 Students are NEVER allowed to have access to any test/quiz and teacher answer keys.
- 3.12.2 Necessary items, such as reading books and/or DVDs from the library, may be taken home only if checked out by the school personnel.
- 3.12.3 If an item is lost while in the student's possession, he/she will be responsible to replace it at the current replacement cost.

Section 3.13 Closed Campus

Students may not leave school grounds during school hours without written permission from their parents/guardian, and verbal acknowledgement of said parental permission by school personnel prior to leaving.

Section 3.14 Communication Between Parents and Teachers

- 3.14.1 The most common form of communication to the parent(s) is the ***“Communication Envelope.”*** Please do your best to read all correspondence as this is your way of knowing all that is going on at school and understand what is being done and what is expected of you.
- 3.14.2 All general information will be sent home with the oldest child, while personal information will be sent home with the individual child.
- 3.14.3 Please help your child to remember to return the ***“Communication Envelope.”*** The following day, because each day that it is not returned your child will receive one Demerit after two Warning Tickets.

- 3.14.4 Everything will be done to keep the lines of communication open between parents and teachers. If at any time you have a problem that you need to discuss with the administration, please feel free to call either at home or at school and discuss it.
- 3.14.5 Other forms of communication that will be utilized are text and/or e-mail. The school Administrator will at times communicate pertinent information to all parents via text and/or e-mail. We advise that all parents check your e-mail on daily basis. A hardcopy of the e-mail message will also be sent to children whose parents do not have an e-mail address on file.
- 3.14.6 There would be instances that communication is transmitted via text messaging through cell phones. Parents who do not have text messaging shall be contacted by a phone call.

PARENTS, PLEASE ACKNOWLEDGE THAT YOU RECEIVED THE INFORMATION INSIDE THE “COMMUNICATION ENVELOPE,” BY SIGNING AND WRITING THE DATE ON THE APPROPRIATE LINE, ON THE DAY YOU RECEIVE IT.

Section 3.15 Field Trips

- 3.15.1 During school-sponsored field trips, students are required to wear PE uniforms unless a note is sent from the administration stating otherwise.
- 3.15.2 Field trips are for the enjoyment of BBBA students, parents of those students and the staff members. Family members who are younger than school age are welcome to go as long as their parent is going as an adult chaperone. Chaperones and drivers will be at the discretion of the administration and will be expected to abide by the dress codes in Article VII of this Handbook.

Section 3.16 Fighting

- 3.16.1 Fighting and or provoking a fight either verbally or physically will not be tolerated and will be punished with nothing less than a three (3) day suspension and possibly an expulsion.
- 3.16.2 Students will be encouraged and taught to follow Biblical principles when another student has offended them (Matt. 18:15-16; I Cor. 13; Rom 12:14-21; Heb. 10:24).

Section 3.17 Gum, Candy and Food

Chewing gum, candy or food in any class or chapel is not allowed. Students doing so will receive two warnings prior to being given a demerit. Gum and seeds (i.e., sunflower, pumpkin, watermelon, etc.) are not allowed in the classrooms and church auditorium due to the difficulty they create in cleaning. All food except for class parties and during rainy days is to be eaten in the designated lunch areas only.

Section 3.18 Kitchen Appliances

The microwave oven, refrigerator, and stove located in the kitchen cannot be used by the students. However, all students requiring the use of the microwave oven during breaks and lunch times must do so under the guidance of an adult staff or parent volunteers.

Section 3.19 Language

Use only words and conversation that glorifies the Lord! Those who use vulgar or profane language or gestures will be subject to suspension. Repeated offences could lead to expulsion. The things which fit into this category will be at the discretion of the administration (Eph. 4:29; Matt. 12:34-37; Eph 4:29; Luke 6:45; Prov. 23:7).

Section 3.20 Library

- 3.20.1 Students may never take out books, DVDs or videos from the library unless they have checked them out through the school staff or someone assigned to that position.
- 3.20.2 Any material checked out has a limit of three (3) weeks (including those checked out for academic studies) unless prior arrangements for an extension have been made by the administration.
- 3.20.3 A fine of 10 cents per day will be given for overdue material which will be billed to the student's account. Any items lost will be billed to the borrower's parents at the current replacement costs.

Section 3.21 Lunchtime

- 3.21.1 Lunch time will be from 11:30 am to 12:15 pm for all K-6th Graders and 12:15 – 1:00 PM for 7th – 12th Graders.
- 3.21.2 All students must spend the first 20 minutes of their lunchtime eating, before being involved in extra-curricular activities.
- 3.21.3 No class work is to be conducted during lunchtime except if a student is finishing a test or is serving an In School Suspension (ISS).

Section 3.22 Memory Work

All Bible verses receiving credit are to be word perfect with the reference if tested orally and word perfect and spelled correctly with reference if written.

Section 3.23 Parental Involvement

- 3.23.1 Parents are asked to help as volunteers at least one day per quarter in the classroom, preferably in the same classroom where one of their children is. This will help parents understand the challenges of the classroom.
- 3.23.2 We want the parents to be involved in the everyday process of their children's education. We welcome constructive criticism (in a loving manner) and value your opinions. Please be honest with us, as we will be with you.
- 3.23.3 If your child ever comes home from school complaining about the discipline or a particular policy, please follow these guidelines before making any decisions:
- 3.23.3.1 Never criticize in front of your children,
 - 3.23.3.2 Support the administration by calling the school and getting all of the facts,
 - 3.23.3.3 Realize that there are always two sides to the story and your child's reporting may be emotionally biased and not contain all the facts,
 - 3.23.3.4 Realize the school has a reason for all the rules and that they should be enforced without partiality,
 - 3.23.3.5 Give the staff of the school the benefit of the doubt.
 - 3.23.3.6 If you will take these steps whenever your child comes home grumbling or complaining, it will help alleviate a lot of problems.

Section 3.24 Parent Dress Code

- 3.24.1 While parents are on campus or at school-related functions, it is requested that parents abide by the dress codes set forth in Section 7.2 of this handbook.
- 3.24.2 Parents must set the example for their children. If the parents do not obey the rules, they should not be surprised when their children don't follow the rules -- they were only following the examples set for them.

Section 3.25 Parent/Teacher Conferences

BBBA has an open door policy. Parents are encouraged to contact the school the moment they have concerns or questions. The school will do likewise. The best time to set appointments is after 12:00 noon. Mornings are not usually workable.

Section 3.26 Parties

Parties are not school sponsored unless a letter from the school administration is sent home.

Section 3.27 Physical Contact

There is to be no physical contact between boys and girls while at school or any school related function. "*Abstain from all appearance of evil*" (I Thes. 5:22) is an excellent principle to follow when considering your relationship with another student.

Section 3.28 Property

- 3.28.1 Even though we are leasing our current spaces, any school property that has been marked-on, defaced, or broken is to be replaced at the offending student's expense. Defacing of school property could lead to suspension or expulsion.
- 3.28.2 Personal Property
 - 3.28.2.1 Any item(s) brought from home to be played with by a student must be approved prior to bringing. Basketballs, volleyballs, and kick balls are excluded. However, remember that the staff is not responsible for personal items brought from home, should an item be damaged or broken.
 - 3.28.2.2 Hand-held video games and learning devices such as encyclopedias, dictionaries, or calculators are not allowed at school, or to be used for schoolwork, unless permission is granted.
 - 3.28.2.3 Weapons of any kind are not permitted.
 - 3.28.2.4 Radios, CD players, MP3, Itouch or Ipod players, CDs, DVDs, music tapes, etc. are not allowed unless permission is given for school use.
 - 3.28.2.5 Cell phones are not allowed during school hours. See Section 3.36.
 - 3.28.2.6 Please label all clothing behind each tag with the student's name.

Section 3.29 School Hours

- 3.29.1 Daily assembly is at **8:15 am**. Regular class time runs from **8:30 am – 3:00 pm** Monday through Friday.
- 3.29.2 PE times are Mondays and Fridays from 2:30 – 3:00 pm. Students can come to school in their PE uniforms ONLY on Fridays.
- 3.29.3 String Instrument classes will be scheduled on Mondays from 3:00 – 4:00 pm and Wednesdays from 3:00 – 5:00 pm. These are for all students enrolled in the string instrument classes.
- 3.29.4 Home Economics (Family Consumer Science, Pottery, Basket Weaving, Sawing & Knitting) and Keyboarding will be from 12:45 – 1:30 pm every Mondays and Thursdays.
- 3.29.5 Kindergarten (K4 and K5) is 8:00 am – 12 noon daily.
- 3.29.6 Any change in times will be made known through correspondence in the **“Communication Envelope”** or via **text** and **e-mail**.

Section 3.30 School Office

The school office is off limits to students, unless they are accompanied by an adult or have been sent there by the administrator for a conference.

Section 3.31 School Supply Room

The designated school supply rooms are off limits to all students, unless permission is granted to be in there. Anything taken from the supply area without permission is considered stealing.

Section 3.32 Snack Sales

The school ASB will sell bottled water and juices at a reasonable cost. On occasion, there will be an assortment of chips, cookies, and other snack items. These will be available at breaks, lunchtime or even after school.

Section 3.33 Speed Limit

The campus speed limit is 5 MPH. Please abide by the speed limit for the protection of the students and adults.

Section 3.34 Sporting Events

At sports games, all families need to be sensitive to keeping a quality testimony with other schools and guests. Please, no poor sportsmanship (yelling at referees, booing, griping, etc.). It is important that we maintain a Christ-like spirit and attitude at all times.

Section 3.35 Student Medication

3.35.1 Physician-prescribed medications must be held in the office for the student. The **Medical Dispensation Approval Form** must be filled-in and signed by parents or legal guardian.

3.35.1.1 A note of explanation about the medication, dosage and time, must accompany all medications.

3.35.1.2 Instruct your child about these matters,

3.35.1.3 Clearly mark the container with the child's name and dosage,

3.35.1.4 Please make the office aware of any possible reactions (clearly indicate this on the **Medical Dispensation Approval Form**).

3.35.1.5 The school cannot be responsible for all medication times.

3.35.1.6 The school will provide first aid when necessary and inform parents if decisions for medical treatment must be made. Please make sure to fill-in the attached **Consent for Medical Treatment Form.**

3.35.1.7 School staff will allow a student to take medication (Tylenol, antibiotic ointment etc.) only with written permission by the parent/guardian as signed on the first page of the enrollment form and/or a one-time signed permission as indicated on the **Medical Dispensation Approval Form.**

Section 3.36 Telephone (LAN and Cellular)

3.36.1 The school telephone is reserved for official school business and emergencies only. Students and parents will not be allowed to use the telephone on campus except in the case of an emergency. Forgetting a homework notebook signed, and leaving items at home or wanting to ask mom or dad something does not constitute an emergency. Permission is required prior to using any church or school telephone.

3.36.2 All student cellular phones shall be turned OFF at the beginning of the school day class time and can be turned back ON at the end of each school day.

3.36.3 Absolutely NO telephone calls will be made or received by the student during school hours without permission from any of the staff members.

- 3.36.4 All incoming calls and all incoming messages will be taken for students and staff and will be posted in the school office with the exception of emergencies.
- 3.36.5 A student may give a message to the teacher, which will then be forwarded to the staff, who will attempt to contact a person on behalf of the student's need.

Section 3.37 Visitors

A student may not bring a visitor to school unless permission has been granted through the administration prior to the visit.

Article IV CLASSROOM POLICIES

Section 4.1 Conduct

- 4.1.1 Please observe the general and study rules for our classroom.
- 4.1.2 Please review and understand the class procedures as given. Any willful disobedience of the rules, after a verbal warning has been issued and recorded, will be considered as defiance or rebellion towards authority and appropriate discipline will be issued. Please see Article V for discipline and procedures.
- 4.1.3 Under no circumstance is a student allowed to play, pause, skip, or rewind the DVD player without adult supervision. Adult supervision does not include another student, regardless of the other student's age.
- 4.1.4 Students must keep an academic balance at all times in all subjects they are doing. Sometimes

there may be circumstances beyond our control, which will not allow that to happen, then adjustments will be made. If an academic balance is not being met, a hold may be put on some subject (s) until a balance is achieved.

- 4.1.5 A student must have an average of 90-93 to be on the B-Honor roll and 94-99 to be on the A-Honor roll (see Section 4.6). Other requirements for Honor Roll may be added (such as memory work), but the parents must be notified in writing of those requirements.
- 4.1.6 Talking and disruptive action in the class WILL NOT BE TOLERATED. Actions as these will be given demerits after the first and second Warning Tickets have been issued and recorded. An accumulation of demerits can lead to corporal discipline. A continued disruptive spirit will be considered as defiance and/or rebellion towards authority and appropriate discipline will be issued. Please see Article V for discipline and procedures.
- 4.1.7 If it is necessary to ask another student in the class something, a student may do so only by asking permission from the monitor or teacher. DO NOT GET OUT OF YOUR CHAIR TO ASK PERMISSION.
- 4.1.8 Students may be allowed to study with each other for tests, but only after asking permission from the teacher. The following are the guidelines for studying together. (Demerits will be given for breaking a rule.)
 - 4.1.8.1 If it becomes apparent that a certain student(s) is taking advantage of the privilege of studying together, that student will no longer have the privilege.

- 4.1.8.2 Girls are never allowed to study with boys, or boys with girls.
- 4.1.8.3 Remember to keep quiet while studying with another student.
- 4.1.8.4 If students are studying together for tests, the test application must be signed and the student must be ready to take the test when done studying.
- 4.1.8.5 Boisterous activity (including laughing) can mean students are not studying, and may be asked to return to their desks.
- 4.1.8.6 The time limit for studying together is 20 minutes.
- 4.1.8.7 If a break time is called while studying together, the end of the break time constitutes the end of studying together regardless of how much time was spent studying together before the break time.
- 4.1.9 A student should bring what he needs to study with to class (i.e. notebooks, pencils, paper, homework slips, applications to test, etc.)
- 4.1.10 It is the responsibility of the student to know the verses assigned to each Bible memory test. They will be required to not only write the verse but say the verse word perfect at the end of all tests. All words, including reference, must be spelled correctly.
- 4.1.11 It is the student's responsibility to see that one of the parents sign the homework notebook as an acknowledgement that homework was completed. If it is not signed, it will be counted as a violation after the first and second warning tickets and demerits will be issued.

- 4.1.12 In the case of an absence, it is the responsibility of the student to bring a written excuse from home on the day that he returns to school or it will be listed as an unexcused absence and will go on his record as such.
- 4.1.13 All students are expected to be in school for a full day. Any variation from such should be preceded by a note from a parent on the day that the student will leave early.
- 4.1.14 Students are expected to bring necessary items to school. Permission will not be given to call parents to bring PE clothes, books, or homework, if they have been left at home. Failure to bring something may cause an “F” or “Incomplete” for the day.
- 4.1.15 Students are not allowed to use electronic devices such as calculators or laptop computers, unless permission is granted.
- 4.1.16 All writing must be legible or the student will be asked to repeat the section.
- 4.1.17 All backpacks, notebooks, school equipment, clothing, etc, that is brought to school must follow the previous rule.

Section 4.2 Certificate of Recognition

When your child receives a score of 100% in Phonics, Reading, Math, English, or Word Building, a “Certificate of Recognition” will be sent home so you will know how **well** your child did on his or her test. You may want to keep these notices to compare with the report card.

Section 4.3 Discipline Notice

As stated in Article V, when a student has either received or is about to receive some form of discipline, parents will be notified of such. Please feel free to call if you have any questions regarding the notice. Every effort will be made to inform you of any discipline problems.

Section 4.4 Homework Notebook

If a student fails to complete their school work at school, a homework notice is sent home via the Homework notebook. It is the responsibility of the student to do the homework, but the parents must sign and date the Homework notebook acknowledging that their child has homework. If a student returns the following day with an unsigned homework, a demerit will be given after two written Warning tickets have been issued for past violations. An accumulation of demerits will lead to either In School Suspension (ISS) or discipline.

Section 4.5 Progress Reports

A three-week progress report will be sent home to parents. Then there will be a “Parent-teacher Conference” conducted at the end of each nine-week period or once every quarter. Report cards and student progress will be discussed during nine-week progress reports so that parents will know where their child(ren) stand academically.

Section 4.6 Honor Roll

At the end of each grading period an honor roll will be published. There are three honor rolls:

- Principal’s Honor Roll – student average for all courses is 98 or greater.
- A-Honor Roll – student average for all courses is 94-99.
- B-Honor Roll – student average for all courses is 90-93.

Section 4.7 Report Cards

Report cards will be sent home within one week of the end of the period. Please take the time to discuss the grades with your children. If you believe there is an error in the report card, please feel free to discuss it with your child's teacher first and then with the administrator, if necessary. Changes can be made if necessary. Any report card that is lost or misplaced will be replaced at the cost of \$10.00 which will be billed to the student's parents on the next billing cycle.

The grades for work completed will appear as a letter grade on the report card. These grade conversions are not to be confused with Honor Roll requirements.

% Grade	Letter Grade
99 - 100	A+
96 - 98	A
94 - 95	A-
91 - 93	B+
88 - 90	B
85 - 87	B-
82 - 84	C+
79 - 81	C
77 - 78	C-
74 - 76	D+
70 - 73	D
0 - 69	F

A standard Grade Point Average (GPA) is determined by assigning an "A" grade with 4 points, a "B" with 3 points and a "C" grade with 1 point. The total point values are added together and then divided by the number of letter grades received.

ARTICLE V DISCIPLINE POLICIES

It is the desire of the staff of BBBA to have each student lives his/her life in a way that is pleasing to the Lord Jesus Christ (II Cor. 5:20; Rom. 12:1-2; Col.3: 23). Young people need to be encouraged to live their lives according to the Lord, since it is not their nature to do so.

Encouragement for a young person comes through proper influences, (Prov. 13:20), examples (Rom. 14:7), preaching (Titus 1:3; Heb. 5:14), and DISCIPLINE when he/she has done wrong (Heb.12: 6-7; Prov.3: 12), through the home, church and school. The Bible promises that if a child is brought up in the direction he/she should go, he will not depart from it.

School discipline, as well as discipline in the home, must be given in love. One must realize that *“By mercy and truth iniquity is purged; and by the fear of the Lord men depart from evil”* (Prov. 16:6). Therefore, discipline should be administered out of mercy combined with the truth of God’s Word since *“Thy Word is truth”* (John 17:17).

It would be nice to think that there would be no discipline problems, but we will have to discipline when it is necessary. We will always do our best to administer discipline with mercy and truth by sharing from God’s Word why what they did was wrong.

The Bible is clear that our actions reveal what is in our heart (Prov.23: 7; Matt.12: 34-37; Prov.4: 23; 16:9). When a student continues in the same direction after being warned verbally and/or disciplined, we can only conclude that there is rebellion in the heart and wonder if the student’s repentance was genuine. If other forms of discipline have been used such as, but not limited to, writing Bible verses, giving demerits, serving an ISS, etc. and there seems to be no change in the life and heart of the student and the attitude of that student has started to affect the other students, then the student will be asked to withdraw from

the school (Heb.12: 10-11; Matt.7: 16-20; Prov.10: 13; 13:24; 15:10; 17:10; 19:18; 19:29; 20:30; 22:15; 23:13; 29:15).

Since it is difficult to foresee every situation that may happen, we will give the policies for each form of discipline and then discipline that student in the best way to bring about a changed heart and life. One form of discipline, which will work for one student and bring about a changed heart, may not necessarily bring about a changed heart in the life of another student; thus a more severe form of punishment may be needed. One student's heart and life may change after receiving a demerit, while for someone else it may take writing sentences. If, after repeated attempts to discipline, such as writing sentences, serving an ISS, suspension, or a combination of these, there is no change, expulsion will be our last resort (Prov.22:10).

Section 5.1 Demerits

5.1.1 Students will be given demerit points for offenses as given on the following list. Demerit points are cumulative and any student who accumulates 100 demerits in one semester will be expelled. Demerits are not limited to the items in the following list, but rather serve as a guideline for which to discipline and to show what kind of behavior is unacceptable. Demerits will be erased at the end of the first semester and every student will start with a clean slate. They are not removed after some form of discipline has been issued.

5.1.1.1 Thirty demerits for the 4th through 12th grade students will bring about an In School Suspension (ISS); see Section 5.2.

5.1.1.2 Forty for the 1st through 3rd grade students will do the same

- 5.1.1.3 The next ten demerits for the 4th through 12th and twenty for the 1st through 3rd grades will bring about the second ISS for the student at which time the work for the student will double from what it was on the first ISS.
- 5.1.1.4 The next ten after the second ISS for the 4th through 12th grades will result in the third ISS, requiring the student to do the same amount of work that was done for the second ISS.
- 5.1.1.5 Every ten demerits thereafter given to a student in the 1st through 3rd grades will result in ISS until he reaches 100 at which time the student is subject for expulsion.
- 5.1.1.6 When a 4th through 12th grade student reaches another 10 demerits after the third ISS, he will be suspended from school under the guidelines for suspension (see Section 5.3). When returning to school, the student will be on a nine week probationary period.
- 5.1.1.7 **Warning Tickets** will be issued after the first offense of any kind within a grading period. A Merit/Demerit tracking sheet shall be issued to each student every period. All students will start with a “clean slate” at the beginning of each period.
- 5.1.1.8 A 15-minute Detention Slip shall be issued after the second violation of the same offense. Detention is a disciplinary procedure taken as a result of continued irresponsible or inappropriate behavior. Detention will result after verbal, written

warnings and alternate disciplinary actions have proven ineffective, or when the severity of the offense warrants such a consequence. Parents will be responsible to pick up their child promptly after the specified detention Date & Time was served.

5.1.1.9 A 30-minute **Detention Slip** plus the appropriate number of Demerits corresponding to the violation (see Section 5.1.2) shall be issued, after the third violation of the same offense. The student (4th Graders & above) shall also be required to write Psalm 51:1-19 before leaving the Detention classroom. Parents will be responsible to pick up their child promptly after the specified detention Date & Time was served.

5.1.1.10 4-5 Demerits accumulated on the same offense will result in 1-Hour of **Detention** plus write Psalm 51:1-19 twice, plus another Demerit! See Sections 5.1.1.1 to 5.1.1.6 above regarding the accumulation of Demerits and ISS.

5.1.1.11 Demerits are issued unless it is obvious that the offense was willful and malicious or when “NO Warning tickets required” are indicated on the list of offenses. Warning tickets will be written on the student’s individual discipline record as to date, nature of offense, and action that was taken. Students will start with a “clean slate” at the beginning of each period.

5.1.2 **Demerits** issued will not be limited to the following offenses, but is a general guideline as to what kind of behavior will cause a demerit. Staff members may give demerits by their own discretion, if a student committed an infraction that is not listed below:

- 5.1.2.1 Incomplete homework assignments (1 demerit per subject)
- 5.1.2.2 Late to class (1 demerit)
- 5.1.2.3 Chewing gum, eating or drinking in class (1 demerit)
- 5.1.2.4 Throwing objects in class (1 demerit); Dangerous Objects (3 demerits)
- 5.1.2.5 Dress code violations (1 demerit)
- 5.1.2.6 Walking or running in halls without permission (1 demerit)
- 5.1.2.7 Leaving classroom without permission (1 demerit)
- 5.1.2.8 Any classroom disruption or disrespect (1 demerit)
- 5.1.2.9 Sleeping or head down resting (1 demerit)
- 5.1.2.10 Talking without permission (1 demerit)
- 5.1.2.11 Out of seat without permission (1 demerit)
- 5.1.2.12 Running in the buildings (1 demerit)
- 5.1.2.13 Passing and/or reading notes (1 demerit)
- 5.1.2.14 Not bringing supplies to class (1 demerit)
- 5.1.2.15 Not taking test on day assigned (1 demerit per day per subject)

- 5.1.2.16 Not returning homework slip signed by parent (1 demerit)
- 5.1.2.17 Not returning BBBA communication envelope (1 demerit)
- 5.1.2.18 Red pens at the desk (1 demerit)
- 5.1.2.19 Unacceptable items at the desk (1 demerit)
- 5.1.2.20 Not doing work at own desk (1 demerit)
- 5.1.2.21 Going over allotted time while studying together (1 demerit)
- 5.1.2.22 Using cell phone without permission (1 demerit)

Section 5.2 In School Suspension (ISS)

- 5.2.1 Each student receiving an ISS will be given a specific assignment at the beginning of the day; it will be based on the individual student's grade.
- 5.2.2 Any student in grades 1 through 3 receiving an ISS will forfeit all of the break times for the day and will not be allowed to visit or play with any other student. The student will not be allowed to take part in the afternoon electives and will be required to eat lunch alone. A second ISS will double, as previously stated, meaning that time alone will be for two days. If the student does not comply with the requirements on the first day of ISS, he will have another day the following day.
- 5.2.3 Each student in grades 4-6 receiving an ISS, will be required to write 50 sentences, those sentences dealing with the offenses that caused most of the demerits. The student will also forfeit his break times for the day and will not be allowed to visit or

play with any of the other students for that day. He will not be allowed to take part in any of the afternoon electives and will be required to eat lunch alone. A second ISS will double, as previously stated, meaning that time alone will be for two days and his sentences will be 100. He may also be required to do a small amount of schoolwork, assigned by the teacher.

- 5.2.4 All Junior High and High School students who receive an ISS will be required to copy either from an encyclopedia or a reading book the amount of pages as instructed by the teacher. They will forfeit all breaks for the day and will not be allowed to visit with any other student. They will be required to eat their lunch by themselves and will not be allowed to take part in the afternoon electives, thus receiving a "0" for the day. Their second ISS will double thereby requiring either 6 pages from the encyclopedia or double the pages from a book and two days of being by themselves. They may also be required by the teacher to do additional schoolwork, to keep them from possibly getting behind.
- 5.2.5 If the student is assigned school work in addition to his work done for the ISS, that work must be done by the following day upon returning to school or he will receive another ISS on that day. All writing that is to be done for the ISS must be legible and easy to read by the teacher or he may have to do it again. Any tests needing to be done on the morning of the ISS must be taken first thing in the morning and the student will not be allowed to study with another student prior to taking the test. If the student does not take the test on that day and he is scheduled to do so, he will receive a demerit. The writing assignment given by the teacher is expected to be completed by the student on the day given. If it is not completed and the teacher believes that the student has done his best to complete the

assignment, he will finish the work the following day. If the teacher believes that he has been lazy in his attitude and work and the work was not completed, he will be given additional pages and/or sentences to finish on the next day. If the student fails to complete the work then, he will receive corporal discipline or suspension from school. The decision rests with the administration of the school as to which form of discipline will be used.

5.2.6 The following

- Any act of disrespect to any staff member, including talking back.
- Cheating on test or quiz (talking during test is considered cheating).
- Cutting class with no written permission from home.
- Lying
- Socializing with other students during an ISS.
- Defacement of property, either school's or someone else's property.
- Being on campus where one is not suppose to be.
- Accumulation of demerits as previously listed

Section 5.3 Automatic Suspension

5.3.1 Automatic suspensions are a minimum of three days in which a student is not allowed on campus during school hours and is not allowed to participate in any school function during that time. After returning from a suspension, the student will come in on a probationary period of nine weeks.

5.3.2 During the time of the minimum three-day suspension, every student will be required to do a writing project such as writing sentences or copying from a book or encyclopedia. The amount of work given will be at the discretion of the principal and will be expected to be completed and signed by a parent when student returns to school at the end of his suspension. If the work is not completed to the satisfaction of the principal, the student may be expelled for a defiant and rebellious attitude. The principal will look to see that the work is completed as to quantity and legibility. A student, while under a suspension, will not be allowed to do any schoolwork at school nor have his/her work scored by anyone if it is done at home. Any test that should have been taken while on suspension must be taken on the first day of returning to the school or he will receive a "0" for that test.

5.3.3 Automatic suspension is not limited to the following offenses, but is a general guideline as to what kind of behavior will cause a suspension.

5.3.3.1 Any act of willful disobedience or outright rebellion towards authority

5.3.3.2 Receiving an ISS for the third time during the school year.

5.3.3.3 Swearing or abusive language or gestures

5.3.3.4 Improper boy/girl relationships

5.3.3.5 Graffiti

5.3.3.6 Stealing

5.3.3.7 Fighting and/or provoking a fight either verbally or physically

Section 5.4 Automatic Expulsion

- 5.4.1 Automatic expulsion is not limited to the following offenses, but serves as a guideline as to what kind of behavior will result in an expulsion:
- 5.4.1.1 100 demerits accumulated during the school year.
 - 5.4.1.2 Receiving an Automatic Suspension for the third time during the school year.
 - 5.4.1.3 Immoral conduct either at or away from school
 - 5.4.1.4 Defacing property
 - 5.4.1.5 No change in behavior and/or attitude after repeated attempts of correction
 - 5.4.1.6 Bringing weapons of any kind to school
 - 5.4.1.7 Carrying, using, or having in possession drugs or drug paraphernalia of any kind.
- 5.4.2 Any student who is expelled from Berean Bible Baptist Academy will not be allowed to home school through the school. He/she will not be allowed on the school campus for any reason during the school hours or be allowed to participate in any BBBA activity or function. The student may return the following year but only if there is evidence in the life of a change in heart and attitude. If he/she does return after expulsion, he/she will come in on a three month probationary period. Any major problems in those first three months will result in expulsion without possibility of returning.

5.4.3 If a student will do what he/she is supposed to do and act as he/she is supposed to act, then discipline will need to be exercised very seldom. Often times a student might feel that he/she was disciplined unjustly, but what he/she was doing looked improper to the staff or administration. If a student will follow the Biblical admonition to “*Abstain from all appearance of evil*” (II Thess.5:22), there would be no need for the administration to question what the student is doing. Since we cannot print every single rule, the administrator/principal reserves the right to handle the discipline in the way that he believes will bring about a changed heart and life. We believe that proper discipline, administered in love and truth, will yield a changed heart which will affect a person’s behavior.

ARTICLE VI SPORTS PROGRAM

Because we are a small school our P.E. class is also our sports program. All high school students are required by law to have at least two years of Physical Education and receive a passing grade. While in the required Physical education class, a student must meet the qualifications set forth by the instructor to receive a passing grade. If a student chooses to be involved in the sport that is currently being played as an extra-curricular activity, the student may do so but will not receive any extra credits. A student will not be able to use sports as filler where credits for other classes are lacking. A student may choose to not be in the current sport as an extra-curricular activity while in the physical education class. As long as they meet the requirements set forth by the instructor, they will receive a grade determined by their involvement and faithfulness to the class. Grades will not be based on skill or knowledge of the sport, but on the attendance, participation, and attitude while in class.

Since it is a required class, attendance is mandatory. If a student is present at school on a given day, they are expected to be in the physical education class, unless they have a doctor's order that they cannot be involved. A verbal reason or excuse from the student is not considered as an excused absence and any three or more consecutive absences from the physical education class must be verified by a doctor's order. If a student has to serve an ISS on the day that the physical education class meets, they will not be allowed to go to class and will receive a "0" for the day. If a student who has chosen to not be involved in the current sport and repeatedly causes a disturbance, they will be asked to withdraw from the physical education class and will receive an "incomplete" for that semester

Students will be asked to make a commitment before the start of the sports seasons on whether or not he/she wishes to be involved in that sport as an extra-curricular activity. If they sign a commitment to be in a particular sport they must be faithful to that sport.

Being in the sports program will allow that student the possibility of earning a "Letter" (which will be determined by the amount of time played) and also allow them to be part of the teams that travel for games and the tournaments.

Physical education is required for all first through eighth grade students at BBBA. Since seventh and eighth grades are considered high school, they will also be required to follow the dress code for P.E. set forth in Article VII.

Repeated offences of non-compliance with dress codes in the P.E. class can cause an "INCOMPLETE" in the class--meaning that no credit will be given.

Section 6.1 Philosophy

In a day and age when testimonies of the schools and individuals who name the name Jesus Christ are tragically sacrificed in the sporting events, we must be careful to always remember the admonition found in Col. 3:23 *“And whatsoever ye do, do it heartily as to the Lord, and not unto men.”* We believe that this verse deals with ALL aspects of life, which includes sports, if we are involved in them. With that in mind, one may question having sports at a Christian school, when it is known that testimonies can be sacrificed.

We are concerned with the proper physical, moral, and intellectual development of all students. Sports, aside from developing school spirit, provide an opportunity to develop character qualities such as:

- Initiative
- Self discipline
- Spiritual fellowship
- Respect for rules and property
- Cooperation and responsibility
- Perseverance
- Confidence
- Leadership
- Loyalty
- Humility in victory and defeat

Some of these characteristics will never be learned in a classroom-type setting. If a student can develop other character qualities in and through sports and still maintain academics and a close personal relationship with Jesus Christ, then he/she is becoming, in all areas of life, what God expects of him.

Section 6.2 Policy

Since the purpose and priority of BBBA is academics, INVOLVEMENT IN A SPORTS PROGRAM IS A PRIVILEGE AND NOT A RIGHT. All students who do participate in sports must qualify on a weekly basis for the privilege to be able to play. ATHLETIC ABILITY IS SECONDARY.

Qualifications are as follows:

- Consistent progress through school work,
- An average of 90% in completed work,
- Displaying an attitude of willingness to conform to school rules and evidence of trying to maintain a Christ-like spirit, and
- Maintaining a 90% average on verse tests.

6.2.1 Faithfulness

Practice times for all sports will be in physical education class as stated in the previous section, “Physical Education.” If a coach desires to call an extra practice(s), he may do so through the approval of the administrator. Those who have made the commitment to a specific sport need to be faithful to their responsibilities. If a student becomes lethargic in their commitment, responsibility, or attendance, he will be asked to withdraw from the physical education class thereby talking him/her out of the sports program, receiving an “Incomplete” for the class.

6.2.2 Finances

It would certainly be nice to be able to offer a sports program at no extra charge. That is impossible with our tuition/curriculum rates. Everything is done to keep costs at a minimum throughout the year, but for the child who is involved in sports; there will be costs above the regular tuition/curriculum. When sports fees are incurred, they will be billed on the next billing cycle and all fees are expected to be paid on the same terms as monthly obligations. There will be a \$25.00 one-time sports fee per sport for each child.

- 6.2.2.1 Items such as tournaments, meals to and from tournaments and games are never included in the sports expense. These are in addition to the sports fees.
- 6.2.2.2 It is also expected that those who participate in sports will do their share of work for fundraisers, if those fundraisers are used mainly for raising money for sports.
- 6.2.2.3 For those who do not wish to participate in fundraising, they will be responsible to pay what the money is being raised for.
- 6.2.2.4 When making a commitment to any or all of the sports, please remember the added expenses.

6.2.3 Formal Procedures

As in any organized event, it is necessary to have rules of order and discipline. Each coach will have his own way of practicing and his own rules for that particular sport that he feels will work. What may work for football may not work for volleyball. Therefore, coaches will set rules before the sports season, have them in writing and signed by all interested parties as having been read and understood. In addition to what they require, the following are general rules for all sports programs:

- 6.2.3.1 Faithfulness is mandatory. It is important that a student keep up with all work so he can be faithful.
- 6.2.3.2 All clothing required to “dress out” for P.E. class must be in agreement with school dress code.

- 6.2.3.3 Proper apparel for the boys P.E. class is appropriately sized Navy sweats or warm-up pants and hunter green T-shirt with the BBBA logo.
- 6.2.3.4 Proper apparel for the girls P.E. class is navy culottes and hunter green T-shirt with the BBBA logo.
- 6.2.3.5 Tennis shoes are required for the P.E. Class.
- 6.2.3.6 All rules given in Article VII “Dress Code” apply to all P.E. classes whether practicing or playing in the sports games or as a member of the team.
- 6.2.3.7 All students will be expected to travel to “away” games in their P.E. clothing unless they are told otherwise.
- 6.2.3.8 Each team member has the responsibility to launder and keep his or her team uniform clean. The individual student should also maintain any school issued sports apparel. Any school property, which has been issued to a student for sports and is returned damaged or soiled beyond cleaning, will be expected to be paid for by the individual student or his parents. Any school property that is not returned at the end of the season will be charged to that student’s account.
- 6.2.3.9 All T-shirts on boys and girls must be long enough to meet modesty standards.
- 6.2.3.10 Students must attend a full day of school on the day of the game in order to play.

- 6.2.3.11 An unexcused absence during the time of the P.E. class from the time of the preceding game results in the forfeiture from starting or playing the first quarter in football or basketball and from playing the first “set” in volleyball.
- 6.2.3.12 In order for absences in the P.E. class to be excused, a note must be sent from either parent or a doctor. A verbal reason or excuse by the student is not considered as an excused absence.
- 6.2.3.13 An absence in P.E. class because of not finishing school work in the morning is not considered an excused absence.
- 6.2.3.14 While representing our school at any function, whether it is sports or otherwise, clothing must meet school standards.
- 6.2.3.15 The P.E. uniform is required for class participation. If a student forgets his P.E. clothes, he must still go to P.E. class but will not be allowed to participate, thus receiving a “0” for the day. Too many days of non-participation can substantially reduce a students grade.
- 6.2.3.16 While traveling to or away from school for games or tournaments, all students are expected to maintain a Christ-like testimony (which includes attitudes). Any conduct by a student(s) that results in un-Christ like actions, will be disciplined accordingly. Discipline will be determined by the nature of the offense, but could result in suspension or expulsion from the team or school. Some instances may result in the parents coming and picking up the

- student from the location of the game or tournament.
- 6.2.3.17 No student will be allowed to travel to any school sponsored event by transportation furnished by the school without written parental permission.
- 6.2.3.18 Students who are not part of the academic program at BBBA will not be allowed to play sports.
- 6.2.3.19 If a student must serve an ISS because of discipline, he will not be allowed to go to P.E. class and will receive a “0” for the day.
- 6.2.3.20 If a student who has chosen to be involved in sports, but because of academic reasons is unable to be in sports for the week (or longer), he must still go to P.E. class and participate, but will not be allowed to play in the games or scrimmages during the time that he is unqualified. He must also go to the games and dress out, but will not be allowed to participate.

Section 6.3 Cheerleading

There is no cheerleading policy at this time.

Section 6.4 Conduct During Game

- 6.4.1 There is to be no eating, drinking, or chewing gum during games. Half-time breaks will be used for getting drinks and using the restroom after the half-time performance.

- 6.4.2 When attending a game, you will cheer the entire game. If you are too sick to cheer the entire game you should remain at home.
- 6.4.3 When not cheering, you will stand at attention and be ready for the next cheer. No talking amongst each other when not cheering.
- 6.4.4 No girl should walk to the restroom by herself. Always take someone with you.

Section 6.5 Attitude During Game

- 6.5.1 No arguing with an authority or other team members is permitted at any time.
- 6.5.2 Anyone with a bad attitude will be removed from the game, and possibly the team (I Cor. 5:6).
- 6.5.3 Any conflicts between girls will be taken care of by the coach first and then, if necessary, by the administrator (Heb. 13:17).
- 6.5.4 No tattling, unless behavior may cause bodily harm. If someone offends you go to them directly (Matt. 18:5).
- 6.5.5 Anyone found making fun of another school's squad will be removed and sent to the principal's office on the next school day (Eph. 4:29; Matt. 12:34-37).
- 6.5.6 When someone is correcting or trying to help you either at a practice or a game, make sure you have the right attitude to accept their help (Heb. 13:17).

ARTICLE VII DRESS CODE AND PERSONAL APPEARANCE

The dress standards for BBBA are based on three Biblical principles; modesty, distinction (difference between sexes) and identification (with the Lord and not with the world. We are commanded throughout scripture to be separated from the world and to keep ourselves “*unspotted*” from it (James 1:27). Since we are ambassadors of Jesus Christ (II Cor.5:20), we are to conform ourselves to the image of God (Rom.8:29; Col.3:10; Rom.12:2). Examples throughout scripture (Ex.2:11-19; Prov 7:10) let us know that people judge us by what we wear. People in today’s society form opinions on the kind of a person you are, simply by the type of clothing that you wear.

The following guidelines have been set to keep uniformity throughout the school and standards that will honor and glorify the Lord Jesus Christ. If the student’s clothing (including makeup, jewelry, etc) is questionable, the administration reserves the right to ask a student to return home and change before being allowed into class and/or to ask that student not to wear that particular makeup, jewelry, clothing, etc.

Section 7.1 Uniform Policy and Standards

The objective of our school in requiring students to wear uniforms is uniformity, modesty and cost. Recent surveys show that in schools where uniforms are required, discipline, attendance and the overall GPA all improve. Uniforms reduce the need for competing among students who seek friendships of other students based on how successful that student might look because of the way they dress. Reducing the competition, reduces discipline problems thereby allowing the teachers and monitors more time to be with the students and their academic needs. As parents, please take the time to carefully read the uniform standards and help your children abide by the policies set.

- 7.1.1 All students must be in full uniform to attend school.
- 7.1.2 Since uniforms must be ordered, a student may attend class without a uniform, but must provide evidence (i.e., order form or receipt) that the item has been placed in order. But he/she must wear clothing that is in accordance to the standard dress code.
- 7.1.3 A full uniform must be worn each day. A note from home, signed by a parent, does not excuse a student from not being in uniform. There are NO EXCEPTIONS. We suggest having extra uniforms for emergency situations.
- 7.1.4 Uniform items that are missing or substituted items shall be dealt with by the Staff accordingly.

Section 7.2 General Dress Policy

- 7.2.1 The school uniform should be properly laundered, pressed, neatly hemmed, free of frays, tears and holes, and in good condition at all times.
- 7.2.2 Hats or caps are not to be worn.
- 7.2.3 Shoes and white socks shall be worn at all times. Sandals, flip-flops, or any other unauthorized shoes may not be worn.
- 7.2.4 On cooler days, boys and girls may wear V-neck or cardigan sweaters or sweatshirts that are either dark Navy blue or Hunter Green in color. Sweaters or sweatshirts must be plain with no patterns or emblems (except the school logo – printed or embroidered as option) on them. These are the only 2 colors that will be allowed in the classrooms.

- 7.2.5 Shorts are never allowed either on the campus or at any school related function away from the school.
- 7.2.6 Pants, capris, and/or gauchos are never a part of acceptable clothing for female students at school or any school related function.
- 7.2.7 School uniforms or P.E. uniforms are to be worn on all field trips unless notice has been given in writing that they may wear something different.
- 7.2.8 Since it is not our desire to neither emulate nor advertise the world and its products, there is to be no advertising on any article of clothing, including ties. Advertising includes, but is not limited to, pictures of cartoon characters, advertising for the world and its products, events, or companies and pictures of symbols.

Section 7.3 Girls Attire and Appearance

7.3.1 Daily Uniform

- 7.3.1.1 K to 6th grade students will wear round neck kick pleat jumper Polyester plaid #79 by Becky Thatcher®. White short-sleeve Peter Pan blouse by Becky Thatcher®. White calf-length socks. All black comfort shoes.
- 7.3.1.2 7th to 12th grade students will wear knife pleat skirt Polyester plaid #79 by Becky Thatcher®. White short-sleeve broadcloth blouse with pointed collar (Grades 9-12 only). White Short Sleeve Peter Pan blouse by Becky Thatcher® (Grades 7-8 only) White calf-length socks. All black comfort shoes.

7.3.2 Chapel Uniform (Wednesdays)

7.3.2.1 K to 6th grade students will wear round neck kick pleat jumper Polyester plaid #79 by Becky Thatcher®. White long sleeve Peter Pan blouse. Cross over tie - plaid #79. White knee-high socks or white nylon stockings. All black dress shoes (no high heels).

7.3.2.2 7th to 12th grade students will wear knife pleat skirt Polyester plaid #79 by Becky Thatcher®. White long sleeve blouse w/ pointed collar (Grades 9-12 only). White Long Sleeve Peter Pan Blouse (Grades 7-8 only). Cross over tie-plaid# 79. White knee-high socks or white nylon stockings. All black dress shoes (no high heels).

7.3.3 Winter Option: Navy Blue cardigan, vest, v-neck pullover, fleece sweatshirt, or hooded jacket (with school patch).

7.3.4 P.E. Uniform (Tuesdays and Fridays at 2:30 pm)

7.3.4.1 All grade level must wear an official Academy uniform (Hunter green shirt with the school logo printed and Navy blue culottes). Shirts must be tucked in at all times.

7.3.4.2 A white athletic tennis shoe with white athletic socks (quarter or full length) is required.

7.3.5 Girls will wear school uniforms to all classes except when P.E. clothes are required or during field trips for which notices will be given.

- 7.3.6 Hem lines for all skirts, culottes and dresses must be a minimum of 1” below the knee.
- 7.3.7 Dresses and skirts, when worn either for chapel or other occasions, will fit modestly and allow freedom of movement (no straight skirts).
- 7.3.8 No low necklines, low-cut backs, sleeveless blouses/tops or dresses with extra large arm holes will be allowed on any day.
- 7.3.9 The necklines on girls’ tops, whether it is a dress, blouse or shirt, should be no lower than 1” below the collarbone. If there are buttons on the top, whether it be a shirt, dress or blouse, it must not be unbuttoned more than 1” below the collarbone.
- 7.3.10 Hair must be natural in color and not rinsed to lighten or darken the hair. No extremes in styles are permitted. Hair should be kept in such a way that it is out of the face so a student does not have to continuously comb it back.
- 7.3.11 Makeup and nail polish of any color is NOT allowed.
- 7.3.12 Girls may only wear one set of earrings in the ear lobe that are no longer than 1” in length.
- 7.3.13 Bracelets and necklaces must be neutral in style and not depict symbols or objects.
- 7.3.14 Girls are expected to follow the above dress codes at any school related function, such as, but not limited to, games and banquets, be it at or away from the school.

Section 7.4 Boys Attire and Appearance

7.4.1 Daily Uniform

7.4.1.1 All grades will wear Hunter green sport shirt with printed Academy logo and khaki pleated twill pants with belt loops.

7.4.1.2 Trousers should be pulled up to the waistline. Absolutely NO LOW WAIST!

7.4.1.3 Black or dark blue belt should be visible. Make sure that the belt is sized appropriately and does not exceed more than 4 inches beyond where it buckles.

7.4.1.4 Shirt must be properly tucked in.

7.4.1.5 All-black comfort style shoes or tennis shoes are required with white socks.

7.4.2 Winter Option: Navy Blue cardigan, fleece, sweatshirt, or hooded-jacket (with school patch).

7.4.3 Chapel Uniform (Wednesdays)

7.4.3.1 All grades will wear White Oxford long-sleeves dress shirt and khaki pleated twill pants with belt loops.

7.4.3.2 Plaid #79 neck-tie and all-black dress shoes are required with plain dark colored socks

7.4.3.3 Dark blue or black blazer shall be worn on Wednesdays and as prescribed by the administration

7.4.4 P.E. Uniform (Mondays and Fridays at 2:30 pm)

7.4.4.1 All grade level must wear an official Academy uniform (Hunter green shirt with the school logo printed and Navy blue fleece or sweat pants). Shirts must be tucked in at all times.

7.4.4.2 A black athletic tennis shoe with white athletic socks (quarter or full length) is required.

Boys will wear school uniforms to all classes except when P.E. clothes are required or during field trips for which notices will be given.

7.4.5 Boys' pants must be modestly fitted and not oversized.

7.4.6 Boys' shirts will be tucked in while on the school campus. If during the break time games the shirt becomes un-tucked, please make sure that the shirt is tucked back in before entering the classroom.

7.2.1 Boys must be clean shaven with sideburns that do not extend below the middle of the ear.

7.2.2 Boys' hair must remain the natural color with no rinses to lighten or darken the hair. It must not touch the collar or overlap the ears. No wedges, stepped or partial-shaved haircuts are allowed.

7.2.3 Absolutely no jewelry is allowed for boys except for a watch and a ring.

7.2.4 Boys are expected to follow the above dress codes at any school related function, such as, but not limited to, games and banquets, be it at or away from the school.

ARTICLE VIII PLAN OF STUDY & HIGH SCHOOL GRADUATION REQUIREMENTS

A Beka Academy Provides Report Cards & Keeps Transcripts Under Program 1.

DVD courses with master teachers are available in Program 1 for five-year-old kindergarten and grades one through twelve. Students in grades nine through twelve receive credit toward graduation requirements and can earn a diploma from *A Beka Academy*. On a scheduled periodic basis, work is sent to the *A Beka Academy* Office for evaluation.

Grade 9	Credit Value	Credits Needed
Hebrew History: Kings of Israel	1	1
English 9	1	1
Algebra 1	1	1
Physical Science	1	1
Health (one semester)	1/2	1/2
World Geography (one semester)	1/2	1/2
†Physical Education 1	1	1
	Credits Needed	6

Grade 10	Credit Value	Credits Needed
Bible Doctrines	1	1
English 10	1	1
World History 10	1	1
Math Elective (choose one)		1
Algebra 2 (prerequisite - Alg. 1)	1	
Consumer Math	1	
Science Elective (choose one)		1
Biology	1	
Chemistry (prerequisite - Alg. 1)	1	
Spanish 1 or Elective	1	1
	Credits Needed	6

Grade 11	Credit Value	Credits Needed
Life Management (one semester)	1/2	1/2
New Testament: Jesus and His Followers (one semester)	1/2	1/2
English 11	1	1
U.S. History 11		1
Math Elective (choose one)	1	
Plane Geometry	1	
Business Math		1
Science Elective (choose one)	1	
Biology	1	
Chemistry (prerequisite - Alg. 1)	1	1
Spanish 1 or Elective		
	Credits Needed	6

Grade 12	Credit Value	Credits Needed
Old Testament: Genesis (one semester)	1/2	1/2
Revelation (one semester)	1/2	1/2
English 12	1	1
American Government (one semester)	1/2	1/2
Economics (one semester)		1
Practical/Performing Arts Elective		2
Electives (choose 2 credits)		
	Credits Needed	6

REQUIRED COURSES FOR GRADUATION

4 credits in Bible

(includes 1/2 credit in Life Management)

4 credits in English

3 credits in Math

1 credit in Algebra 1
2 math electives

3 credits in Science

(2 credits with lab components)

1 credit in Spanish

(can be taken 10-12)

3 1/2 credits in History

1 credit in World History 10
1 credit in U.S. History 11
1/2 credit in American Government
1/2 credit in Economics
1/2 credit in history elective

1 credit in Physical Education

1 credit in Practical/Performing Arts

3 1/2 elective credits

24 total credits required for graduation (minimum of four credits with A Beka Academy in the 12th grade year).

RECOMMENDED ELECTIVES

Health (one sem.)	1/2	Business Math	1
World Geography (one sem.)	1/2	Advanced Math	1
Biology	1	(prerequisites - Alg. 1, Alg. 2, Geometry)	
Chemistry (prerequisite - Alg. 1)	1	Geometry	1/2
Physics		Speech* (one sem.)	1/2
(prerequisites - Alg. 1, Alg. 2, Geometry)	1	Orchestra 1*	
Spanish 1 Required for graduation (can be taken 10-12)	1	(<i>Jaffé Music Courses</i>)	1/2
Spanish 2	1	Orchestra 2*	
(prerequisite - Spanish 1)		(<i>Jaffé Music Courses</i>)	
French 1	1	(prerequisite - Orchestra 1)	1/2
French 2	1	†Keyboarding A* (typing-one sem.)	1/2
(prerequisite - French 1)		†Keyboarding B* (typing-one sem.)	
Algebra 2	1	(prerequisite - Keyboarding A)	1/2
(prerequisite - Algebra 1)		†Computer Applications* (one sem.)	1/2
Consumer Math	1	(prerequisite - Keyboarding A)	1/2
Plane Geometry	1	†Home Ec.- Food Preparation* (one sem.)	
		†Home Ec.- Sewing* (one sem.)	1
		(Female students only for sewing)	
		†Physical Education 2	

*Practical/Performing Arts

†Not available on DVD – books only