

Berean Baptist Academy
Fayetteville, NC



Parents & Students
General Policy Handbook

All Policies are in Effect for the 2021-2022 School Year

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A Letter from Pastor Sean, Senior Pastor of Berean

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 Junior High or Senior High 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 high 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 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

A Letter from Dr. Jack Farmer, Head of School

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 were many educational opportunities in our community. 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, Ed.D.
Head of School

Academy Beliefs

Berean Baptist Academy ultimately desires to produce Christian adults who embody certain characteristics. We use the acronym G.R.A.D.S. to articulate these characteristics. We believe that all Christians should be growing disciples, responsible citizens, academically excellent, be able to discern truth, and possess a willingness to serve others.

Our Mission

Berean Baptist Academy's mission is to assist the parents of Berean Baptist Church, the greater Fayetteville area, and our global partners in the formation of Christian students through an education focused on responsible citizenship, academic scholarship, and servant leadership, all for the glory of God.

Our Vision

Berean Baptist Academy holds the vision that our students, as adults, will recognize that they are called by God to their chosen career fields and will be committed to proclaiming Christ while living a life that embodies our core values.

Our Core Values

Berean Baptist Academy's core values are God-like love, absolute truth, moral excellence, and unity of the Spirit. Each value helps Christians to respect people as image bearers of God and to seek their reconciliation with God.

Our Worldview

Ultimately, Berean Baptist Academy operates on the Kingdom Education principles that recognize that it is the parent's responsibility to educate their children in the nurture and admonition of the Lord. However, BBA leadership does not take lightly the delegated role granted to the academy and seeks to provide Christ-centered, holistic educational practices predicated on Luke 2:52.

Our Position as a Private Academy and Religious Organization

Berean Baptist Academy admits students of any race, color, national and ethnic origin to all the rights, privileges and activities generally accorded or made available to students at the school. As a private school, BBA considers academic performance in its admission and retention decisions; however, BBA does not discriminate based on race, color, national and ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic or other school administered programs.

BBA will, as a religious organization, exercise its prerogative to neither commence nor continue employment, admission, enrollment, or other category of BBA representation or participation if it is believed by BBA that so doing will cause confusion about, conflict with, or compromise BBA's mission to disciple students by providing a distinctly Christian education

from a Christ centered worldview. This policy will be applied to all BBA affairs, including all contracts, programs, activities, facilities, publications, and events.

Our Expectation of Parental Alignment

BBA asks that at least one parent (or legal guardian) of each student be a professing follower of the Lord Jesus Christ as demonstrated in testimony, lifestyle choices and conduct, to adhere to the BBA Doctrinal Statement, and to be an active member of a local denomination of the historical Christian church. As such, participating parents and students are required to abide by applicable BBA standards, manifest respect for the beliefs shared by the BBA community and be fully supportive of BBA's mission in word and conduct. In any public forum, including social media, we expect BBA community representatives to respect our BBA Christian community beliefs and to not challenge, disparage or undermine them.

The doctrinal beliefs of BBC and BBA are those embraced by the historical Christian church. It is the belief of BBA that the admission of a child of a parent who adheres to a faith tradition outside the historical Christian church could create confusion in BBA's mission to teach students the truth as stated in our doctrinal statement. Therefore, admission could be denied when BBA determines that the doctrine of another faith system does not align with the doctrine of BBC and BBA. Likewise, families outside the historical Christian doctrines may be denied re-enrollment if the students exhibit disruptive behavior or practices that detract from the educational process.

We believe that God has created each of us to pursue intimacy with Him, and that He calls some to this pursuit through marriage and others through singleness. We believe that God creates people in His image as two distinct genders, male and female, and that the intended gender of an individual is determined by the individual's biological sex at birth. We believe God has instituted marriage as a covenant relationship between one man and one woman, and God calls husbands and wives to exclusive sexual fidelity. We believe that sexual relations outside of marriage (whether involving individuals of the same or opposite sex) are inconsistent with God's call to intimacy in our lives, undermine the dignity and image of God in us, and alienate us from God and from each other. Our beliefs regarding human sexuality and marriage shall apply in all policies and programs and can factor in admission decisions and continued enrollment in the academy.

Our Ministry Philosophy

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.

Our Statement of Faith

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 pre-millennial 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 students 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.

Our Ideal Graduate Vision (Who We Want Students to Become)

The goal of BBA is to produce G.R.A.D.S.: Growing disciples of Jesus Christ who become Responsible citizens, are Academically excellent, are capable of Discerning truth and godliness, and become Servant 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 the student 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

Our Philosophy of Education (Luke 2:52 holistic philosophy)

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 subjects 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

Over forty years ago, the spiritual leadership of Berean Baptist Church recognized that the mandate to raise children in the nurture and admonition of the Lord incorporated academic education. Therefore, the school we know as Berean Baptist Academy formed for the purpose of growing students spiritually and academically. Over our 40 plus years, Berean has seen changes in size, leadership, and facilities.

- 1975 -1976 - Berean Baptist Church opened Berean Christian School (BCS) with 38 students. Pastor Steven Byrd served as the Administrator and Douglas Davis serving as the Principal.
- 1978 - BCS graduated their first class of three seniors.
- 1982 - Berean Christian School became Berean Baptist Academy (BBA).
- 1984 - Phillip Farrow is named the Principal of BBA with Pastor Steven Byrd as Administrator.
- 1985 - Student enrollment climbed to 184 students.
- 1986 - Mark French is named the Principal of BBA.
- 1989 - Berean opened a new school building at 518 Glensford Drive and student enrollment continued to increase.
- 1995 - Enrollment reached a new record high of 305 students. Roger Gafkin is named the Principal of BBA.
- 2001 - Dr. Steven Wilson is named the Principal of BBA.
- 2005 - Don Adams is named the Principal of Berean Baptist Academy and Dr. Wilson is promoted to the Executive Pastor of BBC.
- 2006 - Pastor Sean Harris assumed leadership of Berean Baptist Church and Academy.
- 2007 - The Academy is divided into a Lower School and Upper School with Vonda Chapman serving as the Lower School Principal and Don Adams serving as the Upper School Principal.
- 2010 - Realizing that the academy needed more space to grow and not feel crowded, modular buildings were added to the Berean Baptist Church complex. Enrollment soon climbed over 400 students.
- 2013 - Jack Farmer is named the Upper School Principal.
- 2014 - Berean Baptist Academy applied for accreditation with the North Carolina Christian School Association, and Jack Farmer was named the Head of School and Upper

School Principal. Pastor Sean in the discharge of his duties as Senior Pastor maintains oversight of the Academy.

- 2015-2016 - Berean Baptist Academy celebrated 40 years of forming G.R.A.D.S.
- 2016 - In January, BBA broke ground on a new building for the Elementary School. BBA joined the Association of Christian Schools International (ACSI).
- 2017 - 2018 - Berean Baptist Academy opened the new Elementary School building and with an opening day enrollment of 535 students. Jeff Woosley was named the Upper School Principal.
- 2018 - 2019 - Caleb Warren joined the administrative team as the Middle School Principal and Loretta Nally served as Interim Elementary Principal. BBA applied for accreditation with ACSI and received candidate status.
- 2019 - 2020 - Caleb Warren assumed the duties of Elementary Principal. Opening day enrollment reached 552 students. The year ended with a statewide quarantine due to the COVID-19 Pandemic
- 2020-2021 – BBA opened under COVID-19 safety protocols and continued to operate all year with minimum disruptions to classroom learned. T.W. Webb joined the BBA administration as Upper School Principal. Student enrollment reached an all-time high of 560 students. BBA received initial accreditation with ACSI and Cognia in April 2021.

Affiliation

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) and COGNIA (formerly SACS and AdvancED).

Accreditation

Berean Baptist Academy is fully accredited with the Association of Christian Schools International (ACSI) and COGNIA through the school year 2025-2026.

Leadership of the Academy

Pastor

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 to ensure 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

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 selects and hires appropriately qualified persons to serve as members of the faculty and administration. The Head of School has direct supervision of the faculty and staff and coordinates the activities of the entire organization. The Head of School holds regular meetings of the faculty and staff to see that the general policies of the Pastor are understood and followed.

Principals

The pre-school, elementary, middle, junior high 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 Admissions

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 in order to attract students.

Director of Athletics

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

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

School Advisory Board

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 with 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

PASTOR OF BEREAN BAPTIST CHURCH: Pastor Sean Harris

MEMBERS OF THE SCHOOL ADVISORY BOARD:

- Pastor Sean Harris

- Dr. Steven Wilson
- Dr. Jack Farmer
- Angela Hylland
- Nate Gant
- Mark Smith
- Susan Mosely
- Jeff King

HEAD OF SCHOOL: Dr. Jack Farmer

EXECUTIVE ASSISTANT TO THE HEAD OF SCHOOL: Mary Stubbs

PRINCIPALS:

- Sandra Adams (Preschool)
- Caleb Warren (Elementary School)
- Jamie Davis (Middle School)
- T.W. Webb (Junior High and High School)

DIRECTORS:

- Don Adams (Admissions)
- Daniel Knox (Athletics)
- Ty Smith (Finance)

BUSINESS OFFICE:

- Breeanna Douglas (Admissions)
- Bianca Hurst (Public Relations)
- Kim Young (Receptionist)
- Charlotte Derry (Receptionist)
- Mary Stubbs (Registrar)
- Dawn Wiggins (Financial Billing)

FACULTY LEADERSHIP:

- Alicia Meads (Summer Day Camp)
- Sejung Ra (Fine Arts)
- Heather Wiggins (Curriculum Specialist)

Campus Drugs, Alcohol, Tobacco, and Firearms Policy

Berean Baptist Academy is a drug-free campus and as such all forms of tobacco, alcohol, and illicit drug use are strictly prohibited anywhere on our campus. This includes all indoor and outdoor campus spaces including campus buildings such as the Preschool, Lower School, and Upper School as well as athletic facilities, practice fields, recreational spaces, campus grounds,

and parking lots. Tobacco products are defined as all forms of tobacco and smokeless tobacco, including cigarettes, cigars, cigarillos, snuff, chewing tobacco, and electronic nicotine delivery systems such as e-cigarettes and other vaping devices.

Berean Baptist Academy is governed under state law for firearms and will notify local authorities immediately if a firearm is discovered on campus.

This policy affects all students, faculty, staff, and visitors including vendors, contractors, and service providers at all Academy owned facilities and in all Academy owned or leased vehicles.

General Admission Requirements

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 the student is capable of success.

Communicable Disease

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

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 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

Schedule A Campus Tour

Please fill out our Information Request Form to receive a phone call from a member of our Admissions Team information about our academy and to schedule a tour of our academy. During the tour you will meet with an admissions specialist to discuss your academic needs and goals. Families who are moving to the Fayetteville Area can request a virtual live tour.

Submit Any Special Consideration Paperwork

Due to the limited ability to support students with certain special needs, students who require a 504 Plan and/or an Individual Education Plan (IEP) for academic, behavioral, or physical support are requested to submit all supporting documents to the admission's office before applying and paying the non-refundable application fee.

Online Application

To begin your student's online application, Create an Account. You may then log in to your account and "Create A New Student Application" for your student. You will have the flexibility to log in and out of your account and access your student's open application. A non-refundable \$125 application fee will be required when you submit your student's application.

Records Review

Our team of principals will review your submitted application, and all submitted documents uploaded during the submission of the application and any documents received from previous schools. The team may also contact the pastor listed on the application for a reference. If your student is being considered for admission, you will be contacted to continue the admissions process. If your student is no longer being considered for admissions, you will be notified by our Admissions Department.

Admission Assessment

After the records review, candidates for admission will be contacted by a member of our Admissions Department to schedule your student's admissions assessment with one of our faculty members. All K5 — 12th grade students are required to complete the admission's assessment for their applied grade. The results will be discussed during the next step of the admissions process.

Family & Student Interviews

After completion of the admission's assessment, you will be contacted by a member of our Admissions Team to schedule your family interview. All families are required to interview with members from our team of academic principals and faculty; student must attend the interview.

Submit Your Bio Update (Enrollment Packet) and Pay the Enrollment Fee

If your student is accepted into the academy, you will be notified within two (2) to three (3) business days through email by a member of our Admissions Department. You will then need to complete and submit your student's online enrollment packet within 48 hours to reserve your student's seat. Failure to complete the enrollment packet within 48 hours may result in a loss of your slot to another family. A non-refundable \$100 enrollment fee will be required when you submit your student's enrollment (This fee is separate from the application fee).

Receive Notification of Start Date.

Families enrolling during an ongoing school year will be notified with a start date once the enrollment packet is verified complete. Normally the start date is within one to two days of submission of the enrollment packet. The notification will include the name of your student's Elementary Teacher or Homeroom Teacher. Upper School students will receive their locker assignment and schedule the morning of their first day.

Scheduling of Classes

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

Automatic Renewal

Berean Baptist Academy reviews all students annually for enrollment. Student records, behavior, church attendance, and parental support are all factors in determining automatic renewal. Students who are not being considered for continued attendance in the Academy will be notified. If the family has paid the renewal fee, it will be refunded.

Returning Families

We will begin the enrollment process for each new school year on the first Friday of February.

Due to North Carolina state laws governing preschool forms, preschool students will need to complete an enrollment packet. Otherwise, with the auto-renew program, you will not be required to fill out any information.

Unless notified otherwise, your enrollment at Berean Baptist Academy will auto-renew March 15 each year.

The renewal fee will be sent via Square Invoice on or about February 15. The fee is due May 1.

The fee is \$100 per student. This fee is non-refundable.

Those who complete the enrollment fee or pay the renewal fee by March 15 and start school on the first day of the year will receive a 2% discount.

Rising K5 and 7th grade families will need to submit current shot records.

All returning families will receive their annual invoice during the month of May that indicate a 12-month payment plan beginning in July. The first installment must be received by July 15 to register for elective classes or to be placed in a grade-school class.

Families who choose to pay in full by July 15 will receive a 3% discount.

No student may register for classes with an unpaid balance from the previous school year.

No student may attend class with a negative financial balance, based on the monthly payment plan.

Non-Returning Families

If you do not wish to continue your journey at Berean, you must contact the Admissions Department (admissions@bbafnc.org) on or before March 15 each year.

If you do not contact the office, you will be auto-renewed for the upcoming school year.

Emails sent to admissions@bbafnc.org that are time-stamped before the deadline are sufficient for notifying the academy of your intention to not return.

Students who later desire to return to the academy, after notification of non-return, are required to meet with the division principal before acceptance.

Families who decide after March 15 to not continue their journey as Bulldogs will be subject to the withdrawal policies of BBA. This includes the \$500 per student fee for voluntarily withdrawing students.

All records will be held in a non-transferable status until all financial accounts are settled to include any possible withdrawal fees.

Transfer Students

All potential transfer students must follow the same admissions process as potential new students. All current records must be received prior to final acceptance into the Academy.

International Students

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. 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.

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

Parents may withdraw a student for any reason by notifying the school of the intent to withdraw. The school also has the right to ask students to withdraw by 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 will be refunded.
- TRANSCRIPTS will not be released until all books are returned and bills are paid.
- THERE is a withdrawal fee of \$500.

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

Enrolling in Other Schools

When BBA receives notification from the parent that a student is being enrolled in another school or a request for student records is received, the student is withdrawn from the Academy, even if they are currently enrolled unless the parent requests the student disenrollment occur on a specific future date. 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

Berean Baptist Academy expects parents to be involved in their children's educational experience. Therefore, it is highly encouraged that at least one parent attends 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.

Financial Policies

All families will receive an annual invoice that reflects a 12-month payment plan beginning July and ending in June of the next year. Those who complete enrollment or pay the renewal fee 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.

Students enrolling July 1 or later will be prorated to end no later than June.

Delinquent Payments

Tuition accounts that are 30-days past due are subject to be withdrawn from the Academy. Incidental accounts that are past due for extended care will have their extended care service suspended until the account is brought current. Other services that are past due may cause a loss of services.

Tithing Discount

BBA families that tithe to Berean Baptist Church will 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.

Miscellaneous Fees:

The following are billed through Square Invoice when applicable:

- School Lunch: \$5 (K5-12th); An additional entrée is \$2 each.
- Delinquent Payments: \$50
- Returned Check: \$30
- Kindergarten Graduation: \$100
- High School Graduation: \$150
- After-School Detention: \$20 per day
- Saturday Detention: \$60 per day
- In School Suspension: \$100 per day
- Holiday Care (K3-K4) \$50 per day
- Lost/Damaged Books/Chromebooks Cost of Replacement
- Transcripts \$5 (One for the common application portal free)
- Records Transfer: \$20 (First copy is free)

Attendance

NC Compulsory Attendance Law

Berean Baptist Academy complies with the state compulsory attendance law (G.S. 115C378). 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

BBA requires immediate notification in the event of an absence. Excused absences are absences in which the records' office of the school has been notified by the parent. The school recognizes the following absences as excused for compliance with state laws for attendance, but the days may 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

State law does allow school officials to make exceptions to the failure due to absence in the events of serious illness, hospitalizations, and other extreme circumstances that are considered acts of God, and a plan is in place to complete instructional assignments.

Unexcused Absences

All unexcused absences, absences in which the parent has not notified the records' office of the school, will be handled in accordance with the state law as stated below:

- Three (3) Unexcused Absences — Parental notification via phone call or email.
- Six (6) Unexcused Absences — Parental notification via certified letter 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.
- Ten(10) Unexcused Absences — Mandatory parental conference to determine an attempt to comply with state law. If 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.

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

Students who receive an excused absence may complete any missed assignments based upon the following formula: number 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 5 – 12 or more than 10% of the total time in grades K5 — 6 will not receive credit for the class or grade-level. This equates to 17-period absences in grades 5-12 and 17-day absences in elementary school. Therefore, any student in grades 5-12 who misses more than 10% of a class period will be considered absent for that class period. NC attendance requirements for academic course credits require Family Days and College Days be counted into absence total.

Tardy

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.

Upper School students will receive a recorded absence after each sixth tardy to any scheduled class.

Elementary Students will receive one (1) day absence for each sixth tardy.

Checking-in and Checking-out

Every student must sign-in and out of school between homeroom and 3:00 PM at 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, and proper office notification will face disciplinary action for not being in the appropriate place at the appropriate time.

Field Trips

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 Days

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 Days

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.

Visitor Conduct

Berean Baptist Academy requires that all campus visitors conduct themselves in a manner that honors God and aligns with the Academy's statement of faith. As such, Berean Baptist Academy reserves the right to deny admission to events or ask fans to leave events for a variety of reasons that include but are not limited to:

- Profanity
- Tobacco use
- Possession of drugs

- Possession of alcohol
- Possession of a firearm
- Unsportsmanlike conduct
- Attire that depicts lifestyles, organization, and/or behaviors that do not align with the historic Christian faith

Additionally, previously dismissed students are not allowed to attend any events during the school year of dismissal.

Visitors who desire to visit the campus during academic hours must request and receive approval at least 24-hours in advance of the visit. Those without approval will not be allowed to enter the academic or student areas of the school.

BBA reserves the right to deny all visitors to campus when the health and safety of students are at-risk.